



The
University
Of
Sheffield.

The
Medical
School.

Personal Tutoring Report

Research student

Personal tutor

Date of meeting

Looking back on what went well (Please fill in before meeting your tutor)

Possible areas (not an exhaustive list): settling in, keeping up with work, feedback, training, university life/extra-curricular activities, professional relationships with staff/peers, achievements.

Looking back on what went less well (Please fill in before meeting your tutor)

Looking to the future (can be completed before the meeting)

i.e. Plans for the next 6 months and do they fit into the 3-year submission deadline? How can any issues, if identified, be resolved?

Other Comments (to be completed during the meeting)

Please include any issues that the PGR team need to be made aware of and indicate if any action is required. Please note that all information is treated confidentially in accordance with the University's [policy](#), and we will always treat confidential information with the appropriate respect to privacy.

If you are in your final year, what is your anticipated submission date:

Student signature

Personal tutor signature

Note for students: Personal tutoring meetings should take place every six months. Please remember however that you can contact your personal tutor at any point and it is not necessary to wait for the next six monthly meeting. Should you wish to contact a different personal tutor, please inform the PGR Admin team.