

## **Personal Tutor Agenda**

### **Fourth Week**

- **Each Personal Tutor** arranges a meeting with students who were assigned to him/her to receive their notes, concerns and get acquainted with their problems. Personal tutor then writes a report about these meetings addressed to the Academic Guidance Committee and delivers a copy to the Quality Committee. The meeting should take place before the end of the fifth week.
- **Each Personal Tutor** delivers his/her reports about students he/she advises to teachers. These reports include the problems that face students, and the average scores of these students for the purpose of monitoring students' progression and achievement.

### **Ninth Week**

**Each Personal Tutor arranges** a meeting with students who performed poorly in the exam, and receive their comments, and determines the causes of their low scores. Afterwards, each personal tutor writes a report about each student, and returns it to the course teacher, and keeps a copy of the report in the Student Guidance File Record.

### **Fifteenth Week**

**Each Personal Tutor** meets with students with poor academic performance, to obtain their comments, and determine the cause of their low marks. The Personal Tutor then writes a report about each student, returns it to the course teacher, and keeps a copy in the student guidance file record.