**Dear Student,**

**This Retrieval Plan lays out Newman University’s 3 steps of support to help you to successfully complete your Retrieval Year work.**

**This plan will be set up between you and your Personal Tutor.**

**NOTE: If your tutor is not available, it is still expected that you will complete the retrieval plan. If you do not know who your personal tutor is, please contact your faculty office to ask. However, if you cannot contact them during the year, please contact the ASA team on:** [**asa@newman.ac.uk**](mailto:asa@newman.ac.uk) **for advice.**

# Step 1: Before you meet with your Academic Personal Tutor

**Assessment Overview**

List all the assessments you have this semester, this will allow you to anticipate your busy periods and help you to plan accordingly.

| MODULE  CODE | COMPONENT | Date I aim to complete by: | Semester 1 or 2? | NOTES: *(eg., how much started? Need to review? Need help with?)* | DONE  *(Tick when ready to submit)* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | □ |
|  |  |  |  |  | □ |
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|  |  |  |  |  | □ |

# Step 2: During your initial meeting with your Academic Personal Tutor

1. **Firstly, discuss the above assessment overview and both sign that it seems practical and realistic.**

|  |  |
| --- | --- |
| **Student name:** |  |
| **Student Signature:** |  |
| **Tutor name:** |  |
| **Tutor Signature:** |  |

1. **Secondly, plan the dates for your Progress Review Points (up to three meetings)**

**Progress Review Point 1** –with Academic Personal Tutor (general review of progress).

|  |  |
| --- | --- |
| **Date:** |  |
| **Mode**  (online/on campus/telephone): |  |

**Progress Review Point 2** –with Learning Development Tutor or ASA. To discuss any questions about academic style or revision of taught material or to discuss progress.

|  |  |
| --- | --- |
| **Date:** (email [learningsupport@newman.ac.uk](mailto:learningsupport@newman.ac.uk)). |  |
| **Mode**  (online/on campus/telephone): |  |

**Progress Review Point 3** –with Academic Personal Tutor (to review progress).

|  |  |
| --- | --- |
| **Date:** |  |
| **Mode**  (online/on campus/telephone): |  |

# Step 3 Progress Review Points

For each of the above Progress Review Points, the following is to be completed:

## Progress review point 1 (Please complete the weekly planner below before the meeting)

|  |  |
| --- | --- |
| **Comment from student about progress:** |  |
| **Comment from Tutor:** |  |
| **Signature of Tutor** once the appointment has been completed: |  |

## Progress Review Point 2 (Please complete the assignment planners below)

|  |  |
| --- | --- |
| **Comment from student about progress:** |  |
| **Comment from Learning Development Tutor (LDT) or ASA:** |  |
| **Signature of LDT or ASA:** once the appointment has been completed |  |

## Progress Review Point 3 (Please review the Assessment Overview above)

|  |  |
| --- | --- |
| **Comment from student:** |  |
| **Comment from Tutor:** |  |
| **Signature of Tutor:** once the appointment has been completed |  |

## Sign when all above Progress Review Points have been completed:

|  |  |
| --- | --- |
| **Student name:** |  |
| **Student signature:** |  |

# Weekly Planner

**Before progress Review Point 1 above -** Take some time to complete this planner as it will help you identify the blocks of time you have for study, leisure and other commitments (work, childcare etc.) Adjust the times to suit your lifestyle, and update it on a regular basis to reflect any events that might affect your study time, such as religious festivals, birthdays or holidays.

|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Early morning** |  |  |  |  |  |  |  |
| **09.00** |  |  |  |  |  |  |  |
| **10.00** |  |  |  |  |  |  |  |
| **11.00** |  |  |  |  |  |  |  |
| **12.00** |  |  |  |  |  |  |  |
| **13.00** |  |  |  |  |  |  |  |
| **14.00** |  |  |  |  |  |  |  |
| **15.00** |  |  |  |  |  |  |  |
| **16.00** |  |  |  |  |  |  |  |
| **17.00** |  |  |  |  |  |  |  |
| **18.00** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

# Assignment Planner please complete before Progress Review 2

Use the table below to plan each stage in the assignment writing process. You can use these to show your progress in the Progress Review Point Meetings.

If you google ‘assignment calculator’- there are many websites that can help you generate a realistic schedule for completion.

|  |  |  |
| --- | --- | --- |
| **Module:** | | |
| **Component:** | | |
| **Date I aim to complete the work:** | | |
|  | **Start On** | **Done** |
| **Plan** |  | □ |
| **Research** |  | □ |
| **Organise Ideas** |  | □ |
| **Draft** |  | □ |
| **Edit and Redraft** |  | □ |
| **Proof-read** |  | □ |
| **Submit** |  | □ |
| Notes and resources needed: | | |

**If you need help with the academic writing process or study skills, please email** [learningsupport@newman.ac.uk](mailto:learningsupport@newman.ac.uk)

**Please send a copy of the completed form to Assessments for their records.**