Individually tutorials (iTutes) help you develop:
- **Effective study skills**: reading and note-taking, preparing for exams, time and task management.
- **Communication skills**: tutorial participation, seminar presentations, English pronunciation.
- **Academic language & writing**: vocabulary, grammar, style, structure, critical analysis and appropriate use of sources.

**How many appointments can I have?**
iTutes are usually 25 minutes. We normally limit you to four (4) appointments per semester and to one (1) appointment per week. If you book more, we may cancel your appointments.

**How can I book an iTute?**
To book and manage your iTutes, use the [Student Advising System](http://student-advising-system.unimelb.edu.au). You will receive a confirmation email when you have booked, and a reminder email before your appointment. The service is popular, so book your iTutes early (i.e. more than a week in advance during busy times like the end of semester).

**How do I cancel an iTute?**
If you can no longer attend, please use the Student Advising System to cancel your iTute.
If you miss an iTute without cancelling, it will be counted against your four appointments.

**Where are iTutes held?**
 iTutes are held at various rooms across the University. Use the Student Advising System to choose when and where your appointment will take place. Try to get an appointment in the venue linked to your faculty or school. If you can’t find a suitable appointment at your faculty venue, you can book an iTute at any other venue.
If getting to Parkville for an appointment is difficult for you, we can arrange a phone or web iTute. Please contact us directly to find out more.

**How can I get the most out of my individual tutorial?**
Book an appointment that is **at least a few days** before your assignment is due.
Academic Skills appointments are available **two weeks** in advance.
If you are coming to ask about your writing, bring a double spaced, **printed copy** of your work and also the task instructions and assessment criteria. **DO NOT** upload the document to the Student Advising System.
Be prepared to ask specific questions about your work. We do not act as an editing or proof-reading service. Rather, we identify areas of weakness, discuss these with you, and refer you to relevant resources, so you can continue to develop your academic skills.

**Things we can’t help you with**
We only work with matters directly related to your university studies. For example, we do not offer advice related to taking an IELTS test, or writing a job application. (For help with the latter, please book an appointment with Melbourne Careers Centre.)
We also cannot advise on take-home exam papers and on assessment related to ESL subjects offered by the School of Languages & Linguistics and the Hawthorn English Language Centre.