Personal tutoring – topics for discussion:
Postgraduate Taught students

- Explaining the personal tutor system, the role of the personal tutor and the responsibilities of the student
- Helping the student to settle in to University life – seeking feedback on their induction experience
- Ensuring the student has access to/ received all relevant programme material – and encouraging them to read this
- That the student is sufficiently clear about their programme requirements; has module and timetable information etc.
- Awareness of importance of using University e-mail systems, Blackboard etc.
- Satisfaction with accommodation (where relevant)
- Provide guidance/reminder of other key programme/school contacts – including School Office - and University services including The Hub, Library, Learning Development Centre and Careers
- Guidance on Professional body membership (where relevant)
- Guidance on student participation and representation opportunities
- Ensure students are aware of coursework submission arrangements
- Ensure students are aware of plagiarism procedures and implications
- Ensure students are aware of procedures for exceptional circumstances
- Assistance with interpreting feedback from assessment activities
- Any pastoral issues, queries or concerns raised by the student
- Their student experience: what do they enjoy, what don't they like etc.
- Guidance with module selection (where appropriate)
- Guide and support students to maintain work/life balance
- Encouragement/guidance on careers support opportunities
- (Part Time continuing students) Helping students reflect on the end of each year and with their orientation and transition to the following academic year, discussing any issues which have emerged since the previous year
- At end of programme– reflection on the year and the programme as a whole - how the student feels they have progressed, their personal, and academic development achievements, any outstanding issues or concerns

Aston University