

Personal Tutor Meeting: Conversation Starters

Final Year: *Term 1*

The following guidance has been created by students and is intended as inspiration for a productive meeting at this point in your tutee's university journey. Students at Warwick come from a range of backgrounds and will have different interests and needs so your conversation should always be tailored to the individual tutee. You may have students returning from study abroad or placement years and this is an opportunity to encourage them to reflect and to ensure that they are settling back into department life.

Suggested conversation starters:

- Looking back on your second year, what were your highlights? What was the hardest part and how did you manage this?
- What did you do over the summer and how are you feeling about the year ahead?
- How do you feel about your intermediate-year assessment results?
- How has your dissertation/final year project been progressing? Remind students of [Academic Support Librarians](#).
- Do you have any post-graduation plans? Flag Careers and resources such as CV Support

Relevant topics to discuss:

- Discuss whether your tutee is on track for their desired degree result and talk through opportunities to develop areas that may require further work
- Encourage your tutee to share experiences that they have had at University so far, work experience/part-time work, volunteering, sports, societies
- Signpost Careers support and further study opportunities
- Remind students of self-certification and mitigating circumstances - how to submit and the importance of seeking support
- Encourage students to look at the University [cost-of-living](#) information
- As a personal tutor you should have been informed if a student has disclosed a disability. It is important that you ask about this during the meeting to see how they are finding things and whether reasonable adjustments are in place. Direct students to Disability Services if they have not yet been assessed. Explain how we're here to help and that there is extra support, all given without cost to the student or judgement/stigma.

Tips for building rapport



Useful services/opportunities:



It is good practice to email students after a meeting to remind them of some of the information discussed and share key links e.g. mitigating circumstances, how to contact you as their tutor, how to contact Wellbeing Support.

Further guidance for personal tutors is available on the [Dean of Students website](#).

Personal Tutor Meeting: Conversation Starters

Final Year: *Term 2*

The following guidance has been created by students and is intended as inspiration for a productive meeting at this point in your tutee's university journey. Students at Warwick come from a range of backgrounds and will have different interests and needs so your conversation should always be tailored to the individual tutee.

Suggested conversation starters:

- Is there any specific feedback you would like to discuss from returned assessments?
- How has your final year project been progressing (where relevant)?
- How are you ensuring that you have a good work and social balance?
- What plans do you have after graduating? Have you considered post-graduate study?

Relevant topics to discuss:

- Remind students of self-certification and mitigating circumstances - how to submit and the importance of seeking support
- Encourage students to look at the University [cost-of-living](#) information
- Discuss future pathways and encourage applications for graduate roles, if appropriate
- Find out how they are getting on with their dissertation or final year project, if relevant
- Encourage planning for life after Warwick and engagement with Careers and Skills to understand options
- Highlight the [NSS](#) and ways for students to feedback about their time at university
- As a personal tutor you should have been informed if a student has disclosed a disability. It is important that you ask about this during the meeting to see how they are finding things and whether reasonable adjustments are in place. Check if any special examination arrangements are required, prior to Term 2 deadline – and signpost to Disability Services, if needed.

Careers Support Guidance



Useful services/opportunities



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Personal Tutor Meeting: Conversation Starters

Final Year: *Term 3*

The following guidance has been created by students and is intended as inspiration for a productive meeting at this point in your tutee's university journey. Students at Warwick come from a range of backgrounds and will have different interests and needs so your conversation should always be tailored to the individual tutee.

Suggested conversation starters:

- How are you feeling about your exams and assignments?
- Looking back at your time at university, what have been your highlights? What has been the hardest part and how have you managed this?
- Do you know how graduation works?

Relevant topics to discuss:

- Discuss how the student is balancing their academic and social life.
- Remind students of self-certification and mitigating circumstances - how to submit and the importance of seeking support
- Discuss your tutees university experience – celebrate learning and success and encourage them to reflect on how they have grown as a person and the skills they have learnt during their time at Warwick
- Encourage your tutees to sign up to the [Alumni Community](#) to benefit from mentors, career support and networking opportunities after graduation
- Talk through the [graduation process](#)
- Check in with students with special arrangements that they are comfortable with what they need to do during their exams and assessments

Exam Support Information



Useful services/opportunities:



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