

# Personal Development Tutor

## Guidance for students



### First Contact

Starting life at university is incredibly exciting, but at times it's easy to feel overwhelmed as you adjust to a new environment. Your PDT is assigned to you during the first few weeks at Edinburgh Napier and will be your first point of contact for any academic or personal issues you may experience throughout your time at university.

If you don't know who your PDT is, you can find out from NIMWEB, your Programme Leader or School Office.

### Proactive not reactive

You don't have to have specific issues or concerns to meet your PDT. They will arrange to meet you, usually within the first three weeks of term, to say hello. You should remain in regular contact with your PDT throughout your time at the University.

### Actively engaged

Your PDT will help you to review your progress on your programme of study, discuss with you any areas of concern, and give advice on module choices and study skills, including preparing for exams and assignments. Your PDT can help you with your personal/professional development plan.

### Supportive

Your PDT will listen to any concerns you may have and will be able to direct you towards further sources of support if needed. If required, they can refer you to other services within the University.

### Confidential

What you discuss with your PDT will remain confidential, unless you give them permission to share it or your PDT is concerned that you may be at risk.

# Personal Development Tutor Checklist:

## Your PDT...

- ✓ Can help you to settle in to university life – your PDT will contact you in your first few weeks at Edinburgh Napier to introduce themselves and will meet with you throughout your time at the University.
- ✓ Can help you to develop your Personal/Professional Development Planning (PDP) to help you get the most out of your time at Edinburgh Napier.
- ✓ Can help you to keep track of your academic progress and offer constructive feedback on your professional development and achievements.
- ✓ Can advise you on course-related issues, such as module choices, skills development and graduate opportunities.
- ✓ Will aim to respond to any queries you may have within three working days. If you get an out-of-office reply, this should indicate when the PDT can respond to you and who to contact if your query is urgent.
- ✓ Keep a record of all your meetings.
- ✓ Write a reference for you if required.
- ✓ Listen to any non-academic concerns you may have.
- ✓ Point you in the direction of further sources of support, and refer you to sources of support in the University for personal difficulties.
- ✓ Keep everything you say confidential, unless you give them permission to share the information or they believe you to be at risk.

## Why meet with your PDT?

- ✓ Your PDT will take an interest in your progress with your studies. You should meet your PDT regularly to check in with them – ideally once per academic trimester – but this should not preclude you from making an appointment when you want to check your progress or need advice.

## You should meet with your PDT if...

- ✓ You are considering changing your course or leaving the University. Your PDT can advise you on all the options available to you.
- ✓ You are concerned that you may have a specific learning difficulty that is affecting your studies. Your PDT can advise you on what sources of help are available within the University and refer you if required.
- ✓ You are worried about your grades or exams.
- ✓ You are experiencing personal problems that are affecting your studies. Your PDT will provide a sympathetic and non-judgemental ear and direct you towards other sources of support if needed.
- ✓ You require a reference for a further course of study or a job.

## Your PDT cannot...

- ✗ Answer every question you may have themselves. In some cases, your PDT may need to direct you towards more specialised support.
- ✗ Provide round-the-clock support. Your PDT should aim to respond to your queries within 3 working days and inform you of their regular office hours. In an emergency, you should seek alternative sources of support or consult the Student & Academic Services pages on the Student Portal.
- ✗ Change your grades or appeal your exam results for you.

