

Personal Tutor Meeting: Conversation Starters

First year undergraduate: *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:

- Tell me about yourself... Why did you choose Warwick?
- Is there anything about being a university student that you are worried about?
- Tell me about any student societies, sports clubs or liberation groups that you have looked into?
- How are you settling into University life and your accommodation (if relevant)?
- Have you been able to access any support that you need? / Do you know how to access support services at the university?
- Are you living in on-campus accommodation?
- Do you have any hobbies or interests that you enjoy doing?

Relevant topics to discuss:

- Get to know your tutee's background and interests
- Highlight sports clubs, societies, liberation groups and ways to make friends/connect with other students
- Introduce your role and remit as a personal tutor (set boundaries while establishing yourself as a first point of contact)
- Flag how students can raise concerns/ provide feedback e.g. Personal Tutors, DSEPs, SSLCs
- Encourage students to look at the University [cost-of-living](#) information
- Signpost wellbeing services [particularly self-help resources](#) designed to prepare students for a positive experience including topics such as meeting new people, settling in and managing change
- Explain mitigating circumstances procedures and self-certification and the importance of seeking support
- 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 department support is in place. 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 to signpost:



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

First year undergraduate: *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:

- Share one new experience from last term and what discoveries you made - what's next for T2?
- Is there any specific assignment feedback you would like to go through together?
- 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
- How have you been managing university workload? What strategies have you adopted?
- Have you been able to access any support that you need? / Do you know how to access support services at the university

Relevant topics to discuss:

- Discuss academic progress so far
- Help the student develop confidence with revision skills and practices
- Discuss any early thoughts on work experience and careers. Encourage students to think about applications for summer vacation roles/internships/placements
- Remind students of self-certification and mitigating circumstances and how to submit and the importance of seeking support
- Signpost wellbeing services [self-help resources](#) designed to prepare students for a positive experience including topics such as imposterism, loneliness and working well in groups
- Signpost to opportunities through the Warwick Skills Award, Sports and Societies
- Signpost to Warwick Accommodation and the SU accommodation guidance pages
- Encourage students to look at the University [cost-of-living](#) information

Personal Tutoring and Neurodiversity



Useful services/opportunities to signpost:



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

First year undergraduate: *Term 3*

Term 3 is, for most students, focused on assessment as well as making plans for the summer and engaging in end of year sports and society activity. 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 have you been organising your workload and revision?
- Have you thought about next year's modules?
- Looking back over the last year, what have been your highlights? What has been the hardest part and how have you managed this?
- Do you have any different types of assessments this term? How are you feeling about that / those?
- Do you have any concerns about progressing to Year Two?
- Do you know how to access support services at the university?

Relevant topics to discuss:

- Check if your tutee requires any special examination arrangements or reasonable adjustments
- Remind students of self-certification and mitigating circumstances and how to submit and the importance of seeking support
- Discuss plans for the summer and any applications for summer vacation work
- Discuss opportunities for intercalated work and study abroad
- Discuss the student's management of academic work and social activity
- Signpost wellbeing services including workshops on managing exam stress, procrastination and revision.

Volunteering Opportunity



Useful services/opportunities:



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