

# <sup>1</sup>School Personal Tutoring Statement

## BSc (Hons) (Bachelor of Science Honours) Oral Health Sciences

### 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.

### Key Roles

#### Programme Director

Mrs Margaret Ross, BSc (Hons) Oral Health Sciences Programme Director, will support the personal tutoring system across all years. By agreement between you and your personal tutor any significant pastoral care issues may be referred to the Senior Tutor or Programme Director and related student services.

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<sup>1</sup> 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.

## **Senior Tutor**

Mrs Joanne MacLeod, BSc (Hons) Oral Health Sciences Senior Tutor will oversee the personal tutoring system.

## **Student Support Officer**

Miss Shereen Arabshahi, BSc (Hons) Oral Health Sciences Coordinator and Student Support Officer will be the first point of contact for all communications related to student support.

## **Personal Tutor**

Each Personal Tutor will be allocated one year group of students (where possible) and this will constitute a Personal Tutoring Group. You will be allocated a Personal Tutor at the start of each academic year, you can find your PT allocation through MyEd.

## **Personal Tutee**

As a Personal Tutee it is compulsory that you attend the scheduled individual and groups meetings and record the outcomes of these meetings where appropriate on the personal tutoring tab within MyEd.

If you need to change your Personal Tutor you should contact your Student Support Officer.

## **Individual Meetings**

Personal Tutors will meet with their tutees on an individual basis at the beginning of each semester, each meeting will be 20 minutes long. If additional meetings are required these can be requested through the Student Support Officer. If you request a meeting with your Personal Tutor we will aim to schedule a meeting within one week of your initial request.

### **Year 1**

The first meeting will be scheduled during your first week of study, this will be an introductory meeting to discuss the Personal Tutoring system and ensure the students are aware of their responsibilities. The second meeting will take place at the beginning of the second semester, this meeting will be used to discuss progress, coursework, feedback and reflection.

### **Years 2-4**

The first meeting will be scheduled during week one in both the first and second semesters. These meetings will be used to discuss progress, coursework, feedback and reflection. Students will be asked to prepare for the meeting by reflecting on their academic and clinical achievements and outline their goals for the forthcoming semester.

### **Preparing for your meeting**

Further information on how to prepare for your 1:1 meetings can be found at the following link:

<http://www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate/psupport/tutor>

## Personal Tutor Group Meetings

Personal Tutor Group meetings are currently timetabled throughout each semester, this works well due to the small number of students in each year. The meetings may include students from different year groups and other internal/external speakers or facilitators.

The group meetings will enhance communication skills, personal and professional development, study techniques, examination preparation and allow students to reflect on their own clinical experiences. These meetings will last for approximately 1.5 hours depending on the content and number of students in attendance.

The meetings will include

- Reflective Portfolios
- Case Based Learning
- Journal Clubs
- Feedback Sessions

## 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.

**Academic Families** have been set up in the School of Oral Health Sciences. Academic Families are a group of students supporting each other across all year groups. This encourages the forming of relationships, fosters a sense of belonging and ensures that new students quickly feel part of a community of learners within the School. This is particularly important during orientation and the first few weeks of the semester however, Academic Families can also benefit students from junior and senior honors throughout the academic year. They also give the higher year students the opportunity to nurture newer students and facilitate their learning.

More information on Academic Families will be given during your induction week.

- Information about other Peer Support activities across the University can be found at the following link: [EUSA Peer Support](#)

## 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 MyEd.

The Student Support Officer is your first point of contact for all enquires related to the programme and to request any additional meeting with your Personal Tutor.

Miss Shereen Arabshahi	Course Coordinator/ Student Support Officer	Shereen.Arabshahi@ed.ac.uk	0131 536 4964
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Mrs Margaret Ross	Programme Director	Margaret.K.Ross@ed.ac.uk	0131 536 4997
Mrs Joanne MacLeod	Senior Tutor	j.macleod@ed.ac.uk	0131 536 4996
Miss Eilish Duffy	Personal Tutor	eilish.duffy@ed.ac.uk	0131 536 4996
Miss Zoë Coyle	Personal Tutor	zoe.coyle@ed.ac.uk	0131 536 4996
Mrs Liz Conner	Personal Tutor	econner@ed.ac.uk	0131 536 4996

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