

Suggested outline for initial first-semester group meeting with postgraduate Tutees

Timing	Suggested Agenda / Areas of discussion	Things you could bring to show/give the students
<p>Early in first semester – Initial meeting with tutees</p>	<ul style="list-style-type: none"> ▪ Explain your role as an Academic Tutor: <ul style="list-style-type: none"> ▪ Help students reflect on their academic progress ▪ Work with them to identify strengths/weaknesses in relation to their studies, and related supports ▪ Encourage them to develop their study skills (by signposting to Study Advice, Liaison Librarians etc) ▪ Help them make decisions in relation to their course ▪ Support them to review, reflect and act on feedback received ▪ Discuss career ambitions and signpost relevant opportunities and services ▪ 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. <ul style="list-style-type: none"> ▪ 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 ▪ Role of relevant RSU student society (e.g. Law Society) and discipline relevant social events throughout year. ▪ Transition to postgraduate studies and differences from their previous institution (academic, social, accommodation etc.) ▪ Have they been able to access RISIS/Blackboard? 	<p>Student Charter</p> <p>Template for students to record meetings</p> <p>Essentials webpages</p> <p>Student facing Academic Tutor toolkit</p> <hr/> <p>Materials to support you</p> <p>Guide for Academic Tutors (see this Guide for an expanded explanation of the role of the Academic Tutor)</p> <p>Academic Tutor Toolkit</p> <p>Signposting flowchart</p>

Suggested outline for Postgraduate Academic Tutor meetings

Timing	Suggested Agenda / Areas of discussion	Things you could ask students to prepare/bring with them
Later in Semester 1	<ul style="list-style-type: none"> ▪ First impressions of University coursework / workload (including assignment deadlines) and study methods. ▪ Any strengths or weaknesses that may affect their academic progress and feedback on assignment(s) so far. ▪ Disclosure of any disability (if relevant). ▪ The Student Charter – discuss the Charter, and what it means for them. ▪ Opportunities to engage with University-wide/School/Department specific personal or professional development programmes. ▪ Career Development and other non-academic matters. <ul style="list-style-type: none"> ▪ Including early deadlines for graduate schemes ▪ Reflection on course so far (using Study Advice Reflective App, for example) – what are some areas for development over the rest of the year? ▪ Agree action points based on the above. 	<ul style="list-style-type: none"> ▪ A schedule of your assignment deadlines for the semester/year. ▪ Identify any particular strengths and weaknesses that are likely to affect your academic progress.
Early in Semester 2	<ul style="list-style-type: none"> ▪ Reflect on action points from semester 1 meeting. ▪ Expectations and experience of the course so far. ▪ Study skills development, including assignment deadlines and exam preparation. ▪ Feedback on assignment(s). ▪ Attendance record for semester 1 etc. (using data on RISIS) ▪ Non-academic matters: accommodation, societies, social development etc. ▪ Intentions for employment / further study, including information for references (e.g. CV). ▪ Agree action points based on the above. 	<ul style="list-style-type: none"> ▪ Consider your progress in semester 1, and initial thoughts of project/dissertation topics. ▪ Reflect on the effectiveness of your existing study skills. ▪ Identify any particular difficulties (academic, social or personal). ▪ Identify assignment(s) to discuss feedback - bring feedback to the meeting.

		<ul style="list-style-type: none"> ▪ Prepare an updated version of your CV.
Later in Semester 2	<ul style="list-style-type: none"> ▪ Reflect on action points from previous meeting. ▪ Assignment results and degree programme progress so far. ▪ Planning for dissertation / project (noting that during this stage the student will primarily receive individual academic support from the dissertation / project supervisor, and it is not the role of the academic tutor to act as an additional supervisor). ▪ Intentions for employment / further study, including information for references. 	<ul style="list-style-type: none"> ▪ Identify any concerns in planning for project/dissertation. ▪ Identify assignment(s) to discuss feedback - bring feedback to the meeting. ▪ Prepare a final version of your CV.