

INFORMATION FOR PERSONAL TUTORS

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

MD3001 STUDENTS PROGRESSING TO HONOURS ON SUPPORTED CONDITIONAL ENTRY

Background

Students must pass both MD2001 and MD2002 modules for automatic progression to the Honours modules. Those students who fail one or both modules at first attempt will be considered by the School Progress Committee (SPC) for supported entry to Honours. 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 or professionalism notices.

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

- Attending 4 sessions organised through the International Education and Lifelong Learning Institute (IELLI - formerly CEED), who provide advice on study skills and other academic matters). These sessions are organised by the Curriculum Support Group Lead and take in a teaching space outwith the School.
- Arrange two meetings with their personal tutor before the MSA and two meetings post MSA.
- Passing MD3001 with a grade point 7 or higher at the first attempt. Grade point 7 is the minimum academic requirement needed to achieve a 3rd 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.

Suggested formats for your meetings with students on supported conditional entry can be found below. 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 (medsupport@st-andrews.ac.uk)

Meeting 1 (orientation week)

This is a mandatory meeting for all students to consider and review the School Professionalism Agreement with their tutor. For those of your tutees under supported entry, you may wish to discuss with them how they feel about the conditions 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) palsmed@st-andrews.ac.uk, teaching staff (meddems@st-andrews.ac.uk).
- Are there any background concerns which may be hindering their engagement with the course eg health, accommodation issues, personal circumstances? Please encourage them to seek help from Medsupport (medsupport@st-andrews.ac.uk) 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 at least an outline on Galen and not create personal notes.

Meeting 2

At this point students are likely to have had 2 of the IELLI 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. 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

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.

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 of their work. Let the content of the portfolio lead your discussion.

Meeting 4

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 have had this process in place now for several year and if you look at the MD3001 grades this cohort achieve, it can deliver a significant improvement in grades.

The School recognises that a subset of students will continue to struggle and it may be appropriate to direct to them to the Medsupport Team to discuss transferring Faculty. If you would like to refer a student to Medsupport or discuss a student please email medsupport@st-andrews.ac.uk

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
20/07/2017	Published version	
16/09/2024	Updated meeting frequency and new IELLI title	