**Personal Tutorial Record Template**

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| **Name of Student** | **Name of Personal Tutor** | **Date** |
| **Actions taken since Last meeting** | | |
| **Discussion at this meeting. The following topics might be discussed:**   * how you feel you are progressing * how you are managing your study time * your results across each module * any additional support you have sought and received * your record of attendance * Accommodation, Student Finance, Part Time work | | |
| **Actions to be taken prior to the next meeting** | | |