

School Personal Tutoring Statement 2019–2020

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, and on how it 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 in the University can be found at the following page: [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:

- 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.

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

Undergraduate Students

During your early years at the University your personal tutor will schedule more meetings with you 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.

As an undergraduate student you will be offered at least the following number of scheduled meetings with your Personal Tutor each academic year.

First Year: 4 meetings (at least 2 one-on-one meetings)
Second Year: 3 meetings (at least 1 one-on-one meeting)
Third Year onwards: 1 meeting (one-on-one)

- First year students: you will have a meeting with your Personal Tutor in Welcome Week or during week 1 of semester 1. Further meetings will be scheduled by your personal tutor at points in the academic year agreed between you and them.
- Your personal tutor will contact you with details of how to arrange this meeting and other regular meetings (they might do so using an online poll, online scheduling system, a sign-up sheet, or some other method). Meetings might be one-on-one meeting or in groups.
- You are absolutely welcome to schedule meetings in addition to regular scheduled meetings.

- If you'd like to request an additional meeting, just contact your Personal Tutor directly through Euclid, by email or by any other method they suggest.
- You can expect your Personal Tutor to respond to your emails within 5 business days.
- If you have any trouble contacting your Personal Tutor, please drop by the PPLS Undergraduate Teaching Office or Student Support Office (both on the ground floor of the Dugald Stewart Building).
- The primary function of these meetings is to provide you with *academic* guidance. You may wish to discuss, for example, your results in previous years or semesters, how to improve your grades, your course choices for the current year and for future years, your degree plan, and things to be thinking about for achieving your goals at university and beyond.
- You should keep your Personal Tutor informed of achievements and successes, which might be noted on your record and used in future letters of reference.
- If there are special circumstances affecting your academic work or you are facing other problems adversely affecting your university life, you are encouraged to contact your Personal Tutor and/or the Student Support Office.

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. You will receive information about how to arrange these from the School. 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).

- One-to-one meetings with your Personal Tutor will be offered to you once each semester during the taught component of your degree. There will be an additional meeting at the beginning of your research component.
- Your Personal Tutor will make meeting slots available to you and explain to you how you should sign up in Welcome Week and in the week before the restart of teaching in January.
- You are absolutely welcome to schedule meetings in addition to regular scheduled meetings. If you'd like to request an additional meeting, just contact your Personal Tutor directly through Euclid, by email or by any other method they suggest
- If there are special circumstances affecting your academic work or you are facing other problems adversely affecting your university life, you are encouraged to contact your Personal Tutor and/or the Postgraduate Office.
- The core meetings organised by your Personal Tutor will cover discussions of your academic interests and the identification of appropriate courses for you to enrol on. The result of the first two meetings will be confirmation of your course choices for the semester. The third meeting is an opportunity to discuss your research plans with your Personal Tutor and to ensure that satisfactory supervision arrangements have been made.

- Your Personal Tutor is on hand to offer you *academic* advice and answer any queries you might have about the structure and content of your programme.

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. You will receive information about how to arrange these from the School. 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).

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

PPLS has a team of Student Support Officers (SSOs) who work with Personal Tutors to support you. The SSOs are the first point of contact for routine enquiries, pastoral support, and non-academic issues in PPLS. For example, SSOs deal with issues such as special circumstances; extensions; curriculum regulations; procedures; course changes; transfers to another degree; study abroad.

The SSOs are also the people to contact if you have issues or concerns that you feel are affecting your studies or if you are unable to contact your personal tutor.

The **Undergraduate** Student Support Officers (Michael Gray, Sarah Larios, and Emma Nelson) can be found in room G.03 on the ground floor of the Dugald Stewart Building. The SSOs can be contacted by email (ppls.sso@ed.ac.uk) or in person. The opening hours for the Student Support Office are 09:30–13:00 and 14:00–16:30 Monday to Friday.

Shian Holt is PPLS Head of Student Support & Experience and the PPLS Disability Service Contact. Shian works in close collaboration with the UG and PG Teaching Offices to make recommendations to enhance/improve the student experience and is manager of the UG Student Support and Experience Office. Shian can be contacted by email (shian.holt@ed.ac.uk) or phone (0131 651 5175).

Moira Avraam is Head of Undergraduate Administration for PPLS. She is responsible for the provision of support and guidance for all Undergraduate Teaching Administration. She also acts as Senior Student Support Officer in matters of relative complexity. She can be contacted by email (Moira.Avraam@ed.ac.uk) or phone (0131 650 3661).

- The main point of contact for administration and support of teaching in PPLS is the **Undergraduate Teaching Office**. This houses the Teaching Office Secretaries for each subject area in the school. The Teaching Office is located in room G.06 on the ground floor of the Dugald Stewart Building

- Opening hours: 9:30–16:30 Monday–Friday. You can also contact them by email:
 - o philinfo@ed.ac.uk for Philosophy enquiries
 - o lelinfo@ed.ac.uk for Linguistics and English Language enquiries
 - o psyinfo@ed.ac.uk for Psychology enquiries.

Postgraduate students should contact the Postgraduate Teaching Office (Katie Keltie, Toni Noble, Becky Verdon, Charlotte Munden; room 1.06, Dugald Stewart Building; phone 0131 651 5002; opening hours 09:30–12:30 and 13:30–17:00) for 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), have questions or concerns about the advice you have been given, or other issues relate to the personal tutoring system, please contact your Senior Tutor Dr Sue Widdicombe (ppls.senior.tutor@ed.ac.uk; room UF35, 7 George Square).

If you would like to change your Personal Tutor, please contact the Student Support Officers in the first instance.

October 2019