**Transition Review: Pre-Tutorial Questionnaire**

**Student Name: Personal Tutor:**

**Introduction**

This questionnaire will form the basis for discussion with your Personal Tutor at your transition review tutorial. You should answer all questions honestly and use this form to raise any concerns you may have about your academic progress as well as any personal issues that may be impacting your studies. At the tutorial, your Personal Tutor will discuss your responses with you providing academic support, advice and guidance. You and your tutor will assess your progress and agree an action plan which will then be reviewed at your next regular tutorial. Once completed, your tutor will keep a copy of this questionnaire in your student file.

**Section 1: Academic Adjustment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Neutral/  NA | Disagree | Strongly Disagree |
| I find my course interesting and motivating |  |  |  |  |  |
| The course is meeting my expectations of University study. |  |  |  |  |  |
| The level of difficulty of the course is as I expected. |  |  |  |  |  |
| I feel that my academic writing skills are sufficient to complete my degree programme successfully |  |  |  |  |  |
| I feel that my research skills are sufficient to complete my degree programme successfully |  |  |  |  |  |
| I feel that my statistics & maths skills are sufficient to complete my degree programme successfully |  |  |  |  |  |
| I feel that my IT/computing skills are sufficient to complete my degree programme successfully |  |  |  |  |  |
| I feel that my presentation skills are sufficient to complete my degree programme successfully |  |  |  |  |  |
| My attendance record is good (more than 80%) |  |  |  |  |  |
| I feel I’m making satisfactory progress |  |  |  |  |  |

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| Comments (by you or your Personal Tutor) |

**Section 2: Social/Personal Adjustment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neutral/ NA | Disagree | Strongly Disagree |
| I have made friends on my course and at University (eg. Halls of residence, societies, sports clubs). |  |  |  |  |  |
| I am able to balance being a student with other commitments and responsibilities I have. |  |  |  |  |  |
| I feel I am making the most of the Guild of Students services and opportunities, such as advice, volunteering, societies and entertainments services. |  |  |  |  |  |
| I understand how to manage my finances |  |  |  |  |  |
| Money problems are not affecting my studies |  |  |  |  |  |
| I know how to access the University’s careers centre and have an up to date CV. |  |  |  |  |  |
| (International students only) I understand the terms and conditions of my visa, and how to access immigration advice and support. |  |  |  |  |  |

I have registered with a local doctor and dentist Yes No

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| Comments (by you or your Personal Tutor) |

**Section 3: Academic Life**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neutral/  NA | Disagree | Strongly disagree |
| I spend sufficient additional time per week outside of timetabled sessions working on my studies. |  |  |  |  |  |
| I understand key University and departmental policies, such as plagiarism and extenuating circumstances. |  |  |  |  |  |
| I can access and use material and information relating to my course through WebCT or the University intranet. |  |  |  |  |  |
| I can access and use the library facilities available, including on-line access to journals and periodicals. |  |  |  |  |  |

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| Comments (by you or your Personal Tutor) |

**Section 4: University and beyond**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neutral | Disagree | Strongly disagree | |
| I am confident my extra-curricular activity and plans for the summer vacation will enhance my CV |  |  |  |  |  | |
| I know where to find careers help in my College |  |  |  |  |  | |
| I am aware of the support I can get with ……. | Strongly agree | Agree | Neutral | Disagree | Strongly disagree | |
| Developing my skills and enhancing my CV |  |  |  |  |  | |
| Getting work experience, applying for internships and career mentoring |  |  |  |  |  | |
| Finding work and making applications |  |  |  |  |  | |
| Finding out about postgraduate study |  |  |  |  |  | |
| **Additional Careers related questions for discussion in Tutorials with First Year Students** | | | | | |
| Qu1: What are your career plans?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Qu2: How do you think your course is helping you to prepare for your future career?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Qu3: Do you know your careers team? Have you used Careers Network?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Direct students to:**  • **Careers Network’s Career Planning pages:** <https://intranet.birmingham.ac.uk/as/employability/careers/choosing/index.asp>  • **The Personal Skills Award (PSA)** [www.intranet.birmingham.ac.uk/psa](http://www.intranet.birmingham.ac.uk/psa) and  **The Student Skills Zone** and **>>Progress>>.** (Students can access these via mybham, click the progress tab on the front page and you will find the icons on that page on the right hand side).  • **First year careers booklets and college careers guides, or the Careers Network website** [www.intranet.birmingham.ac.uk/careers](http://www.intranet.birmingham.ac.uk/careers)  [www.intranet.birmingham.ac.uk/as/employability/careers/college/](http://www.intranet.birmingham.ac.uk/as/employability/careers/college/)  Or refer the student for an appointment with the Careers Consultant/Adviser for the School  Student Name: ……………………………………………………………………  Course:…………………………………………………………………..  Year:……………………………………………………………………………………………………….  Email/ phone number:………………………………………………………………………………………………………….  Topic for discussion:………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………  Name of Tutor……………………………………………………………….. Date………………………………………… | | | | | |

**Section 5: Using Feedback**

Please take a moment to reflect upon academic feedback you have received this year. This may be written or oral feedback on any academic work you have undertaken (assessed or otherwise). You should discuss anything you don’t understand and ways you can improve.

|  |  |
| --- | --- |
| Outline some examples of feedback you have received | What action will you be taking from this feedback? |
|  |  |

**Section 6: Your School/Department**

Please add any relevant academic skills/progress issues that are discipline specific and have not covered already (e.g. Lab skills, language skills, practice skills etc.) that you would like to discuss with your Personal Tutor.

**Section 7: Recommendations & Actions**

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| Please list agreed recommendations and actions following the tutorial session.   1. Academic Skills: 2. Development Opportunities |

**(Tutor only)**

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| Please comment on the progress the student is making |

Signed (student): Signed (Tutor):

Date: Date:

Please ensure a copy of this form is retained by the student and also sent to the relevant staff member in your school responsible for monitoring student progress.