

School Personal Tutoring Statement

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

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 (as appropriate).

- The one-to-one meetings are focused on your individual results—how you're doing, what you might be doing well in or struggling with, your plans after the degree, and so on.
- The first one-to-one meeting will take place in mid-to-late October, once the results from your September exams are available.
- The second one-to-one meeting will take place in January/February, after the results from your December exams are available.
- The meetings will be arranged by your personal tutor—you will receive an email asking you to sign up online for a time that suits you.
- The third one-to-one meeting will be organised in June or July, once you have started working on your dissertation.
- Meetings will be scheduled for 10 – 15 minutes, but you are free to ask for more time if you feel that you need it.
- If you wish to arrange an additional meeting, just email your Personal Tutor.

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.

- There will be an induction meeting for the MSc group on the first day of your programme, and an induction welcome party for the group during Semester 1; these are designed to make sure that everyone knows each other and understands what they need to about the programme, the university, and the city.
- There will be further small group induction meetings, varying in size and duration, and centred around some (hopefully fun!) activity.
- There will also be a set of group meetings that take place at the two-day Postgraduate Conference in January.
- There are two types of group meetings at the conference: there will be one mandatory 30-minute progress report about a group project that you will be working on, and there will also be a set of optional meetings on careers and the possibility of PhD study at the various Universities involved in the Scottish Graduate Programme in Economics.
- All group meetings are scheduled centrally and you will be notified of them by email.

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).

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.

- Your Student Support contact is Sophie Bryan (the Programme Administrator); you can contact her via email (sgpe@ed.ac.uk/Econ.PGT@ed.ac.uk), or pop by during the office opening hours of 9am to 5pm during the week.
- Most questions you might have will be directed either at your Personal Tutor (if they are academic questions like “how do I go about choosing a dissertation topic?”) or the Student Support Team (if they are administrative questions like “how do I get a letter confirming my status in the programme?”); if you’re not sure who to ask, just ask one of us at random and we’ll get you sorted out.
- If your Personal Tutor is not available please contact the Programme Director, Tatiana Kornienko (Tatiana.Kornienko@ed.ac.uk).
- Lorna Quickfall (Lorna.Quickfall@ed.ac.uk) is the School of Economics’ Manager of Student Welfare. You can meet up with her for a 1:1 chat if you want to talk anything through. Common themes include feeling overwhelmed, frustrated or isolated in your university experience, but you can talk about anything you like. You can meet for a one off session or have a block of coaching.
- We aim to respond to all queries within one or two business days.
- If you would like to change your Personal Tutor, please email the Programme Administrator.