Instructions on how to upload your completed PDP form on to Tabula as part of a scheduled meeting:

* log on to Tabula
* click on 'Student Profiles', then on the 'Personal Tutor' tab
* click 'Schedule meeting'
* add a title (e.g. Autumn term progress review) and the date of the meeting (this will have been agreed in advance with your Personal Tutor either over email or via sign-up sheet).
* for 'Format' click 'Face-to-face' and for 'Location' put your tutor's office.
* click on 'Choose Files' to locate your completed form on your PC and when it appears in the file box click 'Schedule'.

Your Personal Tutor will receive notification that you have submitted the form and will consult the form before and during the face-to-face meeting to ensure that the session is used to address any concerns you may have and to focus on the specific needs that you have identified.

During or after the meeting your Personal Tutor may add notes to the schedule of your meeting about what was discussed, and any action to be taken. You will subsequently be asked to approve the complete record of the meeting.

The form will be stored under your personal profile on Tabula. This will enable us to monitor and advise you on your overall long-term academic and personal progress, as well as to ensure consistency of personal tutoring support if a change of Personal tutor becomes necessary.

Please complete this form and submit via Tabula to your Personal Tutor for discussion at your next meeting. These forms will form a portfolio that enables you and your tutor to monitor and support your personal and academic progress, identify areas for development and to record agreed actions. They will also ensure that your Personal Tutor is well placed to provide you with an accurate and informed reference.

**Name: Degree Course:**

**Name of Personal Tutor: Year:**

**Date of Meeting:**

**FIRST MEETING**

1. Review your Undergraduate degree results – how did you perform? Are there any areas you need to work on?
2. How are you feeling about transition into postgraduate study? What are you looking forward to/concerned about?

**SUBSEQUENT MEETINGS**

1. How are you organising your work, is the workload manageable?
2. Is there any particular academic support you require?

**GENERAL WELLBEING AND CAREER PLANNING (ALL MEETINGS)**

1. Name any extracurricular activities that you are currently enjoying.
2. Are there any issues affecting your academic work or areas of your life at Warwick that seem less satisfactory? If so, how are you addressing these areas and what support have you accessed?
3. Skills

How do you rate your abilities in the categories listed below? Are you aware of University services to improve these skills? 1 = poor 5 = excellent

Academic writing skills 1 2 3 4 5

Research skills 1 2 3 4 5

Language-learning 1 2 3 4 5

Contribution to seminar discussions 1 2 3 4 5

Time management 1 2 3 4 5

Communication skills 1 2 3 4 5

Presentation skills 1 2 3 4 5

Confidence in tackling problems 1 2 3 4 5

**PLANNING AHEAD**

1. What steps have you taken to plan for your future career or further study? Have you spoken to a Careers Consultant?
2. What other activities are you involved in which may contribute to your personal and career development? (e.g. paid work, voluntary work, SSLC, Open Days, societies, sports). How do you reconcile these activities with your academic studies and workload?

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