

**INFORMATION FOR PERSONAL TUTORS**

**These Notes aim to give Tutors advice on normal student management processes**

**MD3001 STUDENTS PROGRESSING TO HONOURS UNDER LICENCE**

**Background**

Students must achieve an average grade point 11 over the two MD2000 module assessments for automatic progression to the Honours modules. Those students failing to achieve this grade will be considered by the School Progress Committee (SPC). Your tutees in this position may already have been in contact with you as they were asked to write a letter to SPC explaining why they should be considered for Honours entry. Aspects the SPC consider are academic grades, pattern of grades, ie getting better or deteriorating, extenuating circumstances, content of their letter, feedback from personal tutor, any concerns eg absences, yellow cards, failure to engage with portfolio. The committee may request to interview some of these students.

Students who are permitted to proceed to Honours are often given licence conditions. These conditions are likely to include:

- Attending approximately 4 sessions organised through CAPOD (Centre for Academic, Professional and Organisational Development, who provide advice on study skills and other academic matters). These sessions are delivered in the Medical School.
- Meeting with their personal tutor once every two weeks
- Passing MD3001 with a grade point 7 at the first attempt. Grade point 7 is the minimum academic requirement needed to achieve a 3<sup>rd</sup> class honours degree and progress to clinical training

The purpose of these conditions is to provide maximum support for these students, both academic and pastoral, to enable them to optimise their academic performance.

Personal tutors have been asking what they should cover in these meetings. What follows are suggestions; please use them or adapt them as you see fit and please do feedback any other useful ideas for us to include in this information. ([rc24@st-andrews.ac.uk](mailto:rc24@st-andrews.ac.uk))

**Meeting 1 (orientation week)**

This is the mandatory meeting for all students to consider and sign the Medical School Agreement. For those of your tutees under licence, you may wish to discuss with them how they feel about their licence conditions. Many are stressed by the process but please emphasise the purpose is to optimise support and encourage your tutee to approach things with a positive attitude.

- Encourage them to set their own goals eg how are they going to be more successful than last year (specifics, not just work harder!)?
- Encourage them to use the resources open to them eg PALS (Peer Assisted Learning Scheme), teaching staff ([meddems@st-andrews.ac.uk](mailto:meddems@st-andrews.ac.uk)).
- Are there any background concerns which may be hindering their engagement with the course e.g. health, accommodation issues, personal circumstances? Please encourage them to seek help in resolution early.

NB At this meeting please be clear to these students you may be asked to feedback to the SPC on your tutees level of engagement at the end of semester when decisions re continued progression are being made. For this reason it is important for the student to attend these sessions and for you to document them, at least in outline.

### **Meeting 2 (week 3)**

At this point students will have had 2 of the CAPOD sessions. You might want to ask how they found them. The sessions are designed to deliver generic study skills eg time management, note taking etc. They are not rocket science! How much students get out of these sessions will depend on the attitude they approach with. They are designed to empower the students to become adult learners not just coach them past the next academic hurdle. Consider the goals the students set themselves in the first meeting...have they achieved them? If not, why not? Are they managing to maintain a work: life balance that is sustainable in the long term?

### **Meeting 3 (week 5)**

A frequent "red flag" for students who are struggling is a lack of engagement with their portfolio. At this point in the semester students will have been given a number of portfolio tasks. You might want to ask your tutees to open their portfolio and show you some work they are proud of, and then another piece of work they are less pleased with. Choose another item yourself. Let the content of the portfolio lead your discussion.

### **Meeting 4 (week 7 or beginning of week 8)**

If you schedule your meeting towards the end of week 7 or the beginning of week 8, your tutees should have the results of their MSA. This can provide the basis for the discussion. You might want to remind them that guided studies and knowledge content of compulsory classes like practicals and clinical skills are all assessable.

### **Meeting 5**

Teaching finishes at the end of week 11. A face to face meeting at this stage is optional. If everything is going well and neither you nor your tutee have any concerns please just let them know you are available but you are happy for them to get on and revise!

Thank for engaging with this process. We appreciate it is a significant workload. We have had this process in place now for two years. If you look at the MD3001 grades this cohort achieve, it can deliver a significant improvement in grades. For those students who continue to struggle academically we have optimised support so it strengthens the case for change of course.

Any questions, queries or if you would like us to see a student please don't hesitate to get in touch [rc24@st-andrews.ac.uk](mailto:rc24@st-andrews.ac.uk)

## University of St Andrews - School of Medicine Handbook

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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
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