Aims of the Personal Tutor System

The Personal Tutor system will provide you with a named member of academic staff, your Personal Tutor, who will support you throughout your time at the University, giving you academic support and a route to pastoral support. You, as a Tutee, will work with your Personal Tutor to reflect on your academic performance, how this contributes to your aspirations and helps you to engage as a member of a community of learners. You will also be supported throughout your time at university by a Student Support Team. More details on the Personal Tutoring system can be found at: My Personal Tutor

Your Personal Tutor

Your Personal Tutor will:

- help you to review your academic progress and performance regularly;
- help you to think about your learning, how it contributes to your future development, prepares you for your time at university and your career;
- help you to become a confident, active member of a community of learners;
- help you to deal with any concerns or problems that might affect your studies and refer you to other staff in the School and support services as appropriate.

You can find out who your Personal Tutor is via MyEd.

Meetings with your Personal Tutor

- You will be invited to meet with your Personal Tutor for a number of scheduled meetings per year (see below for specific number). Your Personal Tutor will contact you via your MyEd Personal Tutor channel or email. The Student Support Assistant is always available to facilitate such meetings.
- You can also email your Personal Tutor to request a meeting at any time, as required.
- Each meeting will last approximately 20-30 minutes, but this might vary according to need.
- The purpose of individual first semester meetings is to orient you to your programme/year of study and assist with course choices, where appropriate. Individual meetings in second semester tend to review academic progress during the first semester and help you reflect on your learning and goals.
- Both meetings are an opportunity for you to raise any concerns or problems affecting your studies and to discuss sources of support.
- All meetings will be recorded by the Personal Tutor. Students cannot record a meeting, but you are encouraged to write your own ‘note’ of the meeting against any action points to be taken.
- 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).
Please note that ‘scheduled’ means that your Personal Tutor has made a reasonable proactive attempt to arrange a meeting with you. It is accepted that you may choose not to attend the meeting.

Undergraduate Student Meeting Schedule

During your early years at the University your School will schedule meetings with your Personal Tutor to enable you to settle in and build a relationship. Contact will gradually become less formal in the latter years of study, however you are actively encouraged to request meetings with your Personal Tutor as required throughout your time at the University.

- UG Year 1: 4 meetings - an individual meeting at the beginning of semesters 1 and 2 and two group meetings, one each in semesters 1 and 2.
- UG year 2: 3 meetings - an individual meeting at the beginning of semesters 1 and 2 and one group meeting to be timetabled according to programme need.
- UG Years 3/ 4: an individual meeting at the start of semester 1.
- The minimum meeting requirements will be adjusted pro rata for part time students.

Postgraduate Taught Student Meeting Schedule

During the taught part of your degree programme your School will schedule meetings with your Personal Tutor to enable you to settle in and support your development as a member of your subject area’s academic community. You will also have one further scheduled individual meeting with your Personal Tutor during the research part of your degree programme.

- Postgraduate students have a total of five meetings with their Personal Tutor.
- An individual meeting will take place at the start of semesters 1 and 2.
- A group meeting will take place towards the end of semester 1 and 2.
- A further individual meeting will take place during the research part of your programme.
- The minimum meeting requirements will be adjusted pro rata for part time students.

Continuity of Support

The School will endeavour to maintain continuity of support between students and Personal Tutors.

- Personal Tutors should continue to offer meetings to students studying abroad and should facilitate this by telephone, email or other electronic communication application.
- If a change of Personal Tutor is necessary during semester time, an additional meeting should be scheduled.
- If your Personal Tutor is on leave, you should contact your Programme Director in the first instance. If they are not available, please contact the Student Support Team.
Support Contacts

Within each School there are a number of other roles working in partnership with Personal Tutors to make sure the Personal Tutor system works for you.

Student Support Team
Each School has a Student Support Team (SST) working with Personal Tutors to support you.

- Your first point of contact for academic and pastoral needs is your Personal Tutor.
- If your Personal Tutor is away from the office, you should contact your Programme Director.
- Your first point of contact for routine enquiries and non-academic issues is the Student Support Team: www.ed.ac.uk/schools-departments/health/student-support
- The Student Support Team can also help in urgent or crisis situations.
- You can visit us in the Teaching and Student Support Office in Doorway 6, 9.00am to 5.00pm, Monday to Friday. No appointment is required.
- You can also email: studentsupport-health@ed.ac.uk
- You can usually expect a response to your email within 3-4 working days.
- You can also phone members of the Student Support Team:

<table>
<thead>
<tr>
<th>Student Support Officer</th>
<th>Name</th>
<th>Contact Information</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Support Officer</strong></td>
<td>Lorna Sheal</td>
<td>0131 651 3970</td>
<td>Mon-Fri, 9.00-17.00</td>
</tr>
<tr>
<td><strong>Student Support Assistant</strong></td>
<td>Sergio Mori</td>
<td>0131 6510 4661</td>
<td>Mon-Thurs 13.00-16.30</td>
</tr>
<tr>
<td>(Undergraduate)</td>
<td></td>
<td></td>
<td>Fri 12.00-15.30</td>
</tr>
<tr>
<td><strong>Student Support Assistant</strong></td>
<td>Louise Carracher</td>
<td>0131 651 5144</td>
<td>Mon-Fri, 10.30am-14.00</td>
</tr>
<tr>
<td>(Postgraduate)</td>
<td></td>
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Senior Tutor
Each School has a Senior Tutor who oversees the effectiveness of personal tutoring within your School. If you feel that you cannot speak to your Personal Tutor (and sometimes people simply do not get along due to no fault of either side) please contact your Senior Tutor.

- The Senior Tutor for the School is Dr Karen Goodall.
- If you are experiencing issues relating to the Personal Tutor system or require a change of PT, please contact the Student Support Team in the first instance.