**School Personal Tutoring Statement**

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

**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, how this contributes to your aspirations and helps you to engage as a member of a community of learners. The Student Support Team will also assist you throughout your time at University. 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.

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, or online/digital tool. 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).

**Meetings**

Personal Tutors will meet with their tutees on an individual basis at the beginning of each semester, with each meeting being around of 20 minutes long. As a tutee, it is compulsory that you attend the scheduled individual and group meetings, and record the outcomes of these meetings where appropriate, on the personal tutoring tab within MyEd. If additional meetings are required, these can be requested through the Student Support Officer or via Euclid. 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 a welcome and introductory meeting to discuss the personal tutoring system. The second meeting will take place at the beginning of semester two, and this will be used to discuss your progress, coursework, feedback (including patient feedback) and reflection.

**Years 2, 3 & 4**

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

**Preparing for you meeting**

Further information on how to prepare for your meetings can be found at the following link: <http://www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate/apsupport/tutor>

**Personal Tutor Group Meetings**

Personal tutor group meetings are currently timetabled throughout each semester which work well due to the small number of students in each year. These meetings may include students from different year groups and are facilitated by members of staff. The meetings will last for approximately 1.5 hours depending on the content and number of students in attendance.

The group meetings will enhance your communication skills, personal and professional development, study techniques and will include examination preparation and feedback. They will also allow you to reflect on your own clinical experiences.

These group meetings will take the form of Reflective Portfolios and Case Based Learning.

Examination feedback sessions will also be timetabled at the beginging of each semester for each year group. A welcome back meeting for all students is also timetabled on the first day of each new acaedmic year.

**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. If you feel for any reason 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 the Student Support Officer or Senior Tutor.

**Student Support Officer**

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

**Senior Tutor**

Each School has a Senior Tutor who oversees the effectiveness of personal tutoring within your School.

Joanne Healy, Programme Director is designated Senior Tutor and oversees the personal tutoring system. When appropriate and by agreement between yourself and your personal tutor, any significant pastoral care issues may be referred to the Senior Tutor and/or related student services.

**Personal Tutor**

Each Personal Tutor will be allocated one year group of students where possible, and this will consitute a personal tutoring group. You will be allocated a Personal Tutor at the start of each academic year, you can find your allocation through MyEd. If at any point you wish to change your Personal Tutor, contact the Student Support Officer who will be able to allocate you a new Personal Tutor.

**Contact details:**

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| **Name** | **Role** | **Email address** | **Telephone** |
| Joanne Healy | Programme Director/ Senior Tutor | [joanne.healy@ed.ac.uk](mailto:joanne.healy@ed.ac.uk) | 0131 536 4997 |
| Liz Conner | Personal Tutor | [liz.conner@.ed.ac.uk](mailto:liz.conner@.ed.ac.uk) | 0131 536 4996 |
| Lucy Wands | Personal Tutor | [lucy.wands@ed.ac.uk](mailto:lucy.wands@ed.ac.uk) | 0131 536 4996 |
| Amber Jenkins | Personal Tutor | [Amber.jenkins@ed.ac.uk](mailto:Amber.jenkins@ed.ac.uk) | 0131 536 4996 |
| Zoe Coyle | Personal Tutor | [zoe.coyle@ed.ac.uk](mailto:zoe.coyle@ed.ac.uk) | 0131 536 4996 |
| Sarah Gaddess  Jen Hurley | Programme Coordinator/ Student Support Officer | [BScOHS@ed.ac.uk](mailto:BScOHS@ed.ac.uk) | 0131 536 4964 |