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| **Student Information Form** **Date of meeting:****Name of Personal Tutor:** **Profile last updated:** |

Optional – insert picture of your student here. This is available from Sonic on the portal and details of how to access Sonic are in the PT handbook

**Guidance notes for first meeting**

If the tutor is meeting the student as a fresher in their first term, the student may be nervous and overwhelmed by the amount of information delivered during Induction and Freshers’ week. It may be advisable to revisit content again in subsequent meetings. If, however, the student is in MBBS5 Year 2, entering T-Year as a transfer student, or has had to change tutors for some reason, please review their understanding of personal tutoring and expectations.

The aims of the initial meeting are to:

* Discuss the purpose of the personal tutor system and the student’s understanding of the relationship between Personal Tutor and student.
* Introduce support services at St George’s (please refer to your personal tutor handbook).
* Discuss the frequency of meetings and when the next meeting will be due.
* To allow the student a space to talk about anything they are worried about.

This form in intended to provide a framework for the initial session and can be updated yearly or as required. The aim is to provide the tutor with background information to enable them to support the student appropriately and to provide a record should the Personal Tutor change. It is intended to support and guide the discussion with the student rather than it being a simple form filling exercise. It should not be submitted to the MBBS Personal Tutor Lead or Year Administrator unless there is a change of tutors, in which case all personal tutor notes concerning the student should be sent to the Personal Tutor Lead. Please record additional notes from further meetings by using the Additional Notes form. All personal information and confidential material should be stored securely and students may request a copy.

**Frequency:** **All** students should meet with their personal tutor **at least twice per year** (deadline dates are set for these meetings) the student profile form can be updated as necessary. The Additional Notes form is provided to record follow up meetings.

**Attendance** at Personal Tutor meetings will be recorded using the online system Myprogress and will form part of the Becoming a Doctor (BD) assessment. The Personal Tutor meeting forms are deployed to students on Myprogess, they will access the form on their electronic device. Students will forward the form to their Personal Tutor to complete as a tick box format (further guidance available on Personal Tutor page on the website). Once the Personal Tutor has pressed ‘Submit’, they will receive an e-mail to verify the meeting has taken place. Additional meeting notes should be kept separately by the tutor.

**Aims of the personal tutor programme**

The personal tutor scheme at St George's aims to provide support and guidance to help students achieve their 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 should signpost support services including academic, financial, healthcare, disability support and guidance on coping with student life available in the Personal Tutor handbook. Tutors should also ensure understanding of mitigating circumstances procedure, arrange follow up support as required.
3. **Extra-curricular engagement:** To explore and sign post enhancement opportunities, including those offered by SGUL and externally.

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| 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 undergraduate degree (if applicable)Which University? |  |
| Previous work experience(if appropriate):  |  |
| Financial provision - please check: Year 1 & 2 - Student loan/personal savings/parental support/alternative funding? T-year to Final Year: NHS Bursary, Student loan/personal savings/ Parental support/alternative funding? Is this adequate to support student throughout the immediate study period? |  |
| Do you have a part-time job or plan to work in the holidays? |  |
| Are you in contact with your family? Do they support your decision to undertake this course? Do you have any dependents? |  |
| How is your physical health? Do you have any mental health issues you would like us to be aware of or discuss? |  |
| Do you have any specific education needs or learning difficulties (such as dyslexia)? |  |
| How are you finding the MBBS course?Academic demandsManaging stress  |  |
| Social activities and interests?Clubs/societies? |  |
| How are you finding University life?How are you finding London? Friendships with peer group? |  |
| Do you have any personal or academic issue(s) you would like to raise? |  |

Please ensure the student is aware of important sources of support as appropriate:

* Student Centre
* Student Finance Adviser
* Counselling Service
* Student Learning Support Adviser
* Disability Adviser
* Student Accommodation and Welfare Adviser
* Careers Adviser

See additional information regarding sources of support available on the Personal Tutor section of the SGUL website (updated yearly).

All absence must be reported to the Administrative Lead for the relevant Year Group.

Any queries or concerns, please contact: Personal Tutor Lead for MBBS or the Personal Tutor Administrator via mbbs\_personaltutoradmin@sgul.ac.uk. If the student changes Personal Tutor for any reason, please ensure all information is passed on to the Personal Tutor Lead, including confidential information with the consent of the student.