

School of GeoSciences

Personal Tutoring Statement 2016/17

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.

If for any reason your Personal Tutor is away (on field work) you will be provided with an alternative academic contact. If in doubt, you are encouraged to make contact with your Student Support Coordinator (noted below).

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. All undergraduate students can expect one individual and one group meeting per semester.

Initial Meeting - As a **new** or **continuing** student you will have a meeting with your Personal Tutor during Welcome Week to select your gain approval of your elective courses and discuss the year ahead.

Individual Meetings - You will also have a further scheduled individual meeting each semester in all years of your degree which focuses on your academic progress and transition. You will be contacted by your Student Support Coordinator with details of how to sign up for these meetings.

Group Meetings – These will be determined by the requirements of your degree programme; they may cover topics such as developing study skills, careers talks, and research skills sessions.

Additionally, Personal Tutors will advertise their term-time office hours to you, which you are encouraged to make use of. Alternatively, you are welcome to request a meeting with your Personal Tutor at any other time of the year by making contact via email or through the Euclid Tools tab in MyEd.

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).

Personal Tutors and all staff will endeavour to reply to any email contact within 3 working days.

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.

Initial Meeting - As a **new** or **continuing** student you will have a meeting with your Personal Tutor during Welcome Week to select your gain approval of your elective courses and discuss the year ahead.

Individual Meetings - You will also have a further scheduled individual meetings each semester, including your research semester, during your degree. The focus of the meetings are on your academic progress and transition. You will be contacted by your Student Support Coordinator or Programme Secretary with details of how to sign up for these meetings.

Group Meetings – These will be determined by the requirements of your degree programme; they may cover topics such as developing study skills, careers talks, and research skills sessions.

Additionally, Personal Tutors will advertise their term-time office hours to you, which you are encouraged to make use of. Alternatively, you are welcome to request a meeting with your Personal Tutor at any other time of the year by making contact via email or through the Euclid Tools tab in MyEd.

If you are not on campus, for example during the dissertation phase of your programme, (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).

Personal Tutors and all staff will endeavour to reply to any email contact within 3 working days

Support Contacts

All taught student 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 **first point of contact** for students is your **Student Support Coordinator** who is responsible for all aspects of pastoral care:

Student Support Team

Each School has a Student Support Team (SST) working with Personal Tutors to support you.

Emma Latto (Emma.Latto@ed.ac.uk)

Student Support Coordinator

Room 337, Grant Institute

King's Buildings

<http://www.ed.ac.uk/geosciences/intranet/student-support>

Programmes: (Undergraduate: Earth Sciences and Ecological & Environmental Sciences, Postgraduate Taught: MSc in Carbon Capture and Storage, MSc in Ecological and Environmental Sciences, MSc in Environmental Protection, MSc in Soils and Sustainability, MSc in Soils and Sustainability, MSc in Sustainable Plant Health, MSc in Marine System and Policies, MSc in Ecosystem Services, MSc in Sustainable Resource Management)

Cathy Campbell / Katy McPhail (ssc-geography@geos.ed.ac.uk)

Student Support Coordinators

Room 2.09, Teaching Office

Drummond Street

Central Campus

<http://www.ed.ac.uk/geosciences/intranet/student-support>

Programmes: (Undergraduate: Geography and all joint Geography degrees, Postgraduate Taught: MSc in Carbon Management, MSc in Environment and Development, MSc in Environmental Sustainability, MSc in Geographical Information Sciences, MSc in Earth Observation and Geoinformation Management, MSc in Human Geography)

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.

Undergraduate

Dr Caroline Nichol (Caroline.Nichol@ed.ac.uk)

Senior Personal Tutor (Earth Sciences and Ecological & Environmental Sciences)

Dr Dan Swanton (Dan.Swanton@ed.ac.uk)

Deputy Senior Personal Tutor (Geography)

Postgraduate

Dr William Mackaness (William.Mackaness@ed.ac.uk)

Director of Postgraduate Teaching/Postgraduate Senior Personal Tutor

If you would like to provide feedback or discuss any concerns you may have about the support services available in the School of GeoSciences please contact:

Sarah McAllister (Sarah.McAllister@ed.ac.uk)

Head of Student Services

School of GeoSciences

0131 650 4917

<http://www.ed.ac.uk/geosciences/intranet/student-support>