Personal Tutoring Statement for MB ChB Programme

Your Personal Tutor

Your Personal Tutor will be a member of staff familiar with your general area of study and the expectations of academic work in your discipline. He/she will have a clear understanding of their role in supporting your studies and how to direct you to any other support you might need during your time at the University.

Working in partnership with your Personal Tutor will help you to:

- become a more confident learner in your discipline and play an active part in your academic community.
- reflect on your academic progress and make the most effective use of your academic feedback.
- develop the range of skills and attributes required for success at university and beyond.

More extensive details on all aspects of the Personal Tutoring system, including each School Personal Tutoring Statement from across the University, can be found at the following link:

Your Personal Tutor system

Undergraduate Students

As an undergraduate student you will have a number of scheduled meetings with your Personal Tutor each academic year. During your early years at the University your School will schedule meetings to enable you to settle in and build a rapport with your Personal Tutor. Contact will gradually become less formal in the latter years of study however you are actively encouraged to schedule meetings with your Personal Tutor as required throughout your time at the University.

- The minimum required number of scheduled meetings with your Personal Tutor will vary from year to year. As a minimum you should have an individual 1:1 meeting with your PT:
  - 3 times in 1st year
  - 3 times in 2nd year
  - once in your intercalated year
  - twice in year 3 (3 times if you are a direct entry student to 3rd year)
  - twice in year 4
  - once in year 5

  In addition your Personal Tutor will hold 1 group meeting for your whole PT group every year.

1 Please note: For students on the MBChB programme, teaching and student support are organised at programme level rather than through a School. For PGT students in CMVM, some aspects of teaching and student support are organised at College and programme level rather than through a School. In CMVM, IT support for Personal Tutoring is through EEMeC and EEVeC rather than MyEd.
• Your Personal Tutor will contact you to arrange scheduled meetings and at the first meeting will also discuss contact arrangements for the future, including how to request additional meetings.

• Please ensure that you respond to all e-mails and messages from your PT, even if you are unable to attend a particular meeting.

• In Years 3-5 you will also have regular meetings, normally monthly, with your Clinical Tutor Associate (CTA) who is a doctor in training. The CTA provides additional personalised clinical tuition, academic support and feedback on your performance.

**Structure and content of one to one meetings between Personal Tutors and students**

During these meetings you and your Personal Tutor will review your performance, drawing on evidence from your exam results and portfolio entries on Pebblepad, and reflect and plan your priorities for the next period of the course. A useful outline of topics to be discussed in different years of the course can be found at ([insert link]) As a guide, these meeting may be expected to last 20 minutes. During them you will:

• Review your progress

• Discuss extracurricular / personal factors – acknowledging strengths and exploring difficulties. These may include health issues and career choices.

• Review your priorities and goals

• You should make notes and record the outcome of the meeting on the Personal Tutoring section of EEMeC. This should be done by you initially, but will be checked and if necessary added to by your Personal Tutor. These records may be used to inform references, career advice, or to advise and support you in the event of special circumstances, disciplinary or appeals matters.

• After discussion between you and your Personal Tutor, and with your agreement, significant issues of pastoral care may be communicated to the Student Experience Officer, and thence to the Dean of Pastoral Care (medicine) and / or Senior Tutors and other appropriate specialist resources.

**Structure and content of group meetings between Personal Tutors and students**

• Each Personal Tutor will be allocated a group of ~12 students. This will constitute a **Personal Tutoring Group** (PTG). Each PTG will also have 1-2 CTAs who are responsible for the students in Years 3-5.

• Your Personal Tutor will arrange a group meeting of your Personal Tutor Group at the start of each year of study. The aim of this meeting will be familiarisation, communication and socialisation. It will include the CTAs. You will be briefed on the preparatory and follow-up work expected of you. Overall aims for the Personal Tutor Group for the year should be discussed and agreed, including aspects such as peer tutoring and other student-led group activities. As a guide, this meeting may be expected to last one hour.
• We hope that in your Personal Tutor Group, you will be proactive in arranging sessions of peer tutoring/mentoring, in line with developments currently being promoted by the Edinburgh University Students Association (EUSA), and other self-supporting activities.

• We would also encourage you to consider other PTG activities designed to promote a sense of community and belonging.

**Structure and content of group meetings between Clinical Tutor Associates and students**

• In Years 3-5 you will have regular meetings with your Clinical Tutor Associate (CTA). Working closely with you and your Personal Tutor, your CTA will be asked to provide you with 0.5 hours of individual tuition per month during term (averaged over the semester depending on timetabling).

• Tuition may include bedside teaching with formative assessment (i.e. it “doesn’t count”) and immediate feedback, review of recent summative assessments (i.e. ones that do count), help with study technique, discussion of topics from the curriculum, or any other support and advice that will help you.

• In Year 3, CTAs will also mark your portfolio case reports and provide written feedback on your performance.

• You should feel free to request help with areas in which you think your performance could be better. For example, you might be on a neurology attachment and be having difficulty with some aspects of examining the nervous system. Your CTA can observe, provide helpful feedback, and assess progress at the next meeting.

• Your CTA will liaise with your Personal Tutor regarding your progress, and record the feedback provided.

N.B. If you are not on campus (e.g. studying abroad for a period, or on placement, or studying an online degree) then your meetings may take place by telephone, live Internet call, or a web conferencing application. Email exchanges are not considered to be meetings unless they take place within a pre-agreed timeframe to enable you to have a “conversation” (e.g. if you are overseas and emailing within a 24-36 hour period to take account of time differences).

**Peer Support**

Peer Support activities are also available and we’d encourage you to get involved with these as they’re a great way to engage with other students. These are usually provided by fourth year students and details of what is on offer can be found at:

• https://www.eemec.med.ed.ac.uk/pal/
• Information about other Peer Support activities across the University can be found at the following link: [EUSA Peer Support](https://www.eemec.med.ed.ac.uk/pal/)
Support Contacts

All taught students have a Personal Tutor and within each School there is a Senior Tutor, and a Student Support Team. You can find out who your Personal Tutor is through EEMeC.

- **The Student Support Team**
- **Dean of Students**
  - Professor Allan Cumming oversees at College level the arrangements for student support, Personal Tutoring, and wider aspects of the student experience, and helps to lead and coordinate the development across the University.
- **Senior Tutors**
  - Dr Margaret Cullen is the Senior Tutor and oversees the Personal Tutor system in medicine.
  - Dr Kirsty Dundas is the Associate Senior Tutor with particular responsibility for Years 1 and 2 of the MBChB programme and the Intercalated Honours Year.
- **Dean of Pastoral Care (medicine)**
  - Dr Fanney Kristmundsdottir, Dean of Pastoral Care, helps medical students requiring additional expert pastoral care. Her office is located in the Anatomy Department at Teviot.
- **Student Experience Officer**
  - Ms Debra Black is the Student Experience Officer (SEO) for medicine. She is supported by staff in College Office and the Year Coordinators.

- **Contact details**
  - Contact details for your Personal Tutor and, when appropriate, your Clinical Tutor Associate can be found on the front page of EEMeC (https://www.eemec.med.ed.ac.uk) under Student Support.

- **PTs and CTAs aim to answer your e-mails within 3 working days. Bear in mind that they are busy clinicians and may occasionally fail to respond within that time. If the matter is urgent please contact mbchbstudentsupport@ed.ac.uk.**

- If the matter is not urgent then please try again but if there is no response for a second time then please contact mbchbstudentsupport@ed.ac.uk with details of your failed attempts and the student support team will assist you further.

- The first point of contact for the student support team is Ms Debra Black (SEO) at debra.black@ed.ac.uk, Tel: 0131 242 6509.

- The student support office (SU208) is located next to College Office on the 2nd floor of Chancellor’s Building at Little France. The office is usually open Monday to Friday 9am to 5pm and you are welcome to drop in whenever the door is open. The door is closed during confidential discussions and when the team is away at meetings. In this situation please enquire at College Office.
• **Other sources of information**

  o Many answers to straightforward questions, and links to other helpful university services, can be found on the Student Support pages on EEMeC at: [https://www.eemec.med.ed.ac.uk/pages/student-experience-and-support](https://www.eemec.med.ed.ac.uk/pages/student-experience-and-support)

  o For enquiries related to your academic timetable, sets, attachments, exam arrangements, etc you should contact the relevant year coordinator

  o If you wish to change your PT there is a formal protocol, which can be found at [https://www.eemec.med.ed.ac.uk/pages/student-support-documents](https://www.eemec.med.ed.ac.uk/pages/student-support-documents)