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| STUDENT NAME & contact detailsProgramme of Study & current level  |
| PERSONAL TUTOR NAME & contact details |
| MATTERS DISCUSSED:  | DATE OF MEETING: |
| Living /study arrangements - any issues (eg settling in, privacy, internet access) and possible solutions |
| Any specific communication or support needs ? Aware of relevant University services? |
| Experience of the course so far - highlights ,difficulties, longer term plans?  |
| When is your best time for study - any improvements needed to time management? |
| General health & wellbeing - registered with GP? Aware of relevant university services? |
| Any other matters |
| AGREED ACTIONSDate of next meeting:  |