



University of
Nottingham

UK | CHINA | MALAYSIA

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Senior Tutor Team

Peer-Olaf Siebers and Liz Felton



- Senior Tutor Team

- Liz Felton (liz.felton@nottingham.ac.uk)
- Peer-Olaf Siebers (peer-olaf.siebers@nottingham.ac.uk)



- Our joint email account (quickest way to get a response)
 - Senior Tutor Team: ps-cs-senior-tutor@nottingham.ac.uk
- We aim to respond within 3 days
 - If you do not get a response within 3 days, please resend your message, adding an @ at the beginning of your subject line (e.g. "@ Interruption of study advice needed")



- Main duty: Providing pastoral care including acting as a secondary source of advice where problems cannot be resolved by personal tutors
- We attend School / Faculty / University Meetings
 - Learning Community Forum
 - Teaching and Learning Committee
 - Senior Tutors' Network ...
- We are in touch with
 - Disability Liaison Officer
 - University's Support and Wellbeing Service
 - Extenuating Circumstances Panel
 - Director of Teaching and Learning ...



- 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)
 - Make sure you know who your personal tutor is! If you do not have been allocated a personal tutor, please email cs-admin@nottingham.ac.uk to get one allocated.
- Contacting your personal tutor
 - In Year 1 you will meet your personal tutor regularly for group tutorials
 - You can also contact your personal tutor via email to ask questions or to make an appointment



Information: Moodle CompSci Community Page

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

> General

> Welcome Week Schedules

> Get Help - Wellbeing, Mental ...

> Get Help - Health & Safety

> Get Help - Services for Stude...

> Get Help - School Staff with ...

> Get Help - Reps, Mentors & S...

> Get Help - Careers Advice an...

> Get Help - Local IT Support

> Degrees - Study Abroad

> Degrees - Industrial Placeme...

> Modules - Module Choices In...

> Modules - Experience Modules

> Modules - BSc and MSci Proj...

> Info - UG, PGT, PGR Handbo...

> Info - Policy on Academic Mi...

> Info - Transfers, Interruption...

> Info - Project Ethics

> Info - BCS and Accreditation

> Info - Teaching Quality Assur...



- Student Enquiry Centre (and EC submission)
 - <https://student-enquiries.nottingham.ac.uk/>
- Report + Support (to report incidences)
 - <https://reportandsupport.nottingham.ac.uk/>
- Progression
 - <https://www.nottingham.ac.uk/qualitymanual/2-documents/ug-regs-flow-chart.pdf>
- Scams
 - <https://www.nottingham.ac.uk/dts/security/protecting-yourself/phishing-emails.aspx>



Information: Student Services

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

The screenshot shows a web browser window displaying the University of Nottingham Student Services index page. The browser's address bar shows the URL <https://www.nottingham.ac.uk/studentservices/index.aspx>. The page features a section titled "Most popular student services" with a grid of nine service tiles. Each tile includes a representative image, a title, and a brief description of the service.

Service	Description
Registration	Register at the start of your course and then re-register at the beginning of each academic year
Module enrolment	Learn about modules, complete enrolment and get help if you need it
Student fees and funding	Further direction and guidance on fee payments, funding and financial support
Timetables and room booking	Access teaching timetables, book a room or submit an enquiry
Transfer, interrupt or withdraw	Help and guidance with your course transfer, interruption or withdrawal
Documents and letters	You might need to request a document or letter during your studies or after you've graduated



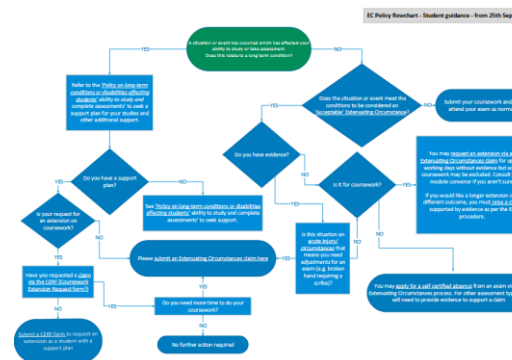
Extenuating Circumstances

- Extenuating Circumstances (ECs) are events that affect your performance in assessments which are unforeseen and out of your control
 - For exceptional, short-term circumstances
 - QM Regulations: <https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/ext-circumstances.aspx> (check Section 2)
 - Student Services: <https://www.nottingham.ac.uk/student-services/service-details/extenuating-circumstances/extenuating-circumstances.aspx> (best description)
 - For long term circumstances use the Disability Support Services
 - <https://www.nottingham.ac.uk/student-services/service-details/disability-support-services/disability-support-services.aspx> (apply as soon as you join the school)



Extenuating Circumstances

- ECs with Evidence
 - Check QM EC regulations (Section 2.3)
- ECs without evidence
 - Check QM EC regulations (Section 2.4)
- Timeline
 - Coursework
 - Claims must be submitted **before the coursework deadline**
 - Timetabled examinations/assessments
 - EC claims must be submitted prior to, or within **5 working days** of, the examination/assessment
 - Evidence
 - Should usually be provided **at the time of making the EC claim**
 - May be submitted **up to 10 working days** from the deadline / examination
 - Submission is online



<https://www.nottingham.ac.uk/studentservices/documents/extenuating-circumstances/new-ec-policy-flowchart-1.pdf>



- Disability Support Services
 - Offer 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.
 - <https://www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/disability-support-services.aspx> (apply as soon as you join the school)
 - Support plan (discuss what can be offered with the Disability Liaison Officer)
 - Reasonable time adjustments for completing coursework and exams
 - Room adjustments during exams ...
 - Remember ...
 - For long term circumstances use the **Disability Support Services**
 - For exceptional, short-term circumstances use **EC procedure**



- Exam adjustments
 - All details: <https://www.nottingham.ac.uk/student-services/service-details/assessment-and-examinations/exam-adjustments-and-religious-observance.aspx>
 - Long term: Contact Disability Support Services
 - Short term: Apply for ECs
 - Religious observance: Fill out Religious Observance form (use above link)
 - Exams can be scheduled on Saturdays
- For application **deadlines** check above webpage



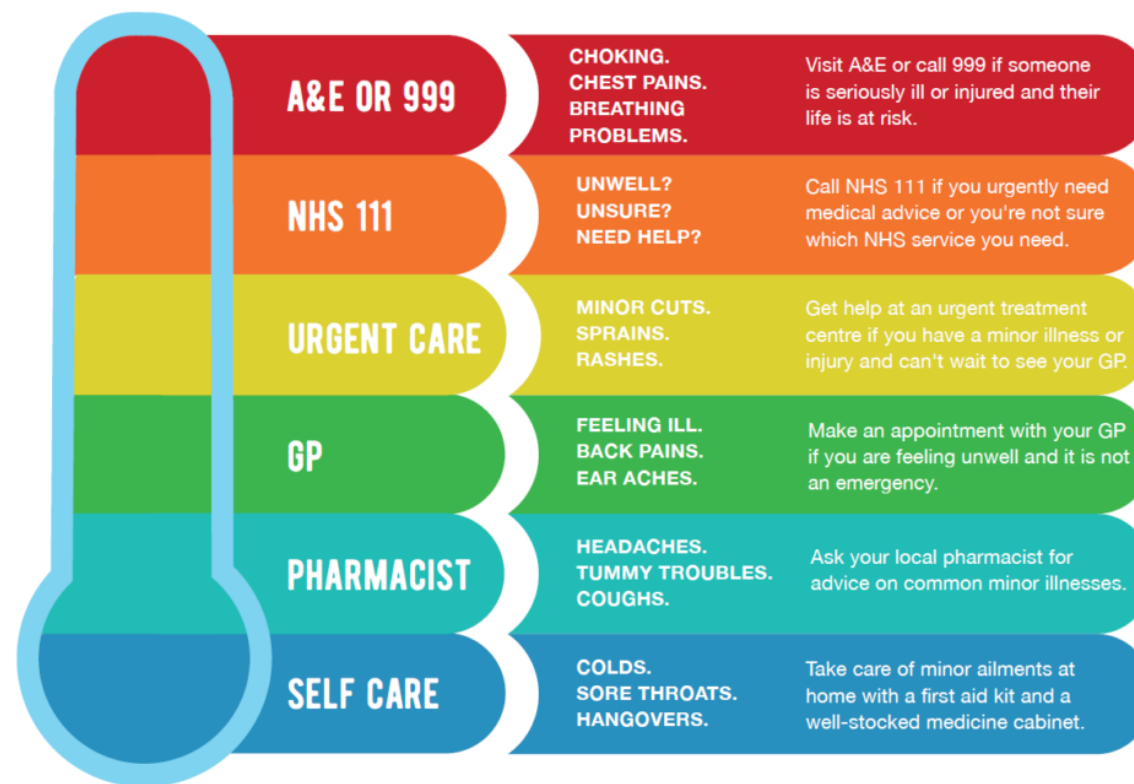
- Read and obey the Quality Manual **Rules about Generative AI**
 - <https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/pol-academic-misconduct.aspx> (check Section 2.2)
- There are many use cases where you can use Generative AI
 - Using it as a tutor
 - Using it as a dictionary ...
- If you are using it for activities that are prohibited under the Quality Manual regulations it will lead to a lot of trouble



Important Numbers

Numbers to Remember on Campus

8888	Emergencies
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)



- Difference between Great Britain vs United Kingdom vs British Isles?

Around 6,000 islands
around 120 to 200 are inhabited

