**Royal (Dick) School of Veterinary Studies, CMVM**

**School Postgraduate 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 Postgraduate Student Support Team. More details on the Personal Tutoring system can be found at: [My Personal Tutor](http://www.ed.ac.uk/students/academic-life/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. If you are undertaking a DVetMed clinical residency, your Progress Committee Convenor will take on the role of Personal Tutor.

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.

**One-to-one Meetings:**

As a postgraduate taught student you are encouraged to arrange one-to-one meetings with your Personal Tutor as required throughout your time at the University. The timing of meetings and how to book meetings with your Personal Tutor will depend on your Programme of study.

You are encouraged to have **at least one individual meeting** or ‘contact’ with your Personal Tutor per semester. If you are studying for an online degree or are not on campus for an extended period (e.g. on a placement), 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).

* Each meeting may be expected to last no more than 20-30 minutes
* If you are undertaking the **taught portion** of the programme, you may have **up to** three Individual Meetings with your PT per academic year. For example, if you are studying online, these meetings may coincide with the start of the online courses:
	+ Meeting 1: early in Semester 1
	+ Meeting 2: beginning of Semester 2 (second course)
	+ Meeting 3: beginning of third course
* If you are studying **on campus**, you will also be involved in **at least two 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. Please refer to your timetable to find out when the meetings are scheduled.
* If you are undertaking the **dissertation portion** of the programme, you are expected to stay in close contact with your project supervisor. You can also contact with your PT if you wish to discuss any issues and have individual meetings as required.

**Adhoc PT-Tutee Meetings**

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

* The PT will respond promptly (normally within three working days).
* The PT will provide advice directly or direct you to the most appropriate support service.
* If the PT is unavailable a tutee should contact the PGT Senior Tutor.

**Student Support Organisational Structure – Who to Contact?**

All taught students have a Personal Tutor, a Senior Tutor, and a Student Support Team. You can find out who your Personal Tutor is through MyEd. Details of other Personal Tutors, Senior Tutors and the Postgraduate Student Support Team may also be listed on MyEd.

Your PT is your first point of contact.

Your PGT Senior Tutor is: Sharon Boyd (sharon.boyd@ed.ac.uk)

Please contact the PGT Senior Tutor if you wish to change your Personal Tutor.

**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 RDSVS Postgraduate Student Support Team is as follows:

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

Prof. Colin Farquharson (Colin.Farquharson@roslin.ed.ac.uk) - Dean of Postgraduate Studies

Dr. Fiona Borthwick (Fiona.Borthwick@ed.ac.uk) – Director of Postgraduate Taught Studies

Sharon Boyd (Sharon.Boyd@ed.ac.uk) – Postgraduate Taught Senior Tutor

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

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

**Your first points of contact when you need advice/assistance**

If you have a query relating to course issues (teaching materials, assessment deadlines, etc.) please address this to your programme administrator.

For other academic and personal matters you should contact your Personal Tutor (PT). If your PT is unavailable you should contact the PGT Senior Tutor or another member of the Postgraduate 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.

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 Postgraduate Student Support Team, including the PGT Senior Tutor.

In most instances, PTs, Progress Committee Convenors, 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:

Dean of Students: Scott Pirie (scott.pirie@ed.ac.uk)

Dean of Postgraduate Studies: Colin Farquharson (colin.farquharson@roslin.ed.ac.uk)

Director of PGT: Fiona Borthwick (fiona.borthwick@ed.ac.uk)

Deputy Director of PGT: Sharon Boyd (sharon.boyd@ed.ac.uk)

Clinical Sciences: Brendan Corcoran (brendan.corcoran@ed.ac.uk)

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) **(Chair)**

Global Academy: Liz Baggs (liz.baggs@ed.ac.uk)

Clinical Scholars: Karen Blissitt (karen.blissitt@ed.ac.uk)

Support for UG: Gillian MacDonald (G.MacDonald@ed.ac.uk)

PSAC Administration: Stephen Mitchell (Stephen.Mitchell@ed.ac.uk)

**Requesting to change your Personal Tutor**

**Guidance and Support**

Your PT 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 PT and Postgraduate 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 PT 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 such request is considered, you must provide the Postgraduate Student Support Team with robust evidence that demonstrates an irreconcilable difference between you or your circumstances and your current PT or a clear conflict of interest.

Please note

You may not select a PT, one will be assigned to you.

Where appropriate you can approach any PT you feel comfortable talking to, e.g. to discuss gender specific issues.

The School expects you to act quickly if you need support with your studies.