UCL INSTITUTE OF ARCHAEOLOGY

# UNDERGRADUATE STUDENT PROGRESS FORM

Each student must attend a termly meeting (in November and February) with her/his Personal Tutor to discuss progress. Before the meeting the student should complete this form (whether or not you have grades to record) and email a copy to the Tutor, who will then add her/his comments and pass a copy to the Year Tutor.

NAME YEAR OF COURSE 1 / 2 / 3 / 4

DEGREE PERSONAL TUTOR

**Short titles of modules for which you are enrolled** (and grades awarded to date for assessed work - if any)

Module 1:

Module 2:

Module 3:

Module 4:

Module 5:

Module 6:

Module 7:

Module 8:

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**Have you had to request an extension to any essay deadline?**

If yes, for what reason(s):

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**Student’s comments on progress and any issues that have been identified in your coursework feedback**

 (*please be sure to complete this section*)

Signed Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of meeting with Personal Tutor:

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**Personal Tutor’s comments *(areas to check)***

Academic/attendance

Mental health/Wellbeing

Accommodation

Finance/Paid work

Fieldwork

Dissertation plans (Yrs2+3)

Career development plans (including external activities, volunteering, etc)

Other

Signed Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of this form should be passed by the Personal Tutor to the appropriate Year Tutor (Yr 1 Bill Sillar,

Yr 2: Corinna Riva,; Yr 3: Katie Hemer). A copy should be retained by the Personal Tutor.