It is my pleasure to welcome you to the new academic session at Edinburgh Law School. We think that the Law School is a special community to which all staff and students contribute, and the personal tutoring system is an important part of our community. In this document we aim to provide you with an introduction to our personal tutoring system within our Law School, and I hope that you will find it a helpful document, particularly when read alongside the Student Handbook. If you have any queries or suggestions concerning the personal tutoring system please do not hesitate to get in touch with your personal tutor, the Student Support Office or the Senior Tutor.

Dr Chloë Kennedy
Senior Tutor

Aims of the Personal Tutor System

The Personal Tutor system will provide you with a named member of academic staff, who will support you throughout your time with us, 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.

Other staff and teams throughout the University, such as the Undergraduate Office or the Student Disability Service, will also available if you need them. This support system will allow you to:

- Become a confident and active learner and play an active part in your academic community;
- Reflect on your academic development and your effective use of academic feedback; and
- Develop the range of skills and attributes required for success at University and beyond.

More details on the Personal Tutoring system can be found at: My Personal Tutor.

Meeting your Personal Tutor

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

Year 1 students

<table>
<thead>
<tr>
<th>Type of meeting / Approximate date</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>First individual meeting Welcome Week: w/c 10th September 2018</td>
<td>This meeting is compulsory for students, and will last about 15 minutes; the date/time will be confirmed via email. The purpose of this meeting is to confirm your attendance and to ensure that you are registered for the portfolio of courses linked to your chosen degree programme.</td>
</tr>
<tr>
<td>First group meeting Welcome Week: Tuesday 11th September 2018</td>
<td>Your first group meeting is a Welcome Lecture by the Head of School and the Director of Undergraduate Studies or Senior Tutor, who will introduce you to the Law School.</td>
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</tbody>
</table>
Second group meeting
Welcome Week: Tuesday 11th September 2018
The second group meeting is a session explaining the curriculum for your degree programme, i.e. the four year honours programme or the two year graduate LLB programme.

Third group meeting
Welcome Week: Friday 14th September 2018
The third group meeting is a bespoke career talk for students on the four year honours programme and those on the two year graduate LLB programme.

Fourth group meeting
Semester 1, around week 7
In Semester 1, around week 7 you will be invited by email to attend a whole year group meeting (lasting one hour) on acquiring and strengthening examination skills in Private Law subjects (all law students take Private Law subjects, so this means you are invited!).

Second individual meeting
Early in semester 2
First year students have a further one-to-one meeting with their Personal Tutors early in semester 2. The timing of this meeting will be arranged by agreement between you and your Personal Tutor and it is compulsory for all students. The aim of this meeting is to allow you to reflect on and discuss your overall progress (including a review of exam results and the outcome of first semester formative assessments), and to explore further mechanisms of support where necessary.

Fifth group meeting
Semester 2, around week 9
Semester 2, around week 9 you will again be invited by email to attend a whole year group meeting (lasting one hour) on acquiring and strengthening examination skills in a Public law subjects (once again that means all first years, so you are invited!). The date/time will be confirmed via email.

<table>
<thead>
<tr>
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<th>Purpose</th>
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</thead>
<tbody>
<tr>
<td>First individual meeting</td>
<td>This meeting is compulsory for all students and will last around 10/15 minutes; the date/time will be made by arrangement between you and your Personal Tutor. The purpose of this meeting is to confirm your attendance, provide guidance in choosing any optional courses, and review your academic progress in light of the previous year’s results and reflections over the summer break. If you have progression issues (due failed or missed examinations, or you are returning after an interruption of studies, for example) you must arrange to see your Personal Tutor during Welcome Week. If you do not have a progression issue then you must meet your Personal Tutor by the end of Week 1.</td>
</tr>
<tr>
<td>Welcome Week: w/c 10th September or Week 1: w/c 17th September 2018, as arranged with your personal Tutor</td>
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<tr>
<td>First group meeting</td>
<td>Your first group meeting is a Welcome Back Lecture, led by the Head of School and the Director for Undergraduate Studies. This meeting is followed by refreshments and provides an opportunity for informal conversation with your fellow students and with members of staff.</td>
</tr>
<tr>
<td>Welcome Week: Wednesday 12th September 2018</td>
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</tr>
<tr>
<td>Second group meeting</td>
<td>The second group meeting is a bespoke talk about career development led by Kay Barbour from the Careers Service.</td>
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<tr>
<td>Week 1: w/c 17th September 2018</td>
<td></td>
</tr>
<tr>
<td>Third group meeting</td>
<td>If you are registered for a joint honours degree in Law and Modern Languages, or are interested in studying abroad, you will attend a group meeting to gather information on your year abroad.</td>
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<tr>
<td>(for those on Law and language degrees or interested in study abroad in Y3) Week 2: w/c 24th September 2018</td>
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</tr>
<tr>
<td>Second individual meeting</td>
<td>Second year students are offered a further one-to-one meeting with</td>
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<tr>
<td>Second individual meeting</td>
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</table>

Year 2 students
Early in semester 2, as arranged with your Personal Tutor

their Personal Tutors early in semester 2. The timing of this meeting will be made by arrangement between you and your Personal Tutor. The purpose of this meeting is to address any issues arising from your performance to date or any other matter relating to your studies. This meeting is strongly advised because it provides an opportunity for you to discuss the possibility of further support mechanisms to assist your learning. If you have failed any assessments, this meeting is compulsory.

Fourth group meeting
Later in semester 2

In Semester 2, if you will not be studying abroad in year 3 then you will attend a group meeting around week 8 on the topic of ‘Progressing on to Honours and choosing Honours subjects”. This meeting will be led by the Director of Undergraduate Studies and will provide you information and an opportunity to raise any questions which you might have about this process.

If you are a student who will be studying abroad in year 3, you will attend a bespoke group meeting led by the International Director and Exchange Co-ordinator within the Law School, which will provide information about what to expect from studying abroad and an opportunity to raise any questions which you might have about studying abroad.

### Year 3 and 4 students

<table>
<thead>
<tr>
<th>Type of meeting / Approximate date</th>
<th>Purpose</th>
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<tbody>
<tr>
<td><strong>First individual meeting</strong></td>
<td>You will be invited to sign up for a meeting with your Personal Tutor at the beginning of semester 1 to confirm your attendance and to discuss your progress and any other related matters that you would like to discuss. This meeting is compulsory for all students and will last approximately 10/15 minutes. If you have progression issues (through failed or missed examinations, or you are returning after an interruption of studies) you must see your Personal Tutor during Welcome week (w/b 10th September 2018). The Student Support Office will contact you in advance if you are in this position to remind you about the need for an early meeting. If you do not have any progression issues then you must meet with your Personal Tutor by the end of week 1 (w/b 17th September 2018).</td>
</tr>
<tr>
<td>Welcome Week: w/c 10th September or Week 1: w/c 17th September 2018, as arranged with your Personal Tutor</td>
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</tr>
<tr>
<td><strong>First group meeting</strong></td>
<td>Your first group meeting is a Welcome Back Lecture, led by the Head of School and the Director for Undergraduate Studies. This meeting is followed by refreshments and provides an opportunity for informal conversation with your fellow students and with members of staff.</td>
</tr>
<tr>
<td>Welcome Week: Wednesday/Thursday</td>
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</tr>
<tr>
<td><strong>Second group meeting</strong></td>
<td>The second group meeting is a bespoke talk about career development led by Kay Barbour from the Careers Service.</td>
</tr>
<tr>
<td>Week 1: w/c 17th September 2018</td>
<td></td>
</tr>
<tr>
<td><strong>Second individual meeting</strong></td>
<td>Honours year students are offered a further one-to-one meeting with their Personal Tutors early in semester 2. The timing of this meeting will be made by arrangement between you and your Personal Tutor. The purpose of this meeting is to address any issues arising from your performance to date or any other matter relating to your studies. This meeting is strongly advised because it provides an opportunity for you to discuss the possibility of further support mechanisms to assist your learning. If you have failed any</td>
</tr>
<tr>
<td>Early in semester 2, as arranged with your Personal Tutor</td>
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</tbody>
</table>
The final group meeting for year 4 students is a social gathering after the hand-in of your dissertation in late March. The final group meeting for second year Graduate LLB students is a social gathering to celebrate the end of the degree.

Study Abroad students (or others away from campus)

If you are studying abroad or are for some other reason away from the campus you are nevertheless still one of our students and should remember that you can seek support from your Personal Tutor. In our School, you are only likely to be in this position if you are in year 3. While you are obviously not expected to have a face-to-face meeting with your personal tutor in week 1, it is nevertheless an expectation that you should have some kind of discussion, akin to the 10–15 min meeting for Edinburgh based year 3 students, with your Personal Tutor to discuss your progress and any other related matters that you would like to discuss. This meeting will be made by arrangement with your Personal Tutor.

If you are not on campus 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).

Additional Support

Student Support Office
The SSO will be your first ‘port-of-call’ for most administrative queries concerning course and programme registration and access to University services; they also provide references for bank account and landlord purposes. The Office staff can deal with most questions directly and, unless they can do so on the spot, will endeavour to address them within 5 working days. For any other matters, you should contact your Personal Tutor, by phoning or emailing them and, if required, by arranging an appointment. Your personal tutor will endeavour to respond to your query as soon as possible and in any event within five working days of the initial query being made. If you are unable to contact your Personal Tutor then you should contact the SSO.

IMPORTANT: if you feel that your studies overall or your examination or assessment performance has been affected by events beyond your control (such as illness or bereavement), you should contact the SSO or your Personal Tutor in good time to discuss these matters. Please note that sending a message to your Personal Tutor via the EUCLID ‘Notes and Meetings’ channel and concerning matters potentially constituting special circumstances will not be regarded a sufficient for your Personal Tutor to make a plea on your behalf to this effect: you must contact him or her directly (or the SSO) to have a discussion, provide evidence and take the appropriate steps for this purpose.

Email: law.sso@ed.ac.uk
Telephone: +44 (0)131 650 6336
Academic support and guidance, including academic references
Your Personal Tutor will be best placed to discuss these matters with you and provide advice and guidance.

What to do if you wish to request a change of Personal Tutor?
Personal Tutor allocation is a matter for which the Senior Tutor, in consultation with the Head of School and the assistance of the SSO, is responsible. Requests for changes made by students are exceptional and can be accommodated only as a concession and not an entitlement, upon showing objectively serious grounds. Students may submit a request in writing to the Senior Tutor by submitting it (either directly or via email) to the Student Support Office. The Senior Tutor, acting in consultation with the Head of School, will provide a decision within ten working days of the request being lodged.

Changes of Personal Tutor due to staff changes
While we endeavour to ensure students remain assigned to the same Personal Tutor for as long as possible, it is sometimes necessary to move a student from one Personal Tutor to another for various reasons (staff illness, staff departure, research leave etc). If you are moved from one Personal Tutor to another you will be sent an email, explaining who your new personal tutor is and inviting you to contact them directly with a view to introducing yourself.

Senior Tutor
The Senior Tutor in the School of Law has overall responsibility for Undergraduate Student Support matters within the School and has oversight of all Personal Tutors. If you have any difficulties that you have not been able to resolve through the Student Support Office or your Personal Tutor, you should contact the Senior Tutor for an appointment at: law.seniortutor@ed.ac.uk.

Peer Support
Peer Support activities are available to every campus-based undergraduate. We would encourage you to get involved with these as they are a great way to engage with your fellow students and the Law School community. LawPALS is Edinburgh Law School’s Peer Assisted Learning Scheme, designed to help you adapt to studying law at university. Every first year LLB student is automatically assigned to a LawPALS Group, which meets weekly for an hour through the first semester. Groups are led by trained third and fourth year Student Leaders who are there to help you navigate life at Law School.

Year 3 and Year 4 students who spent their year 3 abroad will be given the opportunity to participate in LawPALS Honours, a series of student-led, large group sessions run over Semester 1 and 2.

Further information can be found at: http://www.lawpals.law.ed.ac.uk/

Information about other Peer Support activities across the University can be found at the following link: EUSA Peer Support

Support Available Outside the School

Support Hub
Find the answers to common queries/issues you might be experiencing via the Law School Support Hub: http://www.currentstudents.law.ed.ac.uk/supporthub

The University have a broad range of student support services available to help you throughout your programme. For more information about specific services, please visit the webpages or contact the individual teams noted below.
Accommodation Services:  
www.accom.ed.ac.uk  
+44 (0)131 667 1971

Careers Service:  
http://www.ed.ac.uk/careers  
+44 (0)131 650 4670  
careers@ed.ac.uk

Chaplaincy:  
www.ed.ac.uk/chaplaincy  
+44 (0)131 650 2595  
chaplaincy@ed.ac.uk

Edinburgh Global:  
www.global.ed.ac.uk  
+44 (0)131 650 4296  
Contact online - www.global.ed.ac.uk/send-enquiry

EUSA (Edinburgh University Students Association):  
www.eusa.ed.ac.uk  
+44 (0)131 650 2656  
advice@eusa.ed.ac.uk

Finance and Fees Team:  
www.ed.ac.uk/finance  
+44 (0)131 650 2387  
finance@ed.ac.uk

Immigration Compliance Team:  
www.ed.ac.uk/global/immigration  
Online Contact - www.ed.ac.uk/studying/international/contact-us

Institute for Academic Development:  
www.ed.ac.uk/institute-academic-development  
+44 (0)131 651 3598  
lad.masters@ed.ac.uk

Main Library:  
www.ed.ac.uk/information-services/library-museum-gallery  
Online Helpdesk - www.ed.ac.uk/information-services/help-consultancy/library-help

Law Library:  
+44 (0)131 650 2044  

Student Counselling Service:  
www.ed.ac.uk/student-counselling  
+44 (0)131 651 6200  
student.counselling@ed.ac.uk

Student Disability Service:  
www.ed.ac.uk/student-disability-service  
+44 (0)131 650 6828  
disability.service@ed.ac.uk

Student Information Point: