PLEASE NOTE: ALL TUTORIALS ARE CURRENTLY ONLINE ONLY UNTIL FURTHER NOTICE (as of March 2020)

How long are the tutorials?
Each tutorial is 45 minutes long.

Where are the tutorials?
Online Tutorials: All online tutorials are delivered using Microsoft Teams. Once you book your tutorial, you will be contacted by the tutor with further instructions, including how to download and use Teams.

On Campus Tutorials: All tutorials take place in the library on the 3rd floor of the main university building (University House). Please report to the library desk at least 5 minutes before your tutorial time.

How many tutorials can I book?
There is a limit of ONE tutorial booking per week, and a maximum of TWO for each assignment. For dissertations, it may be possible to book more tutorials – please check with the tutor at your first tutorial.

Can I book more than one tutorial at a time?
No. You may book a maximum of ONE appointment at a time. Once you have attended your appointment, you may book another. Multiple bookings at the same time will be cancelled.

Can I book an appointment in the same week as my previous one?
No. You may only book one appointment per week.

I’ve booked my tutorial. Do I need to do anything else?
Yes. For online tutorials you will receive an email inviting you to a Teams meeting and a second email giving information about your tutorial. Make sure to accept the meeting request and read the tutorial information carefully.

For both online and on-campus tutorials, you should also make sure that you upload the following at least 12 hours* (or as early as possible) before your tutorial time:
- A short sentence explaining what you want to focus on in the tutorial
- The assignment brief / question
Where do I upload my assignment brief?
You can either email your tutor directly once they contact you, or to the following address:
academicenglish@culc.coventry.ac.uk

Do I need to bring anything for my tutorial?
**Online Tutorials:** You don’t need to ‘bring’ anything, but it is a good idea to have your assignment question and writing open on your computer before beginning the tutorial. Having pen and paper to make notes may also be useful.

**On-Campus Tutorials:** You will need to bring a printed copy of the assignment you would like to discuss, if you have already started it and a pen. It may also be useful to prepare / think about any specific questions you would like to ask the tutor about your writing.

I’m running late for my appointment, what should I do?
If you are running late or having issues with the technology or connection, please email us as soon as possible. Alternatively, you can send a message using the chat function on Teams. Click on the New Chat icon on Teams; typing your tutor’s name into the search box will bring up their account automatically.

If you are more than ten minutes late and we do not hear from you, we will assume you are not coming and cancel the tutorial. If you fail to attend your tutorial without cancelling or contacting us, you may be unable to rebook your tutorial.

I need to cancel my appointment, what should I do?
If you need to cancel your appointment, please do this on the LibGuides / LonCal page where you made the original booking.

Remember, if you fail to attend your tutorial without cancelling or contacting us, you may be unable to rebook your tutorial.

What should I do if I’m unable to attend any of the available tutorial timeslots?
If your timetable clashes with the available tutorial times it may be possible to arrange an alternative tutorial outside of the standard times on LibGuides. This can be done by emailing the Language Skills team directly at academicenglish@culc.coventry.ac.uk

Any other questions?
Please contact us with any other questions at the following:
academicenglish@culc.coventry.ac.uk