

PERSONAL TUTOR MEETINGS FOR MBBS

The one-page guide for personal tutors

Frequency of Meetings: two compulsory meetings per year

All meetings are recorded by the Personal Tutor using **Myprogress** online forms as part of the 'Being a Doctor' assessment. Students access this via electronic devices using their SGUL sign in and **send them to their tutor**. Students should **not** complete this themselves. Meetings should be **face to face in-person** or **online using Teams**. If possible, have an informal **introductory meet & greet group meeting** with **Year 1** tutees before **week 4** of their course (not recorded on Myprogress), prior to the individual meeting later in Term 1.

Course/Year	Meeting 1 deadline	Meeting 2 deadline
MBBS4 Y1	Introductory meet & greet before 02/09/23 24/11/23	19/04/24
MBBS5 Y1	Introductory group meeting before 13/10/22 24/11/23	19/04/24
MBBS5 Y2	24/11/23	19/04/24
T-year	24/11/23	19/04/24
P-year	24/11/23	19/04/24
*F-year	24/11/23	*14/03/24 <i>Early due to Final Exams</i>
Intercalating	24/11/23	19/04/24



Review & reflect on academic progress

- Review exam results & feedback; explore learning strengths & weaknesses; discuss understanding of assessment style & effective patterns of study
- Consider options for future studies (modules, SSC, electives, intercalating BSc)
- Explore longer-term goals (research, further study, careers)



Welfare "check": any difficulties impacting on studies?

- Pastoral role – provide individual support for wellbeing
- Explore any issues and refer to specialist support as required *eg* finance, housing
- Act as advocate if required *e.g* advice on mitigating circumstances, letter of support at panel hearings, point of contact, advice on referral to other services



Extra-curricular engagement

- Explore and signpost enhancement opportunities, internally via SGUL or externally.
- Reflect on professional identity and explore career interests.
- Provide references (part-time jobs, volunteer work, Foundation Programme)

KEY DATES:

Personal Tutor Training dates:
1230-1430pm on 6th September 2023
12-2pm on 12th September 2023

PT Feedback & update sessions: TBC
Term dates and exam calendar can be found on the SGUL website: [Term dates \(sgul.ac.uk\)](https://www.sgul.ac.uk/term-dates)
[Exams \(sgul.ac.uk\)](https://www.sgul.ac.uk/exams)

OTHER INFORMATION:

- MBBS Personal Tutor Lead: To be appointed
Interim cover - Dr Suman Rice & Dr Jane Cronin-Davis
- Co-ordinator of Personal Tutor System:
Suman Rice srice@sgul.ac.uk
- Personal Tutor Administrator: Lee Rolls
mbbs_personaltutoradmin@sgul.ac.uk
- Further info and forms:
<https://www.sgul.ac.uk/for-staff/teaching-and->