

School Personal Tutoring Statement 2021-2022

The Personal Tutor system will provide you with a named member of academic staff, your Personal Tutor, who will support you during 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 and prepare 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.

Undergraduate Students

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.

In the School of History, Classics and Archaeology, the number of scheduled* one-to-one meetings you will have with your Personal Tutor will depend on which year you are in. These meetings will typically be of 15 minutes' duration and, for Semester 1 2021/22 at least, are currently held on Microsoft Teams unless there is a particular reason for them to be held in person.

- Year 1: one-to-one meetings with your Personal Tutor in Welcome Week, in week 5 of semester 1 and in week 6 or 7 of semester 2.
- Year 2: one-to-one meetings with your Personal Tutor in Welcome Week and in week 6 or 7 of semester 2.
- Honours years: one-to-one meeting with your Personal Tutor in week 1 or 2 of semester 1 and early in Semester 2.

**'Scheduled' means that the School has made a reasonable proactive attempt to arrange a meeting between a Personal Tutor and a Tutee.*

For the initial meetings in semester 1:

- First-year students will be told how to sign up for their meetings in pre-arrival information and this will be repeated at the Welcome Week School meeting at the beginning of Welcome Week.
- Second-year and honours students will be told how to sign up for PT meetings and confirm attendance by an email sent from the Student Support Office (late August).

The later one-to-one meetings (after Welcome Week) are intended to provide support and guidance and, in the case of the second semester meetings, to review your progress. Your Personal Tutor will contact you to sign up for these meetings.

You can contact your Personal Tutor at any time by email, if you wish to speak to them. If you cannot get hold of your Personal Tutor, you should get in touch with the Student Support Office (contact details given below) or with the Senior Tutor.

In addition to the one-to-one meetings, there will be meetings by year groups, put on by the School, as follows:

- Year 1: in weeks 1 and 4 of semester 1, and in week 6 of semester 2.
- Year 2: in week 5 of semester 1 and in week 9 of semester 2.
- Year 3: in week 6 of semester 1 and in week 10 of semester 2 (with year 4).
- Year 4: in week 7 of semester 1 and in week 10 of semester 2 (with year 3).

These meetings will be on topics of particular interest to all students in that year group in HCA and will provide an opportunity to ask questions of senior staff of the School. More details will be provided in circulars inviting you to specific year group meetings.

For students currently studying on a year abroad at another institution, your scheduled Personal Tutor contact will be a mixture of one-to-one meetings and check in emails

Semester 1:

Week 0-4: PTs meet year abroad students online within the first month of exchange.
Week 8-11: check in email with student.

Semester 2:

Week 0-2: check in email.
Week 6-8: PTs meet with year abroad student.

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 Office

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

The friendly and knowledgeable Student Support Office at HCA can provide advice and support on a range of matters:

- ❖ If you are not sure who to approach on any matter, the Student Support Office will always serve as a first point of contact. They can also help if your PT is unavailable.
- ❖ If you have personal problems or ill-health that affect your studies, they can advise on extensions and special circumstances.
- ❖ If you wish to change your courses or your degree programme they can guide you through the process.

Whilst physical distancing is still in place, students can access our local student support service by email in the first instance, hca-ssso@ed.ac.uk or via the phone numbers on our [website](#). HCA's Student Support Office aim to respond to students as soon as possible, triaging by urgency of the query. At peak periods, their email inbox carries an automatic reply directing students what to do if their query is urgent.

Our Student Support Team work 9-5, Monday to Friday. From Semester 1 2021/22, they will have dedicated time throughout the week to set up an appointment with you if your query cannot be resolved by email. In order to resolve your query quickly, appointments will be online, unless there is a particular need to hold them on campus. Online appointments will be arranged via Microsoft Teams.

Out of hours support (out of office hours during the week or any time at the weekend) is available through the University Security 24/7.

Contact number: 0131 650 2257

[Out of hours support](#)

As a student you have responsibility for reporting any special circumstances, such as illness or personal problems, which affect academic performance or attendance. Student Support maintains a confidential record of these circumstances. For more information on the support provided by Student Support please see

- [Student Support Office](#)

Email enquiries should be sent to:

- hca-ssso@ed.ac.uk

The School has three Student Support Officers:

- Judith McAlister (0131 650 3845)
- Julie Nicoll (0131 651 1800)
- Lauren Porter (0131 650 4491)

They are assisted by a Student Support Assistant:

- Eva Snedden (0131 650 4303).

Judith is also the Coordinator of Adjustments for the School.

The Student Support Team also coordinate the monitoring of attendance and engagement to enable us to identify where individual students may be experiencing difficulties and to ensure that timely and appropriate intervention can be delivered to provide support and guidance.

The Student Support Office is overseen by the Head of Student Support:

- Craig Phillips

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.

Students can request a change of Personal Tutor by contacting the Senior Tutor.

The School Senior Tutor is available for consultation by Personal Tutors and Personal Tutees regarding any aspect of the Personal Tutor system.

The Senior Tutor in HCA is Esther Mijers.

Peer Support

The School's Peer Support scheme, run by volunteers, helps pre-honours students with general information and advice. Further details can be found on the Peer Support page:

- [Peer Support](#)

Further Information

Support for Students information on the HCA School Student website is here:

- [Support and advice](#)

On the following university page you can find answers to all kinds of questions, including information on academic life, health and wellbeing and money, fees and finances:

- [Students](#)