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| STUDENT NAME & contact details  Programme 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 ACTIONS  Date of next meeting: | |