**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
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| **Actions to be taken prior to the next meeting** |