

School of GeoSciences

School Personal Tutoring Statement 2017-18

Aims of the Personal Tutor System

The Personal Tutor system will provide you with a named member of academic staff whose role will be to support you throughout your time at the University by 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 help 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 is a member of academic staff familiar with your general area of study and the expectations of academic work in your discipline. Working with your Personal Tutor will help you to:

- review your academic progress and performance regularly;
- think about your learning, how it contributes to your future development, prepares you for your time at university and your career;
- become a confident, active member of a community of learners;
- 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 and Postgraduate Taught 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 GeoSciences our Personal Tutors focus on academic progression with pastoral care provided by our Student Support Coordinators. First year and postgraduate taught students are entitled to four meetings per year, two of which must be individual.

Initial Meeting – As a **new** student you will have a meeting with your Personal Tutor during Welcome week to support selecting your elective course and discuss the year ahead.

Returning students will also have a meeting at the start of semester to review elective courses, progression expectations, and discuss the year ahead.

Individual Meetings – all students will have a further scheduled individual meeting each semester in all years of your degree programme which focuses on your academic progression and transition. You will receive notification of how to sign up for these meetings from your Personal Tutor or Student Support Coordinator. You can request additional meetings with your personal tutor at any time. For postgraduate taught students, an additional individual meeting will happen in the summer semester focused on the dissertation phase of the programme.

Group Meetings – These will be determined by the requirements of your degree programme and represent an opportunity to engage with your peers; they may cover topics such as developing study skills, careers talks, and research skills sessions. It is important you engage in these learning opportunities throughout your degree.

Additionally, Personal Tutors may advertise their term-time office hours to you, which you are encouraged to make use of. Alternatively, you are welcome to request a meeting with your Personal Tutor at any other time of the year by making contact via email or through the EUCLID Tools tab in your MyEd. Personal Tutors and support staff will endeavour to respond within 3 working days.

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). Personal Tutors and support staff will endeavour to respond within 3 working days.

Support Contacts

Within the 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

The School of Geosciences has a dedicated Student Support Team (SST) working with Personal Tutors to support you and the responsibility for pastoral care lies with the **Student Support Coordinators within the SST**. They are the first point of contact for any issues impacting your ability to attend classes or submit assessments. They oversee the special circumstance process, monitoring of attendance and engagement, and support students with learning profiles. The Student Support Coordinators are also available when your Personal Tutor is unavailable. Students should get in touch with their Student Support Coordinator if:

- You are unable to attend lectures, fieldwork or submit assessment due to illness;
- You are representing the United Kingdom or Scotland in sporting events which will impact your studies;
- You are a Tier 4 student requiring a visa letter to support field course attendance;
- You are experiencing issues with your disability profile;
- You need to speak with your named contact for Asperger's or ADHD;
- You are applying for special circumstances; or
- You have questions regarding assessment regulations, progression or degree transfer.

Emma Latto (Emma.Latto@ed.ac.uk)

Student Support Coordinator

Room 337 Grant Institute

King's Building

<https://www.ed.ac.uk/geosciences/intranet/student-support/undergraduate-studies/student-support>

Available for drop in or via appointment

Undergraduate Programmes: Earth Sciences and Ecological & Environmental Sciences

Postgraduate Taught Programmes: MSc in Carbon Capture and Storage, MSc in Ecological Economics (SRUC) MSc in Environmental Protection (SRUC), MSc in Food Security (SRUC), MSc in Soils and Sustainability (SRUC), MSc in Sustainable Plant Health (SRUC), MSc in Marine Systems and Policies, MSc in Ecosystems Services

Cathy Campbell/Katy McPhail (SSC-geography@geos.ed.ac.uk)

Student Support Coordinators

Room 2.09 (Teaching Office) Drummond Street

Central Campus

<https://www.ed.ac.uk/geosciences/intranet/student-support/undergraduate-studies/student-support>

Available for drop in or via appointment

Undergraduate Programmes: Geography, including all joint degree programmes

Postgraduate Taught Programmes: MSc in Carbon Management, MSc in Environment and Development, MSc in Environmental Sustainability, MSc in Geographical Information Sciences, MSc in Earth Observation and Geoinformation Management, MSc in Human Geography, MSc in Energy, Society and Sustainability

If you would like to provide feedback, request a change of Personal Tutor, discuss any concerns you may have about your degree experience or the support services available in the School of GeoSciences please contact:

Sarah McAllister (Sarah.McAllister@ed.ac.uk)

Head of Student Services

0131 650 4917

<http://www.ed.ac.uk/geosciences/intranet/student-support>

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.

Dr Caroline Nichol (Caroline.Nichol@ed.ac.uk)

Senior Personal Tutor

Undergraduate Programmes: Earth Sciences and Ecological & Environmental Sciences

Postgraduate Taught Programmes: All

Dr Dan Swanton (Dan.Swanton@ed.ac.uk)

Deputy Senior Personal Tutor

Undergraduate Programmes: Geography, including all joint degree programmes