

PERSONAL TUTOR MEETINGS FOR 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](#). The forms for these meetings will be available via Pebble Pad shortly. 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 before 24/09/2024 22/11/2024	11/04/2025
MBBS5 Y1	Introductory group meeting before 25/10/2024 22/11/2024	11/04/2025
MBBS5 Y2	22/11/2024	11/04/2025
T-year	22/11/2024	11/04/2025
P-year	22/11/2024	11/04/2025
*F-year	22/11/2024	*14/03/2025
Intercalating	22/11/2024	11/04/2025



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.
- Discuss any barriers to taking up opportunities and seek solutions
- Provide references (part-time jobs, volunteer work, Foundation Programme)



Training and Update Sessions

- Core Personal Tutor Training 11th July at 13.00 (Onsite J1.1).
- MBBS Personal Tutor Training 12th July at 12.00 (Online via Teams)
- MBBS Personal Tutor Update 10th September at 13.00 (Online via Teams)
- All sessions are 1 hour.
- For further information please e mail - MBBS_Personaltutoradmin@sgul.ac.uk