

**Personal Academic Tutor (PAT) Initial Contact Form**

Please use this form to record your initial meeting with your allocated student. It is useful to be able to refer back to this at scheduled meetings and to have a record of any ongoing issues should a student need to consider an appeal.

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| **PAT Name** |  |
| **Student Name** |  |
| **Student ID** |  |
| **Date** |  |
| **Telephone/ email/ F2F** |  |
| **Programme of study** |  |
| **What made you choose this particular programme?** | |
| **How are you finding the course so far?** | |

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| **What are your areas of strength/weakness** |
| **Which modules have you chosen to study?** |
| **Do you have any additional support needs?** |
| **Are you aware of student services and the support they can offer?** |
| **Have you accessed Brightspace, Outlook, etc.?** |

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| **Do you require training on any of the above?** |
| **Outcomes/advice given/actions to follow up** |
| **Date of next meeting** |