

Royal (Dick) School of Veterinary Studies, CMVM

School Personal Tutoring Statement 2022-2023

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.

Undergraduate Students

More extensive details on all aspects of the Personal Tutoring system, as well as other sources of support within the RDSVS and the University, can be found on *LEARN* : *BVM&S Common Resources > Home > Student Information > Personal Tutoring & House system*

During your early years at the University, you and your PT will schedule meetings to enable you to settle in and build a rapport with one another. Contact will gradually become less formal in the latter years of study however you are actively encouraged to schedule meetings with your Personal Tutor as required throughout your time at the University.

One-to-one Meetings

The number of one-to-one meetings with your PT in an academic session will vary depending on your year of study, with more frequent meetings in your first year of study. Each meeting will last no more than 20-30 minutes. These appointments can be conducted in-person or digitally through MS Team. Please email your PT at any time to set up a meeting.

In **Year 1 (5 year programme)** and in **Year 1 of Graduate Entry Programme (GEP)** you will have **three** mandatory one-to-one meetings with your PT per academic session:

- Meeting 1: early in Semester 1
- Meeting 2: end of Semester 1
- Meeting 3: mid to late Semester 2

Plus you will also have **one** group meeting with your Program Director/Year Director and key support staff at the beginning of the year.

In **Year 2** you will have **two** mandatory one-to-one meetings with your PT per academic session:

- Meeting 1: early in Semester 1
- Meeting 2: mid to late Semester 2

Plus you will also have **one** group meeting with your Program Director/Year Director and key support staff at the beginning of the year.

In **Year 3** you will have **one** mandatory one-to-one meeting with your PT per academic session usually in Sept-Oct

Plus you will also have **one** group meeting with your Program Director/Year Director and key support staff at the beginning of the year.

In **Year 4**, you will have **two** mandatory one-to-one meetings with your PT per academic session usually in Sept-Oct and in April/May.

Plus you will also have **one** group meeting with your Program Director/Year Director and key support staff at the beginning of the year.

In **Year 5**, you will have **one** mandatory one-to-one meeting with your PT per academic session usually in April/May

Plus you will also have **one** group meeting with your Program Director/Year Director and key support staff at the beginning of the year.

In addition to the above arrangements, and whatever the stage of your BVM&S studies, you should feel free to approach your PT for a meeting at any time during the academic year (see below - **Adhoc PT-Tutee Meetings**). The arrangements for PT meetings is also summarised in the table at the end of this document.

The Purpose of One-to-one Meetings

Year 1 & GEP

Meeting 1 Theme - *'Get to know each other'*

An informal chat with your PT about your background and your thoughts on the year ahead. See it also as an opportunity to raise any initial queries or concerns with your PT.

Meeting 2 Theme - *'How are things going?'*

Review of your progress and consideration of performance and feedback for any assessments. Agree actions with your PT for going forward.

Meeting 3 Theme - *'Reflection on year of study'*

Review of year and plans for the summer. PT & tutee may use the reflective elements of the tutee's annual P&C Skills portfolio as a basis of discussion.

Year 2

Meeting 1 Theme - *'Welcome back, let's reflect and plan'*

Reflection with your PT on the previous year of study and discussion of your goals and action points for the coming year.

Meeting 2 Theme - *'Reflection on year of study'*

Review of year and plans for the summer. PT & tutee may use the reflective elements of the tutee's annual P&C Skills portfolio as a basis of discussion.

Year 3

Meeting 1 Theme - *'Welcome back, let's reflect and plan'*

Reflection with your PT on the previous year of study and discussion of your goals and action points for the coming year.

Year 4

Meeting 1 Theme - *'Welcome back, let's reflect and plan'*

Reflection with your PT on the previous year of study and discussion of your goals and action points for the coming year.

Meeting 2 Theme - *'Reflection on fourth year of study'*

Review of progress in fourth year. The PT will sign the 'Annual Self-appraisal Completion Record' to be included in the P&C Skills 4 portfolio.

Year 5

Meeting 1 Theme - *'Reflection on final year of study'*

Review of progress in final year and possible discussion of career aspirations. The PT will sign the 'Annual Self-appraisal Completion Record' to be included in the final year portfolio.

Attendance requirements

The one-to-one meetings outlined above are compulsory and your attendance will be logged. Should you either miss or have difficulty attending an arranged meeting you are expected to contact your PT with an explanation of your absence. Other meetings are recommended but are at the discretion of the PT & tutee.

Arrangement and notification of meetings with your PT

Arrangements for booking meeting your PT are agreed with your PT at the first meeting. Your PT will also use EUCLID to record notes of your meeting, these are confidential to you and your PT.

This information is also available on *LEARN : BVM&S Common Resources > Home > Student Information > Personal Tutoring & House system > Meetings between Personal Tutors and Tutees.*

Adhoc PT-Tutee Meetings

You are encouraged to contact your PT at any time by email to arrange a meeting should you either require advice or be experiencing problems (academic or personal).

- Your PT will respond promptly (normally within three working days)
- Your PT will provide advice directly or refer you to the most appropriate support service (in-school or central University).

If your PT is unavailable you should contact either one of the other PTs in your house or one of the Student Support Team.

Should you fail a Professional Examination you will be advised to contact your PT.

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).

R(D)SVS Personal Tutor-Tutee meetings								
The school requires Personal Tutors to meet with BVM&S students as detailed in the 'Minimum individual meetings' column below. In addition to this you will meet as a group with the Program or Year Director at the beginning of your year.								
Year	Minimum individual meetings	Aug/Sept/Oct	Sept/Oct	Nov/Dec	Dec/Jan	Jan/Feb	Mar/April/May	June/July
1	Three		I		I		I	
GEP	Three	I		I		R	I	
2	Two		I			R	I	
3	One		I			R	R	
4	One		I			R	I	
5	One		R			R	I	
Key	I=Individual (mandatory) See: <i>School Personal Tutoring Statement - The Purpose of One-to-one Meetings</i> N.B. Year 5 meeting to review past year and PT signing of meeting sheet for Final Year Portfolio (may be earlier)	R=Recommended (not mandatory)		A PT also has the option of arranging a Group meeting with their tutees although attendance would <u>not</u> be mandatory for students.				

Year Meetings

For new students (Year 1 and Year GEP) there will be a year meeting early in Semester 1 at which the Personal Tutor system and student support mechanisms will be explained. At the discretion of individual PTs, there may also be group meetings of tutees with their PT.

Academic skills development & support and VetPALs

The School offers sessions to all BVM&S students to help develop academic skills. The Academic Skills Development and Support Team can help if you are either struggling to find a study method that works well or if you want to review an established study strategy. As well as general academic skills development support you can get advice on revision strategies, exam techniques and time management. To book an appointment, please e-mail Vet.StudySkills@ed.ac.uk and someone will get

back to you as soon as possible. We will find a time that suits your timetable. See also: <https://www.ed.ac.uk/vet/staff-students/students/study-skills>

VetPALS

All first year & GEP students have the opportunity to attend VetPAL sessions run by trained VetPAL leaders in the later years of the course - these are spread throughout the academic year and are advertised by email. These sessions will be around one hour in length and delivered in-person unless otherwise stated. Sessions will centre around a specific topic e.g. taking notes at lectures, time management, etc. The idea of these sessions is to help and share ideas around the topics being discussed and for later years to pass on details of their experience. Further information is available from <https://www.ed.ac.uk/vet/staff-students/students/vetpals>

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.

The full **RDSVS Student Support Team** is as follows:

Academic Staff:

Prof. Scott Pirie (Scott.Pirie@ed.ac.uk) - Associate Dean of Students, R(D)SVS
Director of Student Affairs

Dr. Jessie Paterson (Jessie.Paterson@ed.ac.uk) - Deputy Director of Student Affairs
(Transitions & Academic skills development & support).

Fiona McDowall (Fiona.McDowall@ed.ac.uk) - Deputy Director of Student Affairs (Vet Clinical)

VACANCY – Pre-Clinical EMS Director

Zofia Lisowski (Zofia.Lisowski@ed.ac.uk) - Deputy Director of Student Affairs (Vet Pre-Clinical)

Kristina Pollock (Kristina.Pollock@ed.ac.uk) - Deputy Director of Student Affairs (Vet Clinical)

Prof Susan Rhind (Susan.Rhind@ed.ac.uk) – Deputy Head of School, Learning & Teaching

Dr. Stacy Spielman (stacy.spielman@ed.ac.uk) - Member of the Student Support Team

Dr Andrew Gardiner (Andrew.Gardiner@ed.ac.uk) – Clinical EMS Director & GEP Programme Director

Professional Services staff:

Gillian Macdonald (G.Macdonald@ed.ac.uk) – Student Support Manager

Sharon Potter (Sharon.Potter@ed.ac.uk)- Teaching and Student Services Admin Assistant (VTO)

Year Administrator & Student Support Officers

Year 1 - VetTeaching1@ed.ac.uk
Year 2 - VetTeaching2@ed.ac.uk
Graduate Entry Programme (GEP) - VetTeachingGEP@ed.ac.uk
Year 3 - VetTeaching3@ed.ac.uk
Year 4 - VetTeaching4@ed.ac.uk
Year 5 - VetTeaching5@ed.ac.uk

Your first points of contact when you need advice/assistance

If you have a query relating to course issues (teaching materials, timetabling etc.) please address this to the appropriate year administrator.

For other academic and personal matters you should contact your Personal Tutor (PT). If your PT is unavailable you should contact either one of the other PTs in your house (see below) or a member of the Student Support Team.

For academic matters relating to the course content you should ask the course organiser or the member of staff who is delivering the material you have questions about.

RDSVS House System

As a BVM&S student you will be allocated to a PT and be a member of one of ten R(D)SVS Houses, each with Senior PT. Details of your PT and House allocation are available via the 'House Hub' link on BVM&S Homepage of Learn. Alternatively, the direct link is: <https://www.eevec.vet.ed.ac.uk/secure/house.asp>

You can also find out who your PT is through MyEd <https://www.myed.ed.ac.uk/>

Postgraduate Taught Students

As a postgraduate taught student you will have at least **four** individual meetings with your Personal Tutor in the taught part of your degree programme and one individual meeting in the research part.

Your Programme Director or Personal Tutor will give you details on the scheduling, structure and purpose of the meetings before or at the start of the academic session.

Meeting can be scheduled by you or your PT.

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).

You may also be involved in at group meetings (in the taught part of your degree programme) and other activities designed to support your development as a member of an academic community.

If you have urgent and or serious concerns and you have been unable to get help through the usual route please do not hesitate to contact any member of the R(D)SVS Student Support Team, including the Senior Tutor (for details see UG information above).

In most instances, PTs and PG supervisors will be the first line of support. The Postgraduate Support and Advisory Committee (PSAC), chaired by Dr Jo Stevens, is available to provide support and advice to all PG students within the School (PGR and PGT). Students and staff can seek advice from this Committee via the Divisional Postgraduate Convenors and membership below:

Chair: Jo Stevens (Jo.stevens@roslin.ed.ac.uk)
Clinical Scholars: Karen Blissitt (Karen.blissitt@ed.ac.uk)
Clinical Sciences: Scott Pirie (scott.pirie@ed.ac.uk)
Functional Genetics & Developmental (for students enrolled in MScR or PhD)
Developmental Biology: Gerry McLachlan (gerry.mclachlan@ed.ac.uk)
Genetics and Genomics: Andy Law (andy.law@roslin.ed.ac.uk)
Infection and Immunity: Jo Stevens (Jo.stevens@roslin.ed.ac.uk)
PGT (Taught): Sharon Boyd (Sharon.Boyd@ed.ac.uk)
Director of Postgraduate Research Studies: Prof Colin Farquharson (colin.farquharson@roslin.ed.ac.uk)
Director of Postgraduate Taught Studies: Darren Shaw (Darren.Shaw@ed.ac.uk)
R(D)SVS Senior Tutor: Mike Grieve (Michael.Grieve@ed.ac.uk)
PSAC Administration: Stephen Mitchell (stephen.mitchell@ed.ac.uk)

Administrative contacts for PG:

PGR: Liz Archibald and Elaine Smith (rdsvs.pgr.admin@ed.ac.uk)
PGT: Kate Ainsworth (Kate.Ainsworth@ed.ac.uk)
Clinical Scholars: Emma Pineau (emma.pineau@ed.ac.uk)

Requesting to change your Personal Tutor

Guidance and Support

Your Personal Tutor will provide you with support and guidance during your studies and will help you reflect on your academic progress so that you get the most out of your time with us. Your Personal Tutor, and Student Support Team, will also provide advice on the wider network of specialist student support services at the University to help you have the best possible experience during your studies.

Confidentiality

Some information may be sensitive. Although it may be necessary to consult colleagues, University staff will treat such information as confidential and will limit disclosures to the minimum necessary.

Engagement

You will get most out of your support by working in partnership with your Personal Tutor and Student Support Team. This is a two-way process and by taking part in it fully you will gain more benefits from your experience at the University.

Changing your PT

In circumstances where your PT leaves their post a new tutor will be assigned to you. You may also request to change your PT. Before any request to move is considered you must provide the Senior Tutor and Student Support Manager with robust evidence which demonstrates an irreconcilable difference between you or your circumstances and your current PT. As a future veterinarian the Royal College of Veterinary Surgeons, the school, your clients and their animals, expect you to be able to create relationships with everybody, regardless of the fact you may have differing views to them.

“I promise and solemnly declare that I will pursue my professional training with integrity and accept my responsibilities to the public, owners, patients and the profession. Above all my constant endeavour will be to ensure the health and welfare of animals committed to my care.”

RDSVS Student Oath (2015)

For further information on standards of behaviour expected from veterinary students you should consult pages 10 to 14 of the RCVS issued *Fitness to Practice – A guide for UK Veterinary Schools and Veterinary Students*.

Please note

- You may not select a PT, one will be assigned to you.
- Where appropriate you can approach any PT in your house to talk about a gender specific issues. i.e. Female to female or male to male.
- As a young professional your professional body and the school expect you to act quickly if you need support with your studies.