

Calendar of Personal Tutor meetings & events (Part 2)

Date	Event	Preparation	What happens at meeting
Term 1 Week 4-6	Meeting with Personal Tutor	<ul style="list-style-type: none"> • Identify particular strengths and weaknesses that are likely to affect your academic progress • Prepare a schedule of your assignment deadlines for the term/year • List your extra-curricular activities over the last year 	<ul style="list-style-type: none"> • Discuss academic progress, including option choices • University coursework/workload (including assignment deadlines) and study methods • Agree on any action points as a result of the above
Term 2 Week 6	Meeting with Personal Tutor	<ul style="list-style-type: none"> • Consider progress • Identify any particular difficulties (academic, social or personal) • Prepare a schedule of your assignment deadlines for the term • Consider your summer plans, and any links to future career 	<ul style="list-style-type: none"> • Discuss attendance record for Term 1 • Progress during term • Study skills issues, including assignment deadlines and exam preparation • Summer plans and possible career development (work experience, eg)
Term 3 Week 2-3	Meeting with Personal Tutor	Consider choice of Year 3 project/dissertation topic	<ul style="list-style-type: none"> • Academic Progress, including CMS assignment • Exam preparation • Discuss attendance record for Term 2 • Dissertation plans • Planning for Year 3 • Summer plans (and possible career developments/work experience)