

Edinburgh Law School UG Personal Tutoring Statement for Undergraduate Students 2021-22

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 Law Student Support Office or the UG Senior Tutor.

Ms Katy Macfarlane
UG Senior Tutor

Your Personal Tutor

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

Other staff and teams throughout the University, such as the Undergraduate Office, the Student Support Office or the Student Disability Service, will also be 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. In 2021-22 we hope to meet with you in person as far as is possible and in line with Government guidelines. The format of the meetings below (i.e. in person or online) will be confirmed at the start of the relevant semester.

Year 1 students

Type of meeting / Approximate date	Purpose
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<p><u>1st meeting (group meeting 1 of 2):</u> Welcome Week Tuesday 14th September</p> <p><i>Welcome talk for new LLB students, 11:00</i></p> <p><i>Welcome talk for new Grad LLB students, 12:30</i></p>	<p>Your first group meeting is a Welcome Lecture by the Head of School, where you will have the opportunity to meet the Director of Undergraduate Studies, UG Senior Tutor, and the Director of Student Experience, who will welcome you to the Law School.</p> <p>You will be invited to register via Eventbrite. The session may be conducted in person or online, and details will be confirmed to you nearer the time.</p>
<p><u>2nd meeting (individual meeting 1 of 2):</u> Welcome Week, the afternoon of Wednesday 15th September 2021</p>	<p>This meeting is with your Personal Tutor, and is compulsory. It will last about 15 minutes; exact arrangements will be confirmed via email.</p> <p>The purpose of this meeting is for your Personal Tutor to introduce themselves and welcome you to the School, to ensure that you are enrolled on the correct portfolio of courses for your chosen degree programme, and to signpost you to University support services.</p>
<p><u>3rd meeting (individual meeting 2 of 2):</u> Semester 2, as arranged with your Personal Tutor, usually by the end of Week 2</p>	<p>You have a further one-to-one meeting with your Personal Tutor early in semester 2. The timing and format of this meeting will be arranged by agreement between you and your Personal Tutor. It is compulsory for all students and should usually take place before the end of week 2.</p> <p>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.</p>
<p><u>4th meeting (group meeting 2 of 2):</u> Details to be confirmed</p>	<p>The second group meeting is a bespoke careers session and talk from the Law Society of Scotland for students on the four year honours programme and those on the two year graduate LLB programme.</p> <p>You will receive further information via email.</p>

Year 2 students

Type of meeting / Approximate date	Purpose
<p><u>1st meeting (individual meeting 1 of 2):</u> Semester 1, as arranged with your Personal Tutor, usually by the end of week 2</p>	<p>This meeting is compulsory for all students and will last around 10/15 minutes; this will be made by arrangement between you and your Personal Tutor and should usually take place before the end of week 2.</p> <p>The purpose of this meeting is to provide guidance in choosing/changing any optional courses, and to review your academic progress in light of the previous year's results and reflections over the summer break.</p> <p>If you have progression issues (due to failed or missed examinations, or you are returning after an interruption of studies, for example) you should arrange to see your Personal Tutor as soon as possible upon your return.</p>

<p><u>2nd meeting (group meeting 1 of 2):</u> Week 1, Wednesday 22nd September, 15:00</p>	<p>Your first group meeting is a Welcome Back Session, led by the Director for Undergraduate Studies. This meeting is aimed to prepare you for the year ahead, and will include members of Law School staff, such as the UG Senior Tutor and Director of Student Experience.</p> <p>The session will be conducted via Collaborate. Exact arrangements will be confirmed to you via email.</p>
<p><u>3rd meeting (individual meeting 2 of 2):</u> Semester 2, as arranged with your Personal Tutor, usually by the end of week 2</p>	<p>You are required to attend a further one-to-one meeting with your Personal Tutor early in semester 2. The timing of this meeting will be made by arrangement between you and your Personal Tutor, but should take place by the end of week 2. Some Personal Tutors and/or their tutees prefer to wait until exam results have been issued, which is also fine.</p> <p>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 compulsory because it provides an opportunity for you to discuss with your Personal Tutor the possibility of further support mechanisms to assist your learning, especially if you have failed any assessments.</p>
<p><u>4th meeting (group meeting 2 of 2):</u> Later in semester 2, tbc</p>	<p>In Semester 2, you will attend a group meeting on the topic of 'Progressing onto Honours and choosing Honours subjects'. This meeting will be led by the Director of Undergraduate Studies and will provide you with information and an opportunity to raise any questions which you might have about this process.</p> <p>Exact arrangements will be confirmed to you via email.</p>

Year 3 students

Type of meeting / Approximate date	Purpose
<p><u>1st meeting (individual meeting 1 of 2):</u> Semester 1, as arranged between you and your Personal Tutor, usually by the end of week 2</p>	<p>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 and should usually take place before the end of week 2.</p> <p>The purpose of this meeting is to discuss your progress and any other related matters that you would like to discuss.</p> <p>If you have progression issues (due to failed or missed examinations, or you are returning after an interruption of studies, for example) you should arrange to see your Personal Tutor as soon as possible upon your return.</p>

<p><u>2nd meeting (group meeting 1 of 2):</u></p> <p>Week 1, Thursday 23rd September 12:00</p>	<p>Your first group meeting is an online Welcome Back session, led by the Director for Undergraduate Studies.</p> <p>This meeting is aimed to prepare you for the year ahead, and will involve members of Law School staff, such as the UG Senior Tutor and Director of Student Experience.</p> <p>Exact arrangements will be confirmed to you via email.</p>
<p><u>3rd meeting (individual meeting 2 of 2):</u></p> <p>Semester 2, as arranged between you and your Personal Tutor usually by the end of week 2</p>	<p>You are required to attend a further one-to-one meeting with your Personal Tutor early in semester 2. The timing of this meeting will be made by arrangement between you and your Personal Tutor, but should take place by the end of week 2. Some Personal Tutors and/or their tutees prefer to wait until exam results have been issued, which is also fine.</p> <p>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 compulsory because it provides an opportunity for your Personal Tutor to discuss the possibility of further support mechanisms to assist your learning, especially if you have failed any assessments.</p>
<p><u>4th meeting (group meeting 2 of 2):</u></p> <p>Later in semester 2, tbc</p>	<p>For third year students, your semester 2 group meeting will be led by the Lead of the Dissertation module and will focus on how to choose a topic and write a dissertation.</p> <p>This meeting will provide you with an opportunity to meet with a wider cohort of members of academic staff for the purpose of finding out more about specific subjects and possible topics.</p> <p>Exact arrangements will be confirmed to you via email.</p>

Year 4 students

Type of meeting / Approximate date	Purpose
<p><u>1st meeting (individual meeting 1 of 2):</u></p> <p>Semester 1, as arranged between you and your Personal Tutor, usually by the end of week 2</p>	<p>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 and should usually take place before the end of week 2.</p> <p>The purpose of this meeting is to discuss your progress and any other related matters that you would like to discuss.</p> <p>If you have progression issues (due to failed or missed examinations, or you are returning after an interruption of studies, for example) you should arrange to see you as soon as possible upon their return.</p>
<p><u>2nd meeting (group meeting 1 of 2):</u></p> <p>Week 1, Wednesday 23rd September 15:00</p>	<p>Your first group meeting is a Welcome Back session, led by the Director for Undergraduate Studies.</p> <p>This meeting aims to prepare you for the year ahead, and will involve members of Law School staff, such as the Senior Tutor and Director of Student Experience.</p>

	The session will be held via Collaborate. Exact arrangements will be confirmed to you via email.
<u>3rd meeting (individual meeting 2 of 2):</u> Semester 2, as arranged between you and your Personal Tutor, usually by the end of week 2	You are required to attend a further one-to-one meeting with your Personal Tutor early in semester 2. The timing of this meeting will be made by arrangement between you and your Personal Tutor, but should take place by the end of week 2. Some PTs Personal Tutors and/or their tutees prefer to wait until exam results have been issued, which is also fine. 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 compulsory because it provides an opportunity for your Personal Tutor to discuss the possibility of further support mechanisms to assist your learning, especially if you have failed any assessments.

Study Abroad students

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 cannot have a face-to-face meeting with your Personal Tutor before the end of week 2 in each semester, 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. This is to discuss your progress and any other related matters and will be made by arrangement with your Personal Tutor.

If you are not on campus then your meetings may take place through a web conferencing application, such as MS Teams, or by email. 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 can contact your Personal Tutor and/or the Law Student Support Office for advice at any point during your year abroad.

Additional Support

UG Senior Tutor

The UG Senior Tutor is responsible for ensuring that pastoral care is provided to all undergraduate students in the School, and that students are supported in personal issues as well as academic ones. They liaise with the Student Support Office and support all Personal Tutors within the School. The UG Senior Tutor also works closely with the Director of Undergraduate Studies to ensure that student needs are met across the degree.

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 UG Senior Tutor for an appointment at: law.seniortutor@ed.ac.uk.

Law Student Support Office (SSO)

Along with your Personal Tutor, the Student Support Office is a first point of contact for pastoral care matters and enquiries related to your programme. The SSO can deal with most questions directly and, unless they can do so on the spot, will endeavour to address them within 5 working days.

The SSO is here to offer advice and guidance on a range of matters in order to support you in your studies, including:

- Advice about the different support services and procedures within the University, Special Circumstances, changes to your programme (such as absences, Authorised Interruptions of Studies), programme transfers and providing documentation.

The SSO is staffed by:

- Sarah McDonald, Student Support Officer
- Rachel Bowman, Student Support Assistant

You can contact the Student Support Office who are available by email Law.SSO@ed.ac.uk. You can also connect with the SSO via [Microsoft Teams Chat](#) from 10am-12pm Monday to Friday.

The work of the SSO is overseen by UG Manager, Eirlys Armstrong.

For any other matters, you should contact your Personal Tutor, by 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 for any reason then please do contact the SSO or the UG Senior Tutor, who will be happy to help.

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, bereavement or other relevant circumstances), you should contact the SSO or your Personal Tutor in good time to discuss these matters. You should also make an application for Special Circumstances through the central Extensions and Special Circumstances (ESC) service: <https://www.edweb.ed.ac.uk/student-administration/extensions-special-circumstances>

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 UG 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. Students may submit a request in writing to the UG Senior Tutor. 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.

Peer Support

Peer Support activities are available to every 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. 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

Sources of Support

Find the answers to common queries/issues you might be experiencing via the Law School Current Undergraduate Student FAQs:

<http://www.currentstudents.law.ed.ac.uk/undergraduate-students/undergraduate-faqs/>

The University has 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.

EdHelp

<https://www.ed.ac.uk/edhelp>

All students have access to EdHelp online, which brings together your frequently used student services, meaning you can find what you need, all in one place. This new service will make it easy for you to access key topics, including learning resources, IT help, and paying fees, and accommodation, all in one place.

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:

Providing support to students of all faiths and none.

www.ed.ac.uk/chaplaincy

+44 (0)131 650 2595

chaplaincy@ed.ac.uk

University Listening Service: <https://www.ed.ac.uk/chaplaincy/the-listening-service>

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

Student Immigration Service:

www.ed.ac.uk/global/immigration

Contact online: <https://www.ed.ac.uk/student-administration/immigration/enquiry-form>

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

www.ed.ac.uk/information-services/library-museum-gallery/using-library/lib-locate/law-lib

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