

Calendar of Personal Tutor meetings (Part 3)

Date	Event	Preparation	What happens at meeting
Term 1 Week 3-4	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 • List your work experience 	<ul style="list-style-type: none"> • Discuss academic progress, including dissertation • University coursework/workload (including assignment deadlines) and study methods • Agree on any action points as a result of the above • Discuss career plans.
Term 2 Week 3-4	Meeting with Personal Tutor	<ul style="list-style-type: none"> • Identify particular strengths and weaknesses affecting your academic progress • Prepare a schedule of your assignment deadlines for the term • Prepare an updated version of your CV and email to your tutor before the meeting 	<ul style="list-style-type: none"> • Discuss academic progress, including assignment schedule for this term, final stages of dissertation and preparation for final examinations • Discuss possible improvements to your CV • Discuss intentions for employment/further study • Discuss attendance in Term 1
Term 3 Week 1-2	Meeting with Personal Tutor	<ul style="list-style-type: none"> • Identify any concerns in planning for finals • Prepare a final version of your CV and email to your tutor before the meeting • List your extra-curricula activities over the last year • List your work experience 	<ul style="list-style-type: none"> • Preparation for Finals, including revision plans • Discuss attendance in Term 2 • Future/career plans • Information available to Tutor for preparing references, including final version of CV