



University of  
**Nottingham**

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# Senior Tutor Team

Peer-Olaf Siebers and Liz Felton

# Role of a Senior Tutor

- The Senior Tutor is responsible for coordinating personal tutoring and related student support and development activities in the school
  - Line manager of personal tutors
  - Training personal tutors
  - Attend meetings of different committees (school / faculty)
    - EC Panel
    - ...
  - Assisting personal tutors with advice (e.g. about rules; in difficult cases)
  - Keeping up-to-date with ever changing regulations
  
- Your main contact for support is your personal tutor

# Contact

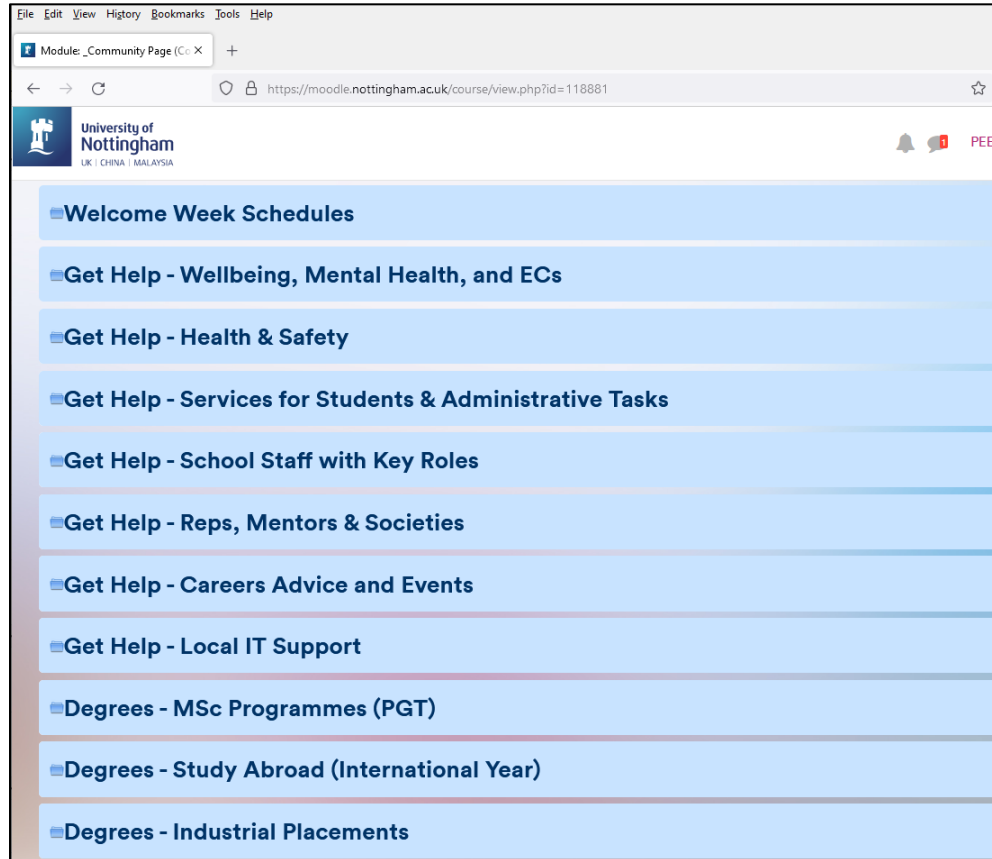
- Senior Tutor Team
  - Peer-Olaf Siebers
  - Liz Felton
- If you want to contact us, please use [ps-cs-senior-tutor@nottingham.ac.uk](mailto:ps-cs-senior-tutor@nottingham.ac.uk)

# Personal Tutor

- Role of your personal tutor
  - First point of contact and source of advice for anything related to your studies
  - Oversees your academic progress (and writes references)
- You should meet your personal tutor
  - At the start of every semester (at least)
  - Any time in between, if needed (send email first)
- Contact us if you have not been assigned a personal tutor

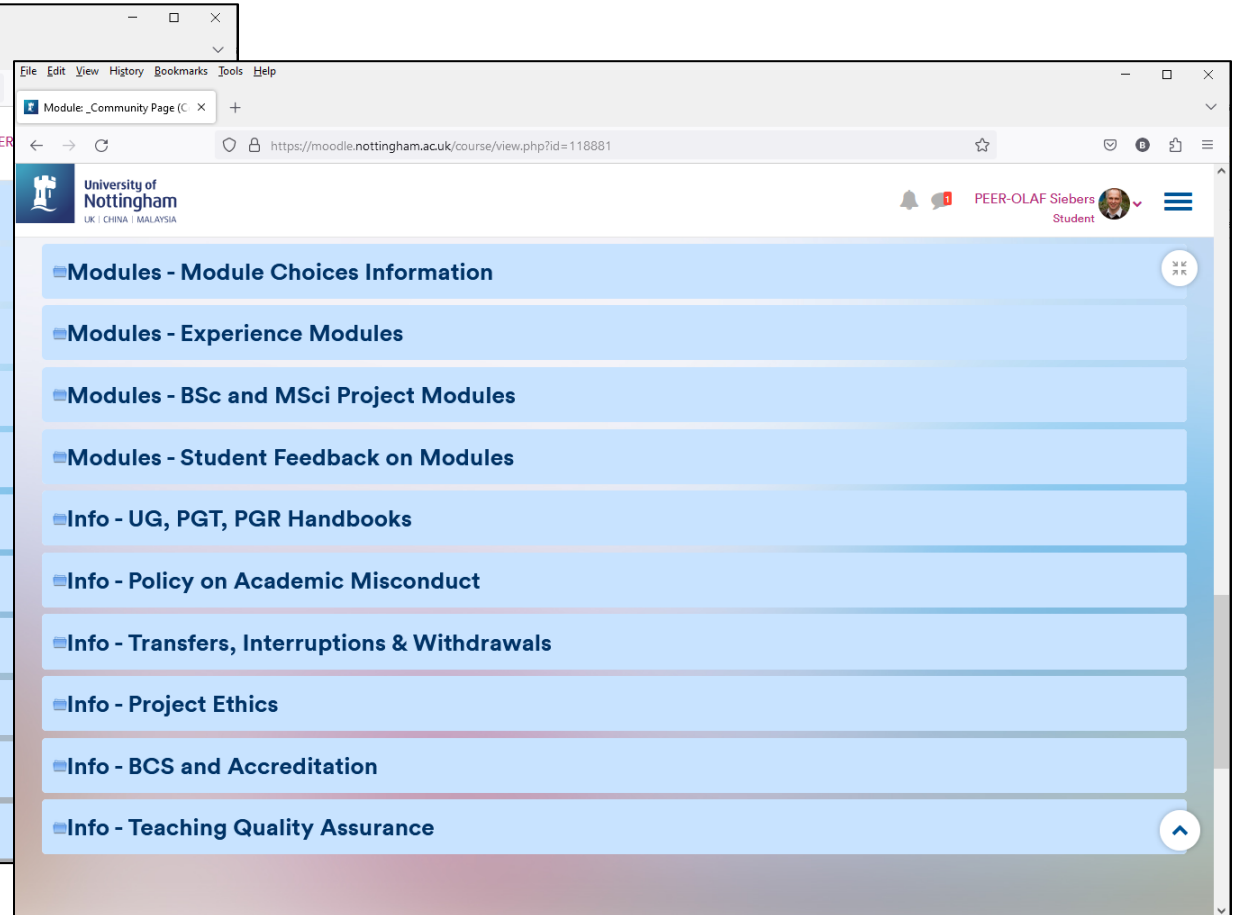
# Moodle CompSci Community Page

<https://moodle.nottingham.ac.uk/course/view.php?id=118881>



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- Welcome Week Schedules
- Get Help - Wellbeing, Mental Health, and ECs
- Get Help - Health & Safety
- Get Help - Services for Students & Administrative Tasks
- Get Help - School Staff with Key Roles
- Get Help - Reps, Mentors & Societies
- Get Help - Careers Advice and Events
- Get Help - Local IT Support
- Degrees - MSc Programmes (PGT)
- Degrees - Study Abroad (International Year)
- Degrees - Industrial Placements



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PEER-OLAF Siebers  
Student

- Modules - Module Choices Information
- Modules - Experience Modules
- Modules - BSc and MSci Project Modules
- Modules - Student Feedback on Modules
- Info - UG, PGT, PGR Handbooks
- Info - Policy on Academic Misconduct
- Info - Transfers, Interruptions & Withdrawals
- Info - Project Ethics
- Info - BCS and Accreditation
- Info - Teaching Quality Assurance

# Selection of Services We Offer

- Student Services
- Support and Wellbeing
- ECs
- Disability Support
- Exam Adjustments and Religious Observance

# Student Services

<https://www.nottingham.ac.uk/studentservices/>

- Mission Statement

- While you are studying with us at Nottingham, we want you to feel **supported and connected to our specialist services** to enable you to have the best possible university experience whatever stage of your academic journey you're at.

<h3>Live chat</h3> <p>Monday - Friday, 10am - 4pm, click on the pop-up in the corner of this page.</p> <p>Quick questions can be answered on live chat, which is run by friendly humans.</p>	<h3>Online enquiry</h3> <p>The student enquiry centre is available 24/7.</p> <p><a href="#">Submit an online enquiry</a> or view our FAQs at any time to suit you.</p>	<h3>Visit in person</h3> <p>Monday - Friday, 9am - 5pm</p> <p><a href="#">Student service centres</a> are available on every campus, stop by and say hello.</p>	<h3>Call us</h3> <p>Monday - Friday, 10am - 4pm</p> <p>Call us on <b>0115 74 86500</b> and the phone menu will direct you to the team you need based on your <a href="#">faculty</a> and query.</p>
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<a href="#">Accommodation</a>	<a href="#">Admissions</a>	<a href="#">Bus services</a>
<a href="#">Campus map and directions</a>	<a href="#">Digital technical services</a>	<a href="#">Disability support services</a>
<a href="#">Halls of residence</a>	<a href="#">Libraries</a>	<a href="#">Student engagement dashboard</a>
<a href="#">University card</a>	<a href="#">Funding and financial support</a>	<a href="#">Term dates</a>

# Student Services

<https://www.nottingham.ac.uk/studentservices/services/a-z.aspx>



- Study ▾
- About ▾
- Research ▾
- Business ▾
- News and events ▾
- Contact ▾
- Search Q

- Current students
- Staff
- Alumni
- UK ▾

University of Nottingham > Student Services > A-Z of services



- Home icon
- Appeals, Complaints and Conduct ▾
- Assessment and Examinations ▾
- Disability Support Services ▾
- Extenuating Circumstances ▾
- More ▾

How can we help today?

Search





# Student Enquiries

<https://student-enquiries.nottingham.ac.uk/faqs/>



[FAQs](#) | [Enquire and submit](#) | [Q](#) | [Sign in](#)

[Home](#) > [Find answers to our most frequently asked questions](#)

## Find answers to our most frequently asked questions

You can find all our FAQs about your time at university below, or you can use the search bar to search to easily search our FAQs.

All ▾	Type your question here	Q
Accommodation		
Assessments, coursework, and exams		
Disability support		
Documents		
Extenuating circumstances		
Fees and charges		
Financial support		
Graduation		
Libraries		
Module enrolment		
Placements and study abroad		
Postgraduate research (PGR)		
Registration		

# Support and Wellbeing

<https://www.nottingham.ac.uk/currentstudents/wellbeing/>

The graphic features the University of Nottingham logo and name in the top left corner. The main title is 'Jubilee Campus Support and Wellbeing Team'. Below the title are four cartoon avatars of team members, each with their name and role. A red box highlights Claire Kirk's avatar and name. Below the avatars is a large text box with a message about support. At the bottom, there are contact details for Claire's office and email addresses for Computer Science and Education & Business.

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## Jubilee Campus Support and Wellbeing Team

**Liza Aspell**  
Support and Wellbeing  
Business

**Morgan Machin**  
Support and Wellbeing  
Business

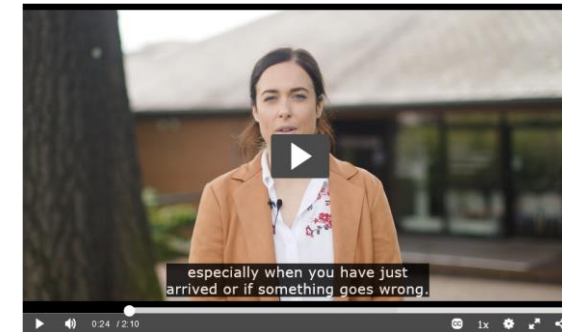
**Claire Kirk**  
Support and Wellbeing  
Computer Science

**Jack Woodward**  
Support and Wellbeing  
Education

University can be challenging at times, and it can take a lot of courage to reach out for help. If you have any concerns, no matter how small they might feel, we are here to support you. We can offer a listening ear, and provide support, advice, guidance and can signpost you to areas of support both internal and external to the university.

Come and talk to us in person or on Teams  
Get in touch to book an appointment by emailing:  
Computer Science: [support-science@nottingham.ac.uk](mailto:support-science@nottingham.ac.uk)  
Education & Business: [support-socialsciences@nottingham.ac.uk](mailto:support-socialsciences@nottingham.ac.uk)

**Claire's office**  
CompSci Building  
C38

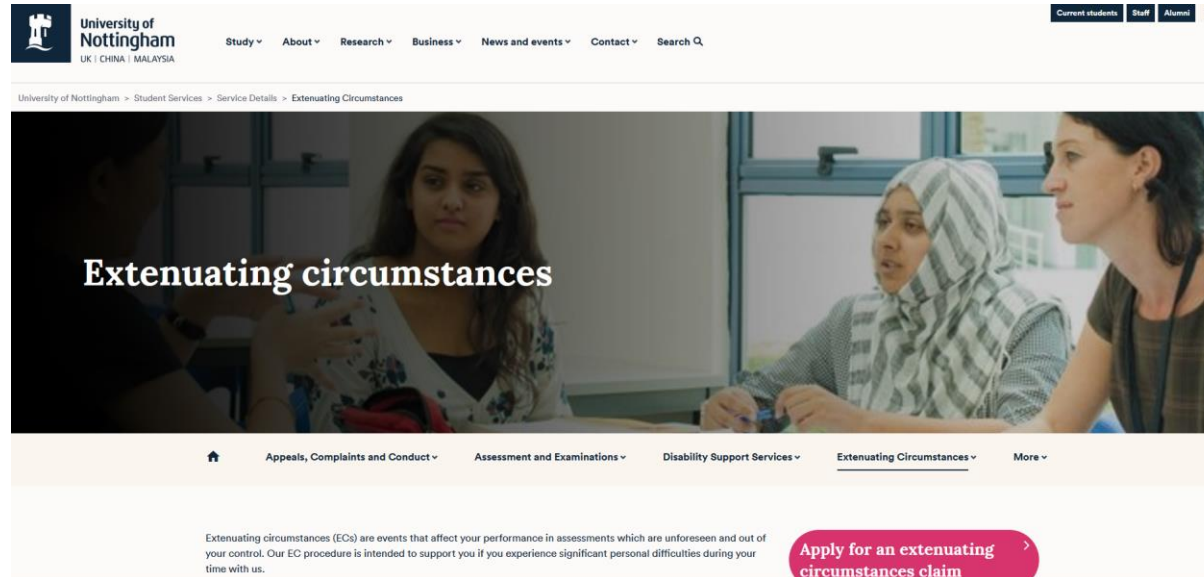


[https://mediaspace.nottingham.ac.uk/media/1\\_1sercupc](https://mediaspace.nottingham.ac.uk/media/1_1sercupc)

# Extenuating Circumstances

<https://www.nottingham.ac.uk/StudentServices/ServiceDetails/Extenuating-Circumstances/>

- Extenuating Circumstances (ECs) are events that affect your performance in assessments which are **unforeseen and out of your control**. Our EC procedure is intended to support students with these exceptional, **short-term circumstances**



The screenshot shows the University of Nottingham website page for Extenuating Circumstances. The page features a navigation menu at the top with links for Study, About, Research, Business, News and events, Contact, and Search. Below the navigation is a breadcrumb trail: University of Nottingham > Student Services > Service Details > Extenuating Circumstances. The main content area has a large image of three students sitting at a table, with the text "Extenuating circumstances" overlaid. Below the image is a navigation bar with links for Appeals, Complaints and Conduct, Assessment and Examinations, Disability Support Services, Extenuating Circumstances, and More. At the bottom of the page, there is a paragraph of text explaining that Extenuating Circumstances (ECs) are events that affect your performance in assessments which are unforeseen and out of your control. Our EC procedure is intended to support you if you experience significant personal difficulties during your time with us. A pink button with the text "Apply for an extenuating circumstances claim" is positioned to the right of the text.

EC Policy Flowchart: <https://www.nottingham.ac.uk/student-services/documents/extenuating-circumstances/new-ec-policy-flowchart-1.pdf>

# Extenuating Circumstances Procedure

<https://www.nottingham.ac.uk/student-services/service-details/extenuating-circumstances/extenuating-circumstances-procedure.aspx>

- Timeline for submitting an Extenuating Circumstance form
  - Coursework: Claims must be submitted before the coursework deadline
  - Timetabled examinations / assessments: Claims must be submitted prior to, or within five working days of, the examination / assessment
- Evidence should usually be provided at the time of making the extenuating circumstances claim but may be submitted up to 10 working days from the deadline/examination

# Extenuating Circumstances Rules (Updates)

<https://www.nottingham.ac.uk/StudentServices/ServiceDetails/Extenuating-Circumstances/>

## What you need to know

**Important update – regulations on Extenuating Circumstances have changed for 2023/24. Make sure you read these before you consider applying:**

Key changes:

**First sits** (a reassessment opportunity that you take as if it's for the first time):

- If a first sit is granted as an EC outcome, your initial submission will not be marked or marks voided even if you completed the first assessment.
- **If first sits are not completed, a mark of zero will be recorded.**
- If you are seeking a first sit for coursework, it is likely a long extension will be offered rather than a first sit.

For more details, see [What is a First Sit?](#)

**Coursework extensions:**

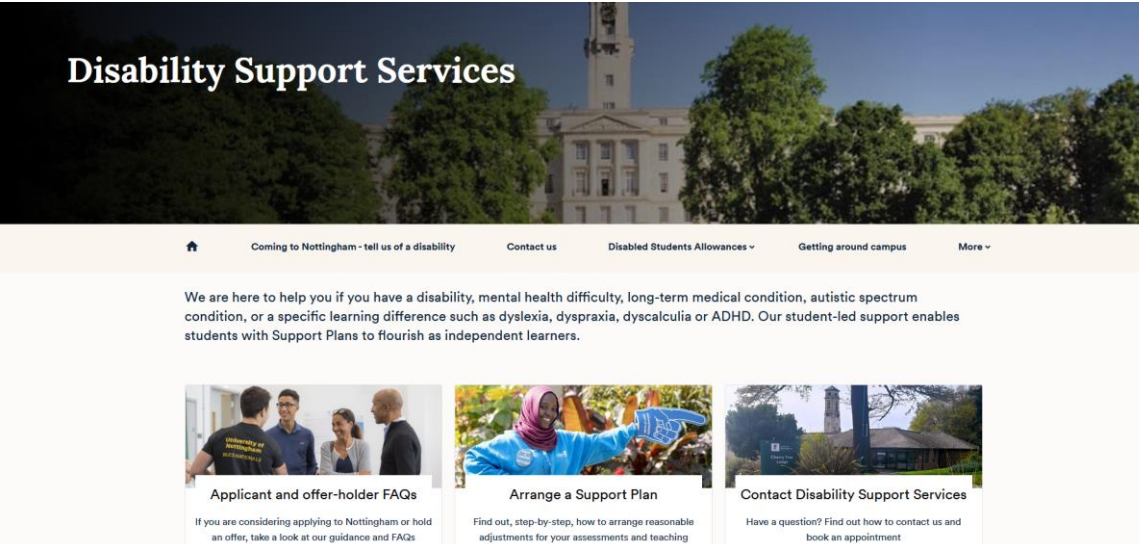
- Up to five working days could be claimed with no supporting evidence (some exclusions do apply so check on Moodle first).
- Check the flowchart for more info [EC student information page](#).
- You will need to provide an acceptable reason in order to be eligible for a no evidence extension.

If the circumstance is not acceptable, your claim may be rejected. See [‘What are acceptable circumstances for an EC claim’](#) for more details.

# Disability Support Services

<https://www.nottingham.ac.uk/student-services/service-details/disability-support-services/>

- Offers support for students with a disability, mental health difficulty, long-term medical condition, autistic spectrum condition, or a specific learning difference such as dyslexia, dyspraxia, dyscalculia or ADHD. Our Disability Support procedure is intended to support students with **long-term conditions**.



**Disability Support Services**

Coming to Nottingham - tell us of a disability | Contact us | Disabled Students Allowances | Getting around campus | More

We are here to help you if you have a disability, mental health difficulty, long-term medical condition, autistic spectrum condition, or a specific learning difference such as dyslexia, dyspraxia, dyscalculia or ADHD. Our student-led support enables students with Support Plans to flourish as independent learners.

**Applicant and offer-holder FAQs**  
If you are considering applying to Nottingham or hold an offer, take a look at our guidance and FAQs

**Arrange a Support Plan**  
Find out, step-by-step, how to arrange reasonable adjustments for your assessments and teaching

**Contact Disability Support Services**  
Have a question? Find out how to contact us and book an appointment

# Disability Support Services

- Support Plan

The screenshot shows the University of Nottingham website. At the top left is the university logo and name, with 'UK | CHINA | MALAYSIA' below it. A navigation menu includes 'Study', 'About', 'Research', 'Business', 'News and events', 'Contact', and 'Search Q'. On the top right, there are buttons for 'Current students', 'Staff', 'Alumni', and 'UK'. Below the navigation is a breadcrumb trail: 'University of Nottingham > Student Services > A-Z of services > Students with Support Plans - access to coursework extensions'. The main content area features a large image of two smiling students with the text 'Students with Support Plans - access to coursework extensions'. Below the image is a horizontal menu with items: 'Home', 'Appeals, Complaints and Conduct', 'Assessment and Examinations', 'Disability Support Services', 'Extenuating Circumstances', and 'More'. A chat bubble on the right says 'Chat now with one of our lovely humans who are ready to help you'. At the bottom, there is a pink button labeled 'Guidance notes' and a small text block: 'If you have a Support Plan, we recognise that you may need an extension to coursework deadlines and this is detailed in your plan. Coursework extensions will be subject to review and approval by your School.'

# Exam Adjustments and Religious Observance

<https://www.nottingham.ac.uk/StudentServices/ServiceDetails/Assessment-and-Examinations/Exam-Adjustments.aspx>

The screenshot shows the University of Nottingham website. At the top left is the university logo and name, with 'UK | CHINA | MALAYSIA' below it. A navigation menu includes 'Study', 'About', 'Research', 'Business', 'News and events', 'Contact', and 'Search'. On the top right, there are buttons for 'Current students', 'Staff', 'Alumni', and 'UK'. Below the navigation is a breadcrumb trail: 'University of Nottingham > Student Services > Service Details > Assessment and Examinations > Exam adjustments'. The main content area features a large image of an empty lecture hall with rows of desks and chairs. Overlaid on this image is the text 'Exam adjustments and religious observance'. Below the image is a horizontal menu with a home icon, 'Resit exams', 'Assessments and exams', 'Exam timetable and key dates', 'In-person exams', and 'More'. At the bottom of the page, a text box reads: 'Explore this webpage for information relating to adjustments for exam arrangements and religious observance in exams.'



# Important Numbers

## Numbers to Remember on Campus

<b>8888</b>	<b>Emergencies</b>
0115 951 8888	Emergencies (mobile/external)
13013	Security (non-emergency)
13401	Health and Safety Department h&s@nottingham.ac.uk
0115 846 8888	Cripps Health Centre
16666	Estate Office Help Desk
0115 951 6666	Estate Office Help Desk (mobile/external)

