

Tutors Timeline

Timeline for Tutors

Date	Action	Contact
August - mid	A-level results published. Deal with students returning after intermitting – Applications Committee.	Admissions Office Tutorial Office
August-September	Obtain lists of students for whom you will be responsible. Read files to obtain background information. Familiarisation with course structures if students allocated by subject.	Tutorial Office Tutorial Office Dept. web sites
September	Inform where & when you wish to see students – new and returning. Email returning students if Tutorial Office prefers. Decide office hours during each week in term-time.	Tutorial Office Email students Tutorial Office
October – 2 ⁿ ^d week	Greet new students and explain role, expectations, tutorial hours, personal development planning and skills portal. Meet continuing students, discuss exam results, establish priorities for coming academic year, careers. Deal with specific issues e.g. finances, health, accommodation, etc.	
October - end	Liaise with Admissions Office to find if needed for Admissions in Dec. If so, attend Interview workshop organised by Staff Development.	Admissions Office Staff Development
November – late	Look for supervision reports on CamCORS. Arrange times for students' end of term meetings.	CamCORS Email students.
December – first week	Meet students individually to discuss past term, vacation plans, etc.	
December – middle 2 weeks	Admissions interviews and decisions.	Admissions Office
January – early	Arrange times for students' start of term meetings Decide office hours during each week in term-time	Email students Tutorial Office
January – mid	Meet students, discuss term plans	
January – end	Liaise with Directors of Studies about any student with examination requirements. Inform Tutorial Office (for Exam Board)	Tutorial Office
February -- mid	The division of term is currently the deadline for notification of requests for exam access arrangements and changes to CamSIS exam entries	Tutorial Office
March – 1 st week	Look for supervision reports on CamCORS. Arrange times for students' end of term meetings.	CamCORS Email students.
March – 2 nd week	Meet students individually to discuss past term, vacation plans, etc.	
April – mid	Arrange times for students' start of term meetings Decide office hours during each week in term-time	Email students. Tutorial Office
April – end	Meet students, discuss term plans.	
June – 1 st week	Look for supervision reports on CamCORS. Arrange times for students' end of term meetings.	CamCORS Email students.
June– 2 nd week	Meet students individually to discuss, past year, vacation plans and possibly exam results	
June– last week	Complete reports on students if needed for any College meetings Attend graduation events	
June - July	Check CamSIS for exam results of students Where necessary, contact students about exam results	Tutorial Office

Date	Action	Contact
On-going activities	Be readily available to students, at need or at scheduled times	
	Regular Tutorial team meetings	
	Write references for current and past students	