

Welcome Week 2023 – Guidelines/Tips for Academic Tutor meetings

The first Academic Tutor meeting in Welcome Week is a chance for your tutees to get to know each other and you in a relaxed setting, and for you to answer any questions they might have. The meeting is a good opportunity to clarify expectations, and ensure your tutees are aware of the support you can provide, the importance of the tutor-tutee relationship, and where else they can find support within the university.

Ice-breaker activities

Starting the meeting with an activity that helps everyone relax and get to know each other would be a good idea. Examples could be a quick quiz, a game such as “two truths and a lie”, or asking people to chat to each other and find things they have in common.

Suggested areas for discussion in the meeting

It is likely that the main focus of the meeting will be getting to know each other and setting students’ minds at ease about anything they might be concerned about. These are a few other things you may want to touch on during the meeting:

- Explain your role as an Academic Tutor, e.g.
 - Help students reflect on their academic progress
 - Help them make decisions in relation to their course
 - Support them to review, reflect and act on feedback received
 - Write references, when necessary
 - Help students identify appropriate extra-curricular opportunities
 - Refer them to specialist support services as and when necessary
- Expectations for future meetings, e.g.
 - Group or one-one
 - When are you available, and how can students contact you?
 - Who will arrange the meetings?
 - What students should prepare/bring
 - How you/they should keep records
- Choice of modules/options.
- Role of Support Centres
- Remind students about [Study Smart](#) and their [STaR mentors](#).
- Have they been able to access RISIS/Blackboard/Teams?

Things to show the students/provide links to

- [Student Charter](#)
- [Meeting guidelines and downloadable guides for students](#)
- [Template for students to record meetings](#)
- [Information about Study Smart](#)
- [Video introducing the Academic Tutor System](#)

Materials to support you

- [Guide for Academic Tutors](#) (see this Guide for an expanded explanation of the role of the Academic Tutor)
- [Signposting flowchart](#)
- [Academic Tutor Toolkit](#)