

PT Briefing Session:

Updates on the Enhancing Student Support Project:

The current requirements for individual and group meetings- 'the PT Life Cycle' will remain in place for the academic year 13/14.

Individual Meetings: 2 per academic year (1 per semester), plus any additional ones requested by tutees.

Group Meetings: 2 per academic year

(Please note that the Student Support Co-Ordinator can help organise both individual and group meetings and can assist with inputting any information in the student's EUCLID record).

GeosPALS:

As part of the Enhancing Student Support Project, in 13/14, all schools have to have in place a peer-support pilot scheme. In GeoSciences, the scheme is a peer-assisted Learning Scheme (PALS).

The scheme will run for 1st year undergraduates during Semester 1 of the academic year in the first instance.

GeosPALS will be divided into three subsections, mirroring the three degree strands of the School: GeogPALS, EarthPALS, EcolPALS.

Students will be allocated into groups. Each group will be led by two facilitators (3rd and 4th year students who have received the necessary EUSA- run training).

Groups will meet fortnightly starting in week 3 to discuss various topics such as study skills, essay writing, exams etc.

(PTs: Please mention PALS to your 1st year tutees and encourage them to attend meetings. If there are any issues: general or specific to Geography that you would like the facilitators to cover, please let the SSCs know).

DPT Changes:

Changes for 2013-14

In the tables below, those courses listed as 'Removed' or 'Added' refer to Compulsory Courses. Changes to options courses are listed as noted.

Earth Science

	Year 1	Year 2	Year 3	Year 4	Year 5
BSc Environmental Geoscience	<p><u>Removed</u> Global Environmental Processes</p> <p><u>Added</u> Evolution of the Living Earth</p>	<p><u>Removed</u> Earth Materials Global Tectonics and Sedimentology</p> <p><u>Added</u> Geomaterials Global Tectonics and the Rock Cycle</p>	<p><u>Removed</u> Sedimentology (10 credits)</p> <p><u>Added</u> Environmental Pollution (20 credits)</p> <p>10 credits less of options available.</p>	<p><u>Removed</u> Environmental Geoscience Fieldwork Synoptic and Practical Examination (20 credits)</p> <p><u>Added</u> Environmental Geoscience field course (10 credits)</p> <p>10 credits extra of options available.</p> <p><u>Options</u> Fundamentals for Remote Sensing removed.</p> <p>Environmental Geochemistry added.</p>	
BSc/MEarthSci Geology	<p><u>Removed</u> Introduction to Geophysics</p> <p><u>Added</u> Evolution of the Living Earth</p>	<p><u>Removed</u> History of Life Earth Materials Global Tectonics and Sedimentology</p> <p><u>Added</u> Introduction to Geophysics Geomaterials Global Tectonics and the Rock Cycle</p>	<p><u>Removed</u> Global Tectonics Dynamic Stratigraphy</p> <p><u>Added</u> Volcanology Quantitative Methods in Earth Science Geology and Landscapes</p> <p>All options courses removed with the exception of Palaeontology and Igneous Petrogenesis.</p>	<p><u>Removed</u> Evolution of the Modern Earth (20 credits)</p> <p><u>Added</u> Evolution of the Modern Earth (10 credits)* Frontiers in Research</p> <p>*24hr essay and Enterprise Initiative components moved to Frontiers in Research.</p>	No change
BSc/MEarthSci Geology and Physical Geography	<p><u>Removed</u> Earth Surface Systems</p> <p><u>Added</u> Evolution of the Living Earth</p>	<p><u>Removed</u> Earth Materials Environmental Sensitivity and Change Global Tectonics and Sedimentology</p> <p><u>Added</u> Geomaterials Global Tectonics and the Rock Cycle</p> <p>20 credits extra of options available in</p>	<p><u>Removed</u> Global Tectonics Quantitative Methods in Geography</p> <p><u>Added</u> Quantitative Methods in Earth Science</p> <p><u>Options</u> 10 credits extra of options available. Students can study</p>	<p><u>Removed</u> Evolution of the Modern Earth (20 credits)</p> <p><u>Added</u> Evolution of the Modern Earth (10 credits)* Frontiers in Research</p> <p>*24hr essay and Enterprise Initiative</p>	No change

		place of ESC	10 x Earth Science and 40 x Geog options courses; or 20 x Earth Science and 30 x Geog options courses Hydrocarbons replaced by Hydrocarbons and Geophysical Exploration Introduction to Physical Volcanology replaced by Volcanology Dynamic Stratigraphy removed	components moved to Frontiers in Research.	
BSc Geophysics	No change	<u>Removed</u> Global Tectonics and Sedimentology <u>Added</u> Global Tectonics and the Rock Cycle	<u>Removed</u> Global Tectonics Hydrocarbons <u>Added</u> Hydrocarbons and Geophysical Exploration Fourier Analysis Fields and Waves move to Semester 2	No change	N/A

BSc Geophysics and Geology	No change	<u>Removed</u> Earth Materials Global Tectonics and Sedimentology <u>Added</u> Geomaterials Global Tectonics and the Rock Cycle	<u>Removed</u> Global Tectonics <u>Added</u> Fourier Analysis	<u>Removed</u> Evolution of the Modern Earth (20 credits) <u>Added</u> Evolution of the Modern Earth (10 credits)* Frontiers in Research *24hr essay and Enterprise Initiative components moved to Frontiers in Research.	No change
BSc Geophysics and Meteorology	No change	No change	<u>Added</u> Fourier Analysis Fields and Waves move to Semester 2	No change	N/A

Ecological and Environmental Science

No changes to Degree Programme Tables

Geography

	Year 1	Year 2	Year 3	Year 4	Year 5
BSc/MA Geography	Language courses listed as options	Language courses listed as options	Introduction to Physical Volcanology removed as an option	<u>Removed</u> Physical Geography: Scottish Highlands <u>Added</u> Human Geography: Journey to the Western Isles	N/A
MA Geography and Social Archaeology MA Geography and Social Policy MA Geography and Sociology	Language courses listed as options	Language courses listed as options	Sociology options updated: new courses added.	Sociology options updated: new courses added.	N/A
MA Geography with Environmental Studies	Language courses listed as options	Language courses listed as options	No change	No change	N/A
MA Geography and Economics and Social History	History options updated: new course added	Language courses listed as options	No change	No change	N/A
MA Geography and Economics	Language courses listed as options	Language courses listed as options	No change	No change	N/A
MA Geography and Politics	Language courses listed as options	Language courses listed as options	No change	No change	N/A

Useful links

All School of GeoSciences degree programme tables can be found on the Degree Regulations and Programmes of Study web page: http://www.drps.ed.ac.uk/13-14/dpt/drps_geo.htm. Personal Tutors can also link to this page by using the DRPS button at the top of the Courses page on each students EUCLID record.

Section 5.1 and 5.2 of the School of GeoSciences Staff Handbook 2012/13 contain links to Euclid guides including how to find Degree Programme Tables and a list of courses and course codes in the School.

Details of individual courses can be viewed on the DRPS course catalogue web page:

University of Edinburgh

http://www.drps.ed.ac.uk/13-14/dpt/cx_subindex.htm

College of Science and Engineering

http://www.drps.ed.ac.uk/13-14/dpt/cx_colsce.htm

College of Humanities and Social Science

http://www.drps.ed.ac.uk/13-14/dpt/cx_colhss.htm

School of GeoSciences

http://www.drps.ed.ac.uk/13-14/dpt/cx_s_su849.htm

Timetabling Update

All staff should now use Web Timetables (SWS) to view current timetables. The SWS timetable tool is accessible through MyEd, by selecting 'Timetabling at Edinburgh (Staff)' from the drop down menu on the 'Admin' or 'Teaching' tabs. If this is not given as an option on either tab, you can add it by using 'Add Channel' in MyEd.

Staff can also link to the SWS from a students' EUCLID record to view the students' individual timetable details, or, to view a course timetable, by the Course Description on EUCLID or the DRPS.

Accessing timetables from EUCLID/DRPS

You can link to the SWS to view individual students' timetables when viewing their record in EUCLID or a course timetable by looking at a Course description in EUCLID or the DRPS.

When viewing a students' EUCLID record, there are two links in the Courses tab to 'Semester 1 Timetable' and 'Semester 2 Timetable'. These are located on the right of the screen, directly above the students' course details.

By clicking on either link, you will be taken to a screen showing the timetable for that semester, for that particular student.

You can also link to the DRPS from this screen to view course timetables. When viewing a course description in the DRPS/EUCLID, in the Course Delivery Information table, there is a link to 'Web Timetables'. By clicking this link, you will be taken to the SWS timetable for that course. Staff should be aware that all class instances (lectures, labs, tutorials etc) of the course will be detailed on this page and staff should refer back to the DRPS course description for details of where students only need to take specific classes (i.e. 1 of 5 tutorials etc).

Web Timetables (SWS)

This tool allows you to browse the current Timetables throughout the University. It does not allow you to request room bookings.

At the moment, this shows the 2012/13 timetable, which runs from Monday 28th May 2012 up to and including Sunday 25th August 2013. The 2013/14 timetable will be the default timetable from Monday 26th August 2013. Until then, the 2013/14 timetable is viewable through the '2013/14 Timetables' link in the left hand menu.

Staff can search for timetables by: Building, Location, Schools, Individual Course or Combined Course.

In each category but one, staff can search timetables by delivery period (semesters), weeks, days and time range. It is only in the Combined Courses category that staff are not able to search by each of the above. In this category, only the delivery period/weeks option is available. The option to view a 'grid' timetable is also not available in the Combined Courses category.

Staff should select an option from EACH area within a specific category in order to view the relevant information.

NB: The SWS will show EVERY class instance (i.e. lectures, tutorials, labs) so staff should be aware of each different class when viewing the timetable. The SWS will not show which/how many classes students should attend (i.e. 1 of 5 labs in a certain week). This information will be available on the course EUCLID/DRPS entry in the Class Delivery Information section.

Euclid Updates – Updates allow PT's to send out bulk email's to all their tutee's, students are able to view the contact details for their PT and student support team, PT's can access course enrolments and confirm attendance quicker for each student by clicking a tab on their PT overview page.

Pastoral Care Update

Earth Science - In 2012/13, 49 Special Circumstance cases were submitted: 12 for pre-honours students and 37 for honours students. The circumstances ranged from flu like illnesses (chest infections etc), tonsillitis & glandular fever and various other types of physical illness such as flu, stomach bugs, whooping cough, bereavement and serious illness of loved one. Mental health issues such as debilitating stress and anxiety and depression were also present.

Ecological & Environmental Science - In 2012/13, 27 Special Circumstance cases submitted: 7 for pre-honours students and 20 for honours students. The circumstances ranged from flu like illnesses (chest infections etc), tonsillitis & glandular fever and various other types of physical illness such as flu, stomach bugs, whooping cough, bereavement and serious illness of loved one. Mental health issues such as debilitating stress and anxiety and depression were also present.

Geography – In 2012/13, 78 Special Circumstances cases were submitted: 32 for pre-honours students and 46 for honours students. The circumstances ranged from physical illnesses such as flu, stomach bugs, whooping cough and glandular fever to more personal circumstances such as bereavement and a serious illness of a loved one (such as a parent). Mental health issues such as debilitating stress and anxiety and depression were also present.

Personal Tutor Survey - SCC's carried out a PT survey asking about PT accessibility, friendliness etc. 233 students completed the survey, one student was selected at random to receive £50 amazon voucher as an incentive. Dan Swanton was awarded the Best PT prize which was a mug with Best PT

on it and a bottle of wine. Fraser Macdonald, Anthony Newton, Mikael Attal and Linda Kirstein received many positive comments as well.

Mental Health First Aid Training - It has been felt across the School that mental health problems were on the rise amongst students. Faten and Emma have been on a Mental Health First Aid training course run by Health in Mind. This course has given us more understanding and confidence when dealing with students who are having mental health problems and we would highly recommend the course. We hope to do some more training in the future specifically aimed for people dealing with young people this course covers eating disorders, bullying, peer pressure etc.

Disability Adjustment Coordinators - SSC's have taken on the role of adjustment coordinator so will be working closely with Disability office to ensure that all adjustment schedules are distributed to all staff that need to be aware and to ensure that the correct adjustments are made.

Senior/Deputy Personal Tutor - SSC's have and will continue to work with Senior/Deputy PT on all issues concerning progression and concessions.

Introduction for New PTS:

The Role of Personal Tutors

To support students in:

Reviewing academic progress through a complete programme of study by providing:

- Welcome at the beginning of each academic year.
- Guidance on course choices.
- Advice on study difficulties.
- Appraisal of performance.

Reflecting on long term development based on learning inside and outside the formal curriculum.

Expectations of Personal Tutors

Meetings:

- One individual meeting per semester (and others by appointment).
- Students on exchange or year abroad should still have at least one scheduled individual meeting per semester (via phone or preferably skype).
- Group meetings (at least one per semester).
- Brief students on any preparatory and follow-up work.

Communication and Feedback:

- Respond promptly to student requests for contact within 3 working days.
- Liaise with Student Support Coordinator where this isn't possible.
- Maintain accurate and appropriate records via EUCLID.

Liaise with/Refer to Student Support Coordinator on personal (pastoral) matters on behalf of students.

Undertake training and CPD associated with role.