Personal Tutorial Information Sheet
Please complete this page, save it in PDF format, and submit it electronically using the ECS electronic hand-in system by the end of week 3, 4pm on Friday 20th October. Doing so will confirm that 1) you know your personal academic tutor’s contact details, 2) you have met with them, 3) you are able to use the hand-in system, and 4) you are aware of the various support services available around the department and University.

Personal Academic Tutor Name: __________________________________________

Personal Academic Tutor Room and Building Number: _______________________

Personal Academic Tutor Email Address: ________________________________

Date You First Met Your Tutor: ________________________________________

University Support
Please use the information available in your Faculty student handbook and on SUSSED to find out more about these services and facilities.

1. Academic Skills Hub
2. Enabling Services
3. Personal Academic Tutor
4. Senior Tutor
5. Student Office
6. Union Advice Centre
7. University Calendar

Which of the above would you consult first for advice or assistance with:

Choice of module options: 1 2 3 4 5 6 7
Coursework deadline management: 1 2 3 4 5 6 7
Educational needs assessment: 1 2 3 4 5 6 7
Financial difficulties: 1 2 3 4 5 6 7
Form to request a deadline extension: 1 2 3 4 5 6 7
Rules about degree classification: 1 2 3 4 5 6 7
Suspending or withdrawing: 1 2 3 4 5 6 7

Personal Details

Your name: ___________________________________________________________

Your University Email Address: ________________________________

The information overleaf summarises the personal academic tutor role.

Please keep a copy of your completed information sheet for your own benefit.
Your Personal Academic Tutor (PAT)

One of the most important people you will meet while you are a student at Southampton is your Personal Academic Tutor (PAT). Your PAT will normally be a member of academic staff in your own subject area and will be here to support and guide you through the duration of your studies.

What is the Role of my Personal Academic Tutor?

Your Personal Academic Tutor will:

- help you in the transition as you settle into University, and make sure that you make the most of your time studying at Southampton
- see you regularly throughout the academic year to help you reflect on your progress and support you in thinking about your development, both in your studies and in the extra-curricular interests and activities you undertake while you are at University
- advise and support you regarding your studies, and help you with any academic or personal difficulties that may affect your progress.
- in addition, they may provide you with references to support you in seeking future employment or application for further study

Who is my Academic Tutor?

You can find out who your Personal Academic Tutor is via on SUSSED. You may be asked to log in again.

Click on the Student Services tab

Then click on Student Records from the list and then click on Student Information (General Student Record).

Select a Term and submit

Your Personal Academic Tutor will be named your Primary Advisor.

If you have any problems please contact the ECS Senior Tutor team, stutor@ecs.soton.ac.uk

Your first meeting

If tutorial meetings are not already shown on your personal timetable, your Personal Academic Tutor will contact you regarding your first meeting during the first two to three weeks of term. It is important that you attend, as you will be given information regarding further contact and the role of your PAT. A record of your attendance will be noted.

The University expects that you will engage with your Personal Academic Tutor, attend the scheduled meetings, respond to messages from your Personal Academic Tutor, and notify your Personal Academic Tutor (or Senior Tutor, if you prefer) if you are experiencing problems which are affecting your performance, attendance or progress in your studies.

For more details, see https://www.southampton.ac.uk/studentadmin/academic-support-guidance/personal-tutor.page