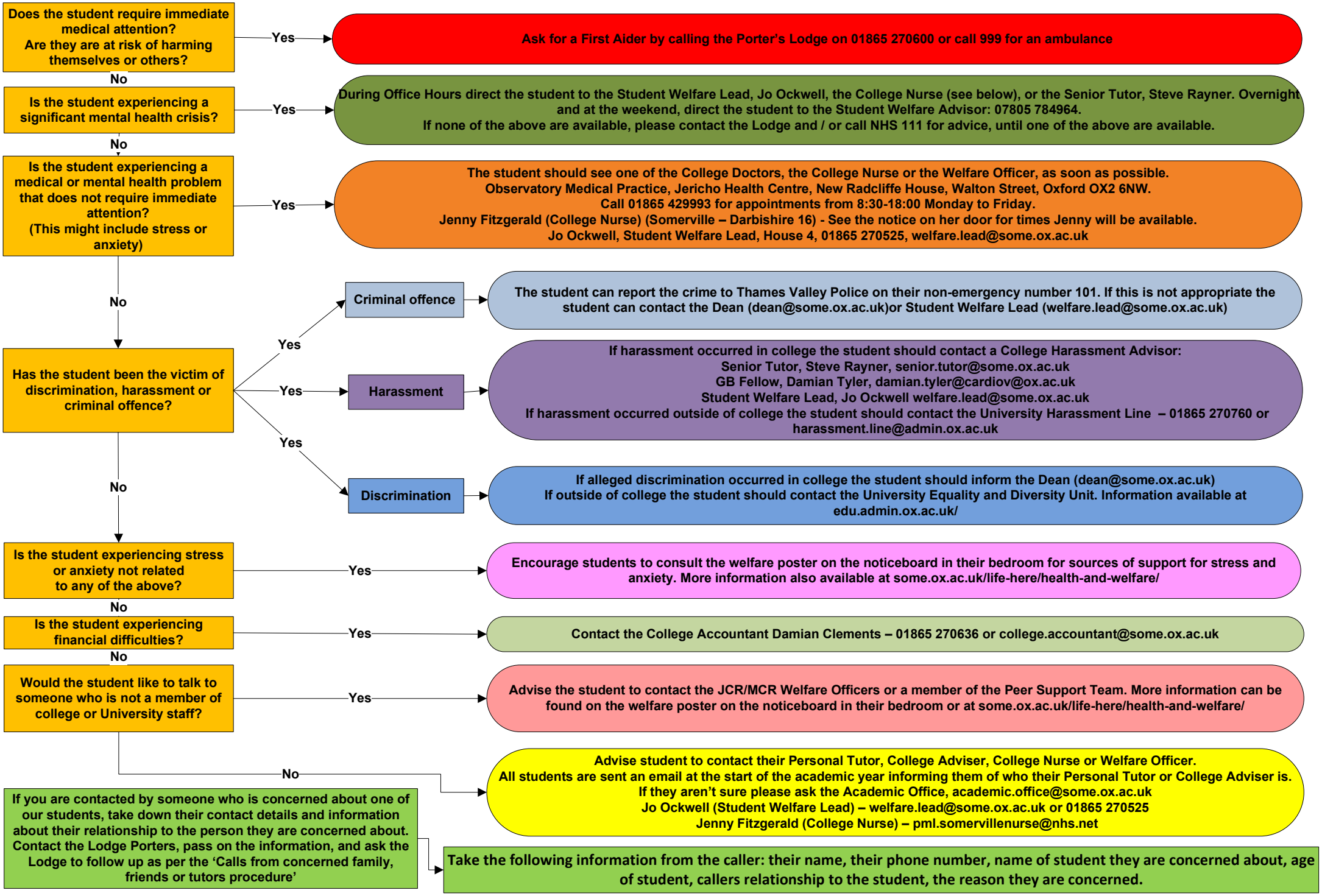Student Welfare – A Quick Guide for Tutors