

Personal Tutor Meeting: Conversation Starters

Intermediate 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.

Suggested conversation starters:

- How was your summer?
- Looking back on your first year, what were your highlights? What was the hardest part and how did you manage this?
- How are you feeling about the year ahead?
- How did you find your assessments last year?
- Have you had any thoughts about potential careers or work experience that you would like to find out more about?

Relevant topics to discuss:

- Discuss how the student is feeling about the start of the second year
- Identify any academic or study skill areas for development that the student has identified in Year 1
- Students should be encouraged to use their second year to build on the skills and experiences that will set them up for their final year and next steps beyond that - encourage them to get involved in things that interest them such as research or co-creation projects, volunteering and part-time jobs
- Encourage early application for summer vacation roles/internships/placements
- Remind students of self-certification and mitigating circumstances and how to submit and the importance of seeking support
- Encourage students to look at the University [cost-of-living](#) information
- Signpost wellbeing services [self-help resources](#)
- 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 to ensure the right support is put in place

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

Personal Tutor Meeting: Conversation Starters

Intermediate Year: *Term 2*

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Suggested conversation starters:

- Is there any specific feedback you would like to discuss from any of your returned assessments?
- How have you been balancing workload and social life?
- How has your attendance been during first term? Use this opportunity to look at their attendance record together. Depending on what this looks like there may be an opportunity to discuss any barriers and signpost to further support
- Have you thought about next year's modules?
- Tell me about any career plans that you have. Meeting with a Careers Advisor is for all students, whether you know what you want to do or not

Relevant topics to discuss:

- Discuss how the student feels they are getting on
- Discuss opportunities for intercalated work and study abroad
- Remind students of self-certification and mitigating circumstances and how to submit and the importance of seeking support from the personal tutor and Wellbeing Services
- Encourage students to look at the University [cost-of-living](#) information
- Check in on any reasonable adjustments and ask how students with a disability are getting on. Signpost to Disability Services where there are any concerns. Explain how we're here to help and that there is extra support, all given without cost to the student or judgement/stigma.

Personal Tutoring and Neurodiversity



Useful services/opportunities



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Personal Tutor Meeting: Conversation Starters

Intermediate 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?
- Do you have any worries or concerns you'd like to talk about?
- What are your favourite parts of your degree? Are there ways that you could explore these further through final year work, module options and/or discussion with Careers about work experience options?
- Looking back over the last year, what have been your highlights? What has been the hardest part and how have you managed this?

Relevant topics to discuss:

- Discuss how the student is managing academic and social life, and signpost wellbeing services if necessary
- Signpost information on Examination Boards and Degree Conventions
- Encourage engagement with [Study Happy](#) activities through the Library
- Remind students of self-certification and mitigating circumstances and how to submit and the importance of seeking support from the department/Wellbeing services if they encounter challenges
- Encourage students to look at the University [cost-of-living](#) information
- Signpost to their Academic Skills Librarian and [study support](#) in preparation for exams and assignments

Exam Support Information



Useful services/opportunities:



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