**Suggested Activities for Personal Tutoring**

Preparing for your first meeting

* Where did you live and study before coming to Brighton?
* What qualifications do you have?
* Is there anything you might find difficult about university study compared to your previous place of study? How will you manage this transition?
* Are you confident in your time management and independent working skills?



# Your course

* Do you understand the structure of your course and when any potential ‘stress points’ in the year might be? How might you plan for these?
* Do you know when the assessment points are?

*If your tutee has a Learning Support Plan, map out the annual cycle of submission dates with them and identify where extensions might be required*

* How will you be assessed? Are any of these assessment methods new to you?
* Do you understand your programme’s referencing style?
* Have you found library and e-learning resources for your subject area?



# Making academic progress

* Are you aware of any potential barriers to your learning and academic progress? What coping strategies will you use to manage these?
* If you have a diagnosed disability, including long-term mental health conditions, or suspect you might have a disability (including specific learning difficulties such as dyslexia), what support are you receiving or might you seek from the university?
* Are you confident writing and communicating in English? Have you found out about opportunities at Brighton to improve your communication and study skills?



# Outside your studies & the future

* What extra-curricular activities are you keen to pursue at Brighton? How would you like to be involved in the student community outside your studies?
* Do you have any career plans or have you thought about the ‘employability skills’ you might develop on your course?
* Do you plan on having a part-time job while you study?



# Accommodation

* Are you living in Halls of Residences, private accommodation or at home?
* Do you have any family members or children to support?
* How long is your commute to campus? How might this affect when & where you study?



# Anything else?



# Contact details

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Personal Academic Tutor name:

Email address and/or office phone:

Office location and open office hours (if applicable):

Course Leader’s name: