**School Personal Tutoring Statement 2018-19**

***Guidance for drafting (to be deleted):***

* *Students are the audience and should be addressed as an individual ‘you’.*
* *It should be a succinct document, written in jargon-free language, with embedded links to more comprehensive information online.*
* *Undergraduate and postgraduate taught statements may be either split into two discrete statements (by simply separating out the two applicable sections in this template) or left combined in one comprehensive statement.*
* *Undergraduate and postgraduate taught statements should share common information where possible.*
* *It can be presented as a pdf or online (the template format should be followed in either case) and each student should be made aware of it via their programme and course handbooks.*
* *Core information (non-italicised text) is included in this template and needs to be in all Schools’ Statements.*
* *Local information (italicised text) allows for local flexibility and the inclusion of specific information. It is not exhaustive and further information can be added. Statements with specific information will be most user-friendly (e.g. include names and contact details for people in key roles). All italicised text should either be adapted or deleted where appropriate and not included in your School’s final Statement.*
* *In keeping with the golden copy principle, link to University documents, rather than repeat text from them. More information for staff can be found at the following link which provided a central online resource for both Personal Tutors and Student Support Teams:* [*Personal Tutors and Student Support Officers*](http://www.ed.ac.uk/staff/supporting-students)

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](http://www.ed.ac.uk/students/academic-life/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.

**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.

* *Please state the number of School scheduled meetings that students can expect each year and what form these will take (i.e. individual or group meetings). The University minimum requirement is: UG Year 1 – four meetings (at least two of which must be individual meetings); UG Year 2 – three meetings (at least one of which must be an individual* *meeting); UG Years 3 & 4 (and 5 where required) – one meeting each year (the form of delivery will be determined by School).*
* *Please note that ‘scheduled’ means that a School has made a reasonable proactive attempt to arrange a meeting between a Personal Tutor and a Tutee. It is accepted that a Tutee may choose not to respond or attend the meeting.*
* *Please state when meetings are scheduled (it will vary according to year of programme and discipline-specific factors).*
* *Please make explicit who arranges the scheduled meetings and when is this done.*
* *Please state the structure, purpose and content of different meetings.*
* *Please state how students can request an additional meeting.*

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).

**Postgraduate Taught Students**

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 (as appropriate).

* *Please state the number of School scheduled meetings that students can expect each year and what form these will take (i.e. individual or group meetings). The University minimum requirement is: four meetings during the taught part of the degree (at least two of which must be individual meetings); one individual meeting during the research part of the degree (as appropriate).*
* *Please note that ‘scheduled’ means that a School has made a reasonable proactive attempt to arrange a meeting between a Personal Tutor and a Tutee. It is accepted that a Tutee may choose not to respond or attend the meeting.*
* *Please state when meetings are scheduled (it will vary according to year of programme and discipline-specific factors).*
* *Please make explicit who arranges the scheduled meetings and when is this done.*
* *Please state the structure, purpose and content of different meetings.*
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**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.

* *Please set out who is the first point of contact for the student;*
* *Please advise who the student should contact if their PT is unavailable;*
* *Please make explicit the relationship between the SST and PTs in your School (i.e. is the SST the first-point-of-contact for routine enquiries and non-academic issues in your School?), examples may be helpful;*
* *Please name your School Support Officers, or equivalent fulfilling this role in your SST, and include contact details;*
* *Please name the administrator with oversight of this team;*
* *Please state response time expectations.*
* *Please state any drop-in or office hours.*

**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.

* *Please provide students with details of your Senior Tutor.*
* *Please make explicit how students can request a change of PT.*