The University of Edinburgh Business School

Personal Tutoring Statement
2018/19

Section 1: The Undergraduate Programme

Aims of the Personal Tutor System

The Personal Tutor system will provide you with a named member of academic staff, your Personal Tutor (often termed “PT”), who will support you throughout your time at the University, giving you academic support, advice and a route to pastoral support. You, as a Tutee, will work with your Personal Tutor to select suitable courses, reflect on your academic performance, discuss how this contributes to your aspirations and explore how to help 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 will:
• help you to review your academic progress and performance regularly;
• help you to think about your learning, how it contributes to your future development, prepares you for your time at university and your career;
• help you to become a confident, active member of a community of learners;
• help you to deal with any concerns or problems that might affect your studies and refer you to other staff in the School and support services as appropriate.

You can find out who your Personal Tutor is via MyEd.

Undergraduate Students

You are encouraged to request meetings with your Personal Tutor when you need them throughout your time at the University, however the below outlines meetings we expect Personal Tutors to have with their students.

One-to-one Meetings

As an undergraduate student you will have at least two individual meetings with your Personal Tutor each academic year (4 in first year and 3 in 2nd year). Your Personal Tutor will contact you by email or Euclid to introduce themselves, where necessary, and begin the process of arranging a meeting. Additional meetings can be arranged throughout the year by emailing your Personal Tutor directly. The discussion in standard one-to-one meetings depends on your year of study:

First Year
You must meet your Personal Tutor at the start of Semester 1. This first meeting, which will last approximately 30 minutes, will allow you to introduce yourself to your Personal Tutor, e.g. academic background, motivations for degree programme choice and thoughts regarding possible future careers;
special events planned for the academic year, e.g. #makeyourmark in Semester 1 [https://www.business-school.ed.ac.uk/makeyourmark/] and the Festival of Creative Learning in Semester 2 [http://www.festivalofcreativelearning.ed.ac.uk/]. At this meeting, your attendance will also be confirmed, the structure of your degree programme outlined and course choices discussed and agreed. You will have a second group induction meeting with other First Year students in Welcome Week. Later in Semester 1, you will have a third meeting (15–20 minutes individual meeting) with your PT to check how you have settled into University and to discuss how you are progressing with your courses. A fourth meeting (15-20 minutes) will be held early in Semester 2 to reflect on Semester 1, your associated course performance (including exam results) and to discuss your choice of second year courses.

**Second Year**
Your Personal Tutor will contact you to arrange a meeting (15–20 minutes) at the start of Semester 1 to discuss your first year; reflect on your strengths and weaknesses, consider skills development opportunities, your choice of courses and outline any special events planned for the academic year e.g. #makeyourmark in Semester 1 [https://www.business-school.ed.ac.uk/makeyourmark/] and the Festival of Creative Learning in Semester 2 [http://www.festivalofcreativelearning.ed.ac.uk/]. You will have a second group induction meeting with other Second Year students in Welcome Week. At the third meeting (15−20 minutes individual meeting) during Semester 2, your Semester 1 exam results will be reviewed, where relevant, and personal development issues discussed, particularly in relation to opportunities to participate in career-related activities as part of the degree programme and the benefits of extra-curricular activities such as internships and the Edinburgh Award.

**Third Year**
Your Semester 1 meeting (15–20 minutes) with your Personal Tutor will focus on discussion of your second year, personal development, choice of third year honours courses and any special events planned for the academic year e.g. #makeyourmark in Semester 1 [https://www.business-school.ed.ac.uk/makeyourmark/] and the Festival of Creative Learning in Semester 2 [http://www.festivalofcreativelearning.ed.ac.uk/]. The meeting will also be used to explore possible career paths and opportunities to participate in career related activities and internships. At the second meeting (15–20 minutes during Semester 2, your progress in Semester 1 will be discussed and you will be reminded of the contribution of the zero-credit Research in Management course to the dissertation process, particularly in relation to the choice of dissertation topic.

**Fourth Year**
At your Semester 1 meeting (15–20 minutes), your third year performance and course choices will be considered as will your progress on your dissertation and interest/involvement in special events planned for the academic year e.g. [https://www.business-school.ed.ac.uk/makeyourmark/] and the Festival of Creative Learning in Semester 2 [http://www.festivalofcreativelearning.ed.ac.uk/]. As you approach the end of your University studies, the second meeting (15–20 minutes) during Semester 2, will review progress, particularly on the dissertation and reflect on your personal development at the University and career aspirations.

If you are not on campus (e.g. studying abroad for a period, or on placement or away due to personal circumstances) then your meetings may take place by email, telephone, live internet call, or a web conferencing application.

You should record meetings with your Personal Tutor on Euclid as this is your own personal record and provides you with an opportunity to reflect and respond to feedback.
Peer Support

Peer Support activities are available to every campus-based undergraduate. We would encourage you to get involved as they are a great way to meet other students. There are various ways in which you can get involved at School level. The School has a peer support scheme called BizPALs which is aimed at first year students. BizPALs is a valuable forum through which our 2nd, 3rd and 4th year students can support and provide friendly advice to new students. [https://www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/get_peer_support/find_a_project/organisation/bizPALS/](https://www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/get_peer_support/find_a_project/organisation/bizPALS/) Information about other Peer Support activities across the University can be found at [EUSA Peer Support](https://www.eusa.ed.ac.uk).

Undergraduate Support Contacts

Within each School there are a number of other roles while working in partnership with Personal Tutors to make sure the Personal Tutor system works for you.

**Senior Tutor**

Each School has a Senior Tutor who oversees the personal tutoring system. 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, Susan Dunnett ([Susan.Dunnett@ed.ac.uk](mailto:Susan.Dunnett@ed.ac.uk)). If you wish to request a change in Personal Tutor, you should contact the Senior Tutor or the Undergraduate Programme Manager, Lorraine Edgar ([Lorraine.Edgar@ed.ac.uk](mailto:Lorraine.Edgar@ed.ac.uk)).

**Student Support Team (SST)**

Each School has a Student Support Team (SST) working with Personal Tutors to support you. Your Personal Tutor is normally your first point of contact for academic or pastoral issues. If your PT is unavailable you should contact the Student Support Team for routine enquiries and non-academic issues e.g. a letter confirming your student status. The Student Support Team is led by the Undergraduate Programme Manager ([Lorraine.Edgar@ed.ac.uk](mailto:Lorraine.Edgar@ed.ac.uk)) and consists of 13 administrative staff, including dedicated Student Support Officers. The SST can be contacted at the School’s undergraduate help desk (0900–1700, Monday to Friday) or by e-mail ([SSO@business-school.ed.ac.uk](mailto:SSO@business-school.ed.ac.uk)) or by telephone (0131 650 3900).

Your Personal Tutor and the SST will attempt to respond to e-mails within three working days, but work commitments may cause a delay in arranging a meeting. Many frequently asked questions (FAQs) are answered on the School’s UG tab on Learn.

**Other Key Contacts:**

- Director of Undergraduate Programmes: Mary Brennan ([Mary.Brennan@ed.ac.uk](mailto:Mary.Brennan@ed.ac.uk))
- Year 1: Frances-Helen Hay ([Frances-Helen.Hay@ed.ac.uk](mailto:Frances-Helen.Hay@ed.ac.uk))
- Year 2: Elisa Henderson ([Elisa.Henderson@ed.ac.uk](mailto:Elisa.Henderson@ed.ac.uk))
- Year 3: Pauline Ferguson ([Pauline.Ferguson@ed.ac.uk](mailto:Pauline.Ferguson@ed.ac.uk))
- Year 4: Ben Marder ([Ben.Marder@ed.ac.uk](mailto:Ben.Marder@ed.ac.uk))
If you are a student studying on a joint degree programme that includes a non-Business School subject e.g. MA Business and Law, MA French and Business, BSc Computer Science and Management Science the Heads of Joint Degree programmes are: Sara Chaudhry (Sara.Chaudhry@ed.ac.uk) for joint degree programmes in the College of Arts, Humanities and Social Sciences; Dahlia El-Manstrly (Dahlia.El-Manstrly@ed.ac.uk) joint degree programmes in the College of Science & Engineering.

For information related to a particular programme of study, you may contact your degree programme cluster head:
- Accounting & Finance degrees: Yew-Ming Chia (Yew.Ming.Chia@ed.ac.uk)
- Business Management degrees: Ian Graham (Ian.Graham@ed.ac.uk)
- International Business (including language degrees): Ling Liu Ling.Liu@ed.ac.uk

Section 2: The Postgraduate Taught Programme

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 will:
- help you to review your academic progress and performance regularly;
- help you to think about your learning, how it contributes to your future development, prepares you for your time at university and your career;
- help you to become a confident, active member of a community of learners;
- help you to deal with any concerns or problems that might affect your studies and refer you to other staff in the School and support services as appropriate.

You can find out who your Personal Tutor is via MyEd.

Postgraduate Taught Students

One-to-one Meetings

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.

As a postgraduate taught (PGT) student you will have at least two individual meetings with your Personal Tutor in the taught part of your degree programme. You will also have one further scheduled individual meeting with your Personal Tutor during the research part of your degree programme. The first meeting is mandatory.
These meetings will be arranged via e-mail, EUCLID or by appointment sign-up sheets. Additional meetings can be arranged by e-mailing your personal tutor or via the PGT office.

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).

Off campus students should contact Personal Tutors via e-mail to arrange a skype/internet call/conference call. Students abroad on an exchange should also establish contacts with the relevant person in their host institution for academic and pastoral guidance.

Your Personal Tutor will arrange to meet for the first individual meeting in semester 1, after the first group meeting. This meeting will be arranged via e-mail, EUCLID or by appointment sign-up sheets. Additional meetings can be arranged by e-mailing your personal tutor or via the PGT office.

This first individual meeting, which will last approximately 30 minutes, will allow you to introduce yourself to your Personal Tutor, e.g. academic background, motivations for degree programme choice and thoughts regarding possible future careers. At this meeting the structure of your degree programme will be outlined. Your second meeting (15–20 minutes) will be held early in Semester 2 to review your performance in Semester 1 courses, and discuss other development issues. The third (research) meeting (15-20 minutes) held after the exam period will be utilised to reflect on your Semester 2 performance, outline your dissertation plans for the final semester and discuss any personal development issues relevant to your programme.

**Group Meetings:**

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

The first group meeting will be held in week 1 or week 2 of the semester. Attendance at this meeting is mandatory and is a monitored ‘contact point’ as part of the Business School student attendance and engagement monitoring policy. This meeting will focus on the structure of your programme, and will also provide an opportunity to interact with other students and ask questions.

The semester 2 group meeting will be held early in the semester, and will again be focused on current issues and material relevant to Business School PGT students. These group meetings will be timetabled at the start of Semester 1 and at the start of Semester 2.

**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 School has a Student Support Team (SST) working with Personal Tutors to support you. The PGT Programmes Administration Manager, Daniel Emmerson daniel.emmerson@ed.ac.uk has management oversight of this team.

**Your first point of contact for routine enquiries, assessment regulations queries and non-academic issues should always be your Student Support Officer.**

PGT Student Support Officers are based in the PGT Support Office - or the MBA Office for MBA students - in the Business School. Office opening hours are 0900-1700 hours Monday to Friday.

PGT Student Support Officers in the Business School are as follows:

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<tr>
<th>Officer</th>
<th>Email</th>
<th>Courses Offered</th>
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<tr>
<td><a href="mailto:mba.support@busiess-school.ed.ac.uk">mba.support@busiess-school.ed.ac.uk</a></td>
<td>MBA and EMBA</td>
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<tr>
<td>Kelly De Wet</td>
<td><a href="mailto:k.dewet@ed.ac.uk">k.dewet@ed.ac.uk</a></td>
<td>MSc Accounting &amp; Finance</td>
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<td></td>
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<td>MSc Finance</td>
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<td>MSc Banking &amp; Risk</td>
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<tr>
<td>Lauren Millson</td>
<td><a href="mailto:lauren.millson@ed.ac.uk">lauren.millson@ed.ac.uk</a></td>
<td>MSc Business Analytics</td>
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<td>MSc Marketing &amp; Business Analysis</td>
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<tr>
<td>Rhiannon Pilkington</td>
<td><a href="mailto:rhiannon.pilkington@ed.ac.uk">rhiannon.pilkington@ed.ac.uk</a></td>
<td>MSc International Business &amp; Emerging Markets</td>
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**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.

The PGT Senior Tutor in the Business School is: Tom Brown tom.brown@ed.ac.uk
https://www.business-school.ed.ac.uk/www.business-school.ed.ac.uk/about/people/13/Tom/Brown

If you wish to request a change in Personal Tutor, you should contact the Senior Tutor tom.brown@ed.ac.uk or the PGT Programmes Administration and Support Manager daniel.emmerson@ed.ac.uk

Your Personal Tutor will attempt to respond to e-mails within three working days, but sometimes work commitments may cause a delay in arranging a meeting. If your Personal Tutor is not available, please contact your Student Support Officer.

It is very important that you keep your Personal Tutor informed of your progress and of any difficulties you encounter or anticipate. It is your responsibility to inform your Personal Tutor or Student Support Officer immediately of any problems or personal circumstances, including a medical condition, which may affect performance in any form of assessment, or in any other way, during your period of study. In the case of a medical condition, a medical certificate will be required if formal allowance is to be made for the condition.

See guidance on how to use your MyEd Personal Tutor channel as a support system and for essential communications with your Personal Tutor here: http://www.ed.ac.uk/student-systems/support-guidance/students/personal-tutor-channel

Other Key Contacts:

Director of Postgraduate Programmes: Roberto Rossi (Roberto.Rossi@ed.ac.uk).