

School Personal Tutoring Statement 2021-22

For postgraduate students within Edinburgh Medical School:
MSc/PgDip/PgCert Clinical Education

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. 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 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

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).

- You will be offered 2 meetings per year with your Personal Tutor in the taught years and one in the dissertation year. In addition, you will be asked twice a year if you wish to meet with your Personal Tutor, the meeting is not compulsory.
- The meetings will be scheduled at a time convenient to you, the first one will be offered as near to the start of the academic year as possible, for all students. The second one in the taught years will be offered sometime during the third taught course.
- You will be contacted via your student email asking if you wish to meet with your Personal Tutor, it is important to check this email address regularly, or ensure you have an auto forward to an email address that you do check regularly.
- Meetings with your Personal Tutor will give you the opportunity to discuss your progress and address any concerns that you may have with a member of academic staff.
- If you wish to arrange an additional meeting at any time please contact your Personal Tutor directly.

As you are studying an online degree your meetings will take place by telephone or over the internet. Email exchanges are not generally considered to be meetings unless they take place within a pre-agreed timeframe.

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 Student Support Staff working with Personal Tutors to support you.

- Debbie Spence should be your first point of contact (debbie.spence@ed.ac.uk) for all issues related to personal tutoring.
- If your PT is unavailable then you can either contact Debbie Spence or Gill Aitken (gill.aitken@ed.ac.uk) Gill should be your first point of contact if it is an academic matter.
- Either Debbie or Gill will be available Monday-Friday within normal working hours. We will endeavour to reply to your query within 48 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.

- At this time there is no Senior Tutor for postgraduate students in the Edinburgh Medical School.
- Should you wish to change your Personal Tutor please email Debbie Spence (Debbie.spence@ed.ac.uk) and this will be arranged, you do not need to give a reason why you wish to change your Personal tutor.