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MBBS Personal Tutor (PT) Training 2025-26

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MBBS Personal Tutor Programme

- Helping our students thrive whilst at City St George's
- Providing study- and career advice
- Providing pastoral care
- Pointing students to further support
- Personal Tutoring Policy:
https://www.citystgeorges.ac.uk/data/assets/pdf_file/0010/743806/Personal-Tutoring-Policy-2023.4.pdf

MBBS Tutor Duties - 1

- Being accessible and approachable
- Being available to see tutees through group- and individual meetings
- Providing a safe, non-judgemental space where tutees can talk and be heard
- Providing general feedback and supporting tutees' overall academic development
- Helping tutees develop reflective and independent learning strategies
- Offering academic guidance (e.g., help with module selection, academic skills, study tips)

MBBS Tutor Duties - 2

- Signposting to specialist support if needed
- Helping them think about future beyond City – it may include support for personal development and career planning
- If they do not attend timetabled teaching activities, contacting them either directly or through appropriate support staff to understand why this is
- Providing them with an academic reference for future employment, training or study
- Respecting their confidentiality (with some exceptions)

MBBS Tutor Duties – Areas outside remit

- Decision making for tutees
- Providing specialist or specific medical/health advice, including counselling (available through the Health and Wellbeing Service)
- Contacting their GP for issues with their health
- Offering expert immigration or specific financial advice (Support@City, finance@citystgeorges.ac.uk)

Personal Tutor meetings - 1

Two compulsory personal tutor meetings per year – part of “Becoming a Doctor” (Professionalism) assessment

- Recorded via Pebble Pad - [Using PebblePad - A Guide for Assessors: Learning Technology for Teaching, Learning & Assessment \(sgul.ac.uk\)](#)
- Meetings must be **face-to-face** (online or in-person)
- Additional meetings can be requested as required

Personal Tutor meetings - 2

Deadlines for compulsory meetings:

- 1st meeting by **21st November 2025**
- 2nd meeting by **10th April 2026**

****In Year 1, we recommend that you invite all your tutees to a short additional introductory group meeting to 'meet and greet':**

Deadline for **MBBS 4: 26/09/2025**

Deadline for **MBBS 5: 31/10/2025**

Students are sent reminders for the compulsory meetings
It is their responsibility to organise them with you
PT administrator will check if meetings have happened

What will you discuss with your tutee?-1

You can use the profile form to find out the some of the following about your tutee (especially in the first meeting):

- **Where they come from**
- **Accommodation**
- **Family support**
- **Financial issues - part time work**
- **Physical and mental health**
- **Friends and social activities**
- **Interests – academic and recreational**
- **Ambitions**

2nd meeting

- **Usually happens after the formative exams in Y1, so discuss those assessments**

What will you discuss with your tutee?-2

Year-specific information – lectures, PBL, learning strategies, practical sessions, exams, SSC-G, GP placements, clinical competency assessments

- Any difficulties? Any support required?

Please ensure any notes made and stored are **GDPR compliant**:

1. Lawfulness, fairness, and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality
7. Accountability

Example of the kinds of questions on the Student information (Profile) form

Completed by Student
Retained by PT for information

Not submitted to MBBS Admin



Student Information Form

This form is intended to provide a framework for the initial session and can be updated yearly or as required. The aim is to provide your tutor with background information to enable them to support you appropriately and to provide a record should the Personal Tutor change.

You should meet with their personal tutor **at least twice per year** (deadline dates are set for these meetings); your profile form can be updated as necessary. **Attendance** at Personal Tutor meetings will be recorded using the online system PebblePad and will form part of the Becoming a Doctor (BD) assessment. **All absence must be reported to the Administrative Lead for the relevant Year Group.**

Aims of the personal tutor programme

The personal tutor scheme at St George's aims to provide support and guidance to help you achieve your academic and professional potential through the provision of a nurturing and supportive environment. It has three main aims:

1. **Review and reflect on academic progress:** To review exam results and feedback, explore learning strengths and weaknesses, discuss understanding of assessment, explore longer term study and career goals.
2. **Monitor and support student welfare:** To check on any difficulties impacting on studies, explore any issues and refer to specialist support as appropriate. Personal tutors can signpost support services including academic, financial, healthcare, disability support and guidance on coping with student life.
3. **Extra-curricular engagement:** To explore and sign post enhancement opportunities, including those offered by SGUL and externally.

Full name of tutee (and preferred name if different)	
Start date of course:	
Course:	MBBS 4/ MBBS5 (please circle one)
Accommodation (Halls/flat or house share/other)	
Mobile telephone number	
Student's email address	
Name and address of GP: (students should be registered with a local GP)	
Vaccinations up to date? (Hep B/ MMR/ Meningitis)	
Previous work experience (if appropriate):	
Financial provision - please check: Year 1 & 2 - Student loan/personal savings/parental support/	



Meeting Form submitted by tutor

- Example of M5Y1 Personal Tutor Form
- Tutee sends to Personal Tutor immediately before or after meeting
- They have to input the name of the PT and their email address
- To be completed by the Personal Tutor, not by student, and submitted
- Tutee can check that it has been submitted



Personal Tutoring Meeting 1
MBB55 Y1 PT Meeting

Save as...
Email: MBB55 Y1 Personal Tutoring Meeting 1

Personal Tutoring Meeting 1 Deadline - 22nd November 2024
*It is compulsory that students have two face to face meetings with the Personal Tutor per year. This will be monitored as part of Becoming a Doctor assessment Domain (BD). Telephone calls or email exchanges should be a last resort only if tutee/tutor cannot be contacted any other way in which case the Personal Tutor Lead should be informed.
Failure (for you or your assessor) to fully complete all relevant sections with the required evidence will affect your academic progression.*

PART A - MEETING DETAILS
This section (and all questions in it) is to be completed by the Personal Tutor ONLY

TO BE COMPLETED BY AMP ASSIGNED
Date of Meeting
Enter the date of this meeting.

TO BE COMPLETED BY AMP ASSIGNED
Student Attendance/Response
Student attended/responded in a timely and professional manner?
Yes
No

TO BE COMPLETED BY AMP ASSIGNED
Student Reminders
Student required reminders?
No
Yes, Once
Yes, Two times
Yes, More than two times

TO BE COMPLETED BY AMP ASSIGNED
Type of Communication
Type of communication (please select one)
Face-to-face in person/online
Telephone
Email

PART B - STUDENT'S SOCIAL/ACADEMIC POSITION
This section (and all questions in it) is to be completed by the Personal Tutor ONLY

Social Circumstances
Please confirm that student's social circumstances have been discussed (financial situation, personal and family issues, mental and physical health, accommodation, making friends)?
Yes
No

TO BE COMPLETED BY AMP ASSIGNED
Academic Progress
Please confirm that the student's academic progress has been discussed? **Please discuss:**
• CBL attendance
• Attendance at lectures
• Attendance at Clinical Skills workshops
• Attendance at Communication Skills workshops
• Preparation for Y1 formative exam
• Preparing for Early Years Clinical Excellence (YCE)
• Career ambitions/aspirations - reflections on first term for
Yes
No

TO BE COMPLETED BY AMP ASSIGNED
Student Information Form
Has the student information form been completed by the Personal Tutor? (This form should be retained by the Tutor)
Yes
No

TO BE COMPLETED BY AMP ASSIGNED
Additional Meeting Notes
As well as the student profile, have additional meeting notes been recorded elsewhere?
Yes
No

TO BE COMPLETED BY AMP ASSIGNED
Learner Support Plan (LSP)
Please ask the student if they have a Learner Support Plan (LSP). If YES, check if their needs have changed. If they have changed, please remind them to contact disabilitysupport@sgul.ac.uk for a review.
Yes (If they have one)
No (If not)

Queries or Concerns
If there are any queries or concerns, please contact the Personal Tutor Lead for MBB55 via: ccbls.occupationaladmission@sgul.ac.uk

Important Note:
Please ensure you click **Assessor Field action**, in the top left hand corner of the screen, then **Save & Release** to digitally date and name stamp all your responses.

Issues raised by students - 1

- **Struggling to get replies**
 - Please ensure you have an “out-of-office” message if required, to manage student expectations
 - At times, a quick email to student to acknowledge their message/reassure before replying more fully
 - For upcoming Uni holiday periods, please add in suggested areas of support if students should try and contact you e.g.:
 - Togetherall <https://togetherall.com/en-gb/resources/>
 - Student Space [Home \(studentspace.org.uk\)](https://studentspace.org.uk)
 - HOPELINEUK 0800 068 4141
 - Samaritans 116 123
- **Cost of living crisis – ongoing and more students working**
- **Accommodation issues – students struggling to find rental properties**

Issues raised by students - 2

- Tutor not familiar with the MBBS programme
 - <https://www.sgul.ac.uk/for-staff/teaching-and-student-experience/personal-tutoring/documents/MBBS-Curriculum-brochure-2024-25.pdf>
- Meetings as 'tick-box' exercise
- Tutor uninterested (!)

<https://www.sgul.ac.uk/for-staff/teaching-and-student-experience/personal-tutoring> , then choose **Medicine MBBS**

References

Personal Tutors can provide references at their discretion for:

- Part time work
- Applications for grants from charities
- Foundation programme in Final Year - academic reference
- Final Year Elective (also act as Home Tutor if required for students undertaking elective outside UK)
- Character reference or acting as advocates if students need support for Mitigating Circumstances or Discretionary Panel or Disciplinary hearing

Students should ask in good time

NB: Personal Tutors do not provide references for landlords or financial institutions

Students should ask Accommodation or Finance Advisor in Student Centre

Confidentiality

- Personal matters discussed with your tutee are treated as highly confidential within the Welfare Team and will not usually be disclosed to other people.
- Personal Tutors **may breach confidentiality** if:
 1. Student may be at risk of harm from self or others
 2. Student is a risk to self or others
 3. Illegal activity is involved
- Under these circumstances, tutors are expected to consult with the senior Welfare Team
- Personal tutors **are not counsellors** - you can suggest students refer themselves to the Counselling Service as required
- Personal tutors may occasionally need to seek advice from more experienced staff on the Welfare Team. This is usually done with the consent of the student, or anonymously, i.e., without naming the student

Teaching diary and Super Tutor role

- Standard allocation 4 hours per tutee
- Super Tutor - additional 8 hours allocation in teaching diary
 - Applicable if tutees required +++ extra input due to complex issues
 - Must be known to MBBS welfare support team (liaise with Lea Stock)
- Keep log of meetings
- Please contact NF/LR if you think this applies to you

F-year reflective component



- Aim: to encourage Final Year students to reflect on their professional identity and career plans as they come to the end of this phase of their medical training
- When: at compulsory first PT meeting in F-year
- Included as relevant tick box on PebblePad form - 'encourage tutees to reflect on their professional identity and career aspirations'
- Feedback from 2024-25 – to Dr Emma Metters emetters@sgul.ac.uk

2025-26 OnePageGuide PT MBBS

The one-page guide for personal tutors

Frequency of Meetings: two compulsory meetings per year

All meetings should be recorded by the Personal Tutor using Pebble Pad as part of the Becoming a Doctor assessment. Training on using Pebble Pad is available via [Canvas](#). Students should not complete the form themselves. Meetings should preferably be face to face, in person or online. Please have an informal **additional group introductory meeting** with **Year 1** tutees before **week 4** of their course.

Course/Year	Meeting 1 deadline	Meeting 2 deadline
MBBS4 Y1	Introductory group meeting by 26/09/2025 21/11/2025	10/04/2026
MBBS5 Y1	Introductory group meeting by 31/10/2025 21/11/2025	10/04/2026
MBBS5 Y2	21/11/2025	10/04/2026
T-year	21/11/2025	10/04/2026
P-year	21/11/2025	10/04/2026
*F-year	21/11/2025	*13/03/2026
Intercalating	21/11/2025	10/04/2026

Consider meeting with Y1 students quite soon after the formative exam results, to discuss study skills and strategies

ANY
QUESTIONS



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