

Opportunities to engage with University-

SUGGESTED OUTLINE FOR PART 1 ACADEMIC TUTOR MEETINGS

Semester 1	First impressions of University coursework / workload (including assignment deadlines) and study methods. Ask if they have completed Study Smart	

SUGGESTED OUTLINE FOR PART 2 ACADEMIC TUTOR MEETINGS



SUGGESTED OUTLINE FOR PART 3 / PART 4 (FINAL YEAR) ACADEMIC TUTOR MEETINGS

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SUGGESTED OUTLINE FOR POSTGRADUATE ACADEMIC TUTOR MEETINGS

Later in Semester 1	First impressions of University coursework / workload (including assignment deadlines) and study methods. Any strengths or weaknesses that may affect their academic progress and feedback on assignment(s) so far. Disclosure of any disability (if relevant). The Student Charter– discuss the Charter, and what it means for them. Opportunities to engage with University-wide	4231 8 Tm[)JTJET0.322 g202.133v

		Prepare an updated version of your CV.
Later in Semester 2	Reflect on action points from previous meeting. Assignment results and degree programme progress so far. Planning for dissertation / project (noting that during this stage the student will primarily receive individual academic support from the dissertation / project supervisor, and it is not the role of the academic tutor to act as an additional supervisor). Intentions for employment / further study, including information for references.	Identify any concerns in planning for project/dissertation. Identify assignment(s) to discuss feedback - bring feedback to the meeting. Prepare a final version of your CV.