

Personal Tutoring Statement for Postgraduate Teaching in the Deanery of Molecular, Genetic and Population Health Sciences 2018-19

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 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.

Postgraduate Taught Students

During the taught part of your degree programme you will be able to 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. The University minimum requirement is four meetings during the taught part of the degree, at least two of which must be individual meetings. Some programmes also offer group student meetings. You may also arrange an individual meeting with your personal tutor during the dissertation part of your degree programme.

- Please see programme handbooks for programme-specific information. Students are expected to contact their personal tutor by email to arrange individual meetings, at a minimum of the following points:
 - at the start of the first semester to help with orientation to the course and, where appropriate, in order to discuss course choices in the context of your previous experience and career plans
 - prior to programme-specific deadlines in order to discuss course choices for subsequent semesters, reflect on feedback to date, and to discuss the decision about whether to do a dissertation and/or choice of dissertation topics where appropriate
- Further meetings can be requested by email

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).

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 deanery has a student support team working with personal tutors to support you.

- The student support officer is the postgraduate administrator for your programme and their office hours are given in the programme handbook. These are:
 - Elspeth Currie (e.currie@ed.ac.uk or MScCT@ed.ac.uk) for the MSc in Clinical Trials
 - Jane Dumayne (jane.dumayne@ed.ac.uk) for the Masters of Family Medicine
 - Gayle Fitzpatrick (global.ehealth@ed.ac.uk) for Global eHealth
 - Varia Christie (Varvara.christie@ed.ac.uk or globalchallenges.health@ed.ac.uk) for the PG Certificate in Global Health Challenges
 - Stuart Mallen (stuart.mallen@ed.ac.uk) for the on-campus MPH
 - Rosemary Porteous (rosemary.porteous@ed.ac.uk or mph.dl@ed.ac.uk) for the online MPH
 - Alison Kyte (Alison.kyte@igmm.ed.ac.uk) for PG Certificate in Molecular Pathology and Genomic Medicine
- Specific queries relating to a taught course should be directed to the course organiser
- Otherwise the first point of contact for students should be their personal tutor who can, if appropriate, direct the student to the programme administrator or programme director
- Personal tutors will aim to respond within 72 hours unless they are out of the office in which case they will be expected to indicate this in response to emails.

Students who wish to request a change of personal tutor can do so by approaching their programme director or postgraduate administrator.

Senior Tutor

Each deanery has a senior tutor who oversees the effectiveness of personal tutoring within your deanery. 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) and you are unable to change your personal tutor after contacting your programme director or postgraduate administrator please contact your senior tutor: Professor Sarah Wild, sarah.wild@ed.ac.uk