1. Summary
What is the personal tutor system?
- Each student has a personal tutor allocated to them. Your tutor will be one of 47 academic members of staff.
- Each tutor group usually consists of about 11 students from various stages (Levels 1—4+) within SBS. New students are now being allocated to tutors by discipline area (see below).
- Your tutor will probably arrange to meet you at least twice a year (individually or in a group): the main schedule for meetings, and suggested discussion topics, can be seen here: http://www.abdn.ac.uk/infohub/support/personal-tutor-meeting-schedule-439.php. However, you/your tutor may to focus on other topics.
- You can ask for a meeting at other times as well as/instead of the main meetings. You can also contact your tutor whenever you want (see below).

Your personal tutor can be your first point of call when you have a query or want advice

2. What your personal tutor can do for you
- Help you settle in to the University of Aberdeen (or become re-settled after an upset).
- Be a human interface, to help you understand the complexities of university life.
- Get to know you, so that they can provide a reference for you when you apply for internships, voluntary placements, employment, or a higher degree.
- Encourage you to consider ways in which to develop your graduate attributes, and to be a confident and effective student.
- Give you advice on preparing for assessments (e.g. exams) and reflecting on feedback.
- Provide contact information to help with your academic programme, including:
  - Contact with those who can help with curriculum choices
  - Contact with your degree programme coordinator or your course coordinator
  - Contact with admin staff, to help you to resolve any difficulties involving attendance or poor performance
  - Contact with those who organise ‘Go Aboard’
- Provide contact information to help with co-curriculum opportunities, including:
  - Internships, mentoring, voluntary placements, expeditions
  - Clubs, societies, sports, AUSA
  - Recognition of achievements (e.g. STAR awards)
- Provide contact information for a range of support services, including:
  - InfoHub
  - Student Support Service
• Student Advice Centre, Students4Students, Interfaith Centre
• Disabilities advice and advocacy
• Study support
• Careers
  o Further details about these services are available at: http://www.abdn.ac.uk/infohub/.
  o Note that, to be able to help you, your tutor will need to meet you or at least communicate effectively with you. If your personal tutor does not respond to your enquiries within 3 working days:
    • Send a polite follow-up message (your tutor may be busy, but they should let you know if this is the case)
    • If there is still no reply, please contact the Senior Personal Tutor and/or the admin team (details below)

3. What you can do for yourself
  o Respond to invitations to meetings with your personal tutor
  o Maintain effective communications with your personal tutor
  o Make the most of your time at university. Exploit opportunities, both within the curriculum and beyond it
  o If you are experiencing any difficulties with the personal tutoring system in SBS, please let us know (see contacts below)! The tutoring system exists for your benefit, so we want you to use it in a way that works for you.

4. What we are planning for personal tutoring the future, in SBS
Within the School of Biological Sciences, we recognise the value of the personal tutoring system. Within the next two years, we are planning some changes. These will affect new students, and some may affect you if you are currently in Levels 1—3:
  o Meetings to be arranged via Microsoft SRM (instead of MyAberdeen). This will allow us to:
    • set up meetings more efficiently
    • track attendance
    • alert your personal tutor (and other relevant staff) if you are struggling
  o Increased allocation of students to tutors who are in the same discipline. This should make it easier for tutors to give advice on professional networks and employability. Our main discipline areas are:
    • Biology
    • Conservation and Ecology
    • Plant, Soil, Environment and Forestry
    • Marine Biology
    • Zoology and Behavioural Biology
  o SBS staff (including personal tutors) will be more active in alerting students to co-curriculum opportunities

5. Contact information on personal tutoring, School of Biological Sciences

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Personal Tutor</td>
<td>Dr Martin Barker</td>
<td><a href="mailto:m.barker@abdn.ac.uk">m.barker@abdn.ac.uk</a></td>
</tr>
<tr>
<td>Personal Tutor Admin</td>
<td>Ms Amie Wisely</td>
<td><a href="mailto:sbsugadmin@abdn.ac.uk">sbsugadmin@abdn.ac.uk</a></td>
</tr>
<tr>
<td>Head of School</td>
<td>Prof Graeme Paton</td>
<td><a href="mailto:g.i.paton@abdn.ac.uk">g.i.paton@abdn.ac.uk</a></td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Prof Michelle Pinard</td>
<td><a href="mailto:m.a.pinard@abdn.ac.uk">m.a.pinard@abdn.ac.uk</a></td>
</tr>
</tbody>
</table>
The Personal Tutor System in the School of Biological Sciences (SBS):
A guide for personal tutors and other staff

This guide is intended to summarise the personal tutoring system in SBS, in terms of both where it is now and how we see it evolving.

0. Summary

1. We recognise the actual and potential value of the personal tutoring system (PTS) within the School of Biological Sciences (SBS) and understand the ultimate aim is to enhance student experience.
2. We have found the most effective use of the tutoring, by both students and tutors, involves a flexible approach that recognises the range of needs and demands of students; we believe further increases in the flexibility of provision would be beneficial.
3. We emphasise the principle that the PTS is student-led. This means that whatever service we provide, it should be in response to student needs and student demand.
4. We would like to see the PT system rolled out to PGT students, where PGT programme coordinators have their allocation of UG tutees adjusted to accommodate the PGT students.
5. The involvement of the SBS administration team has been crucial to the organisation, optimisation and monitoring of our tutoring.
6. Increasingly, PTs are organising meetings in response to student demand rather than simply following a prescribed programme.
7. We have identified a series of immediate and longer-term priorities for improvement.
8. In stages during the next four years, we will see a shift towards a discipline-based allocation of students to tutors.
9. We intend to use the full capacity of Microsoft Dynamics SRM when it becomes available.
10. We will continue to collect and disseminate insights gained from PTs to share and celebrate good practice.

6. Current status of personal tutoring within SBS

6.1. We believe that the personal tutoring system (PTS) has an important role to play in the lives of students in the School of Biological Sciences (SBS). This role is not always recognised or understood by students or even some tutors.
6.2. We have a diverse range of disciplines in both students and tutors (see Appendices A, B) which can be a challenge but also can provide numerous useful insights, which we can use to enhance our provision.
6.3. We recognise that students often find their own solutions to problems (e.g. from peers, informal contact with staff, Support Services).
6.4. We sometimes organise meetings (within some courses and tutor groups) for students across years, so that more junior students can gain valuable insights from more experienced students.
6.5. We have concluded that the PTS has the potential to work well if we carefully consider how students want to use it. Best practise often seems to include: proactive contact with students, resolving issues quickly.
6.6. Aspects of tutoring that seem to have worked well in SBS include:
   o Being flexible in the way that we offer meetings (e.g. grouping students, timing, duration, location, content).
   o Strong input from secretariat including, for the September/January meetings, issuing Outlook invitations to tutors and running a Help Desk.
o Organising temporary ‘cover’ for absent tutors, for the September/January meetings so that students (returning and, especially, new) do not feel ‘neglected’.
o Admin staff making a record of meetings (e.g. using MyAberdeen) to allow tracking.
o Providing ideas/resources/informal training/briefing sessions for tutors, especially those who might lack confidence in their role (e.g. Appendix C).
o Regular reports on personal tutoring provided by the SPT via staff meetings, teaching committees, and via e-mail bulletins.

6.7. We regularly remind our tutors that meetings are only part of their role; we encourage tutors to value a role involving other forms of communication with, and support for, students in their personal tutor group.

6.8. PTs in SBS are generally adept at either answering tutee questions directly or passing it on to colleagues (e.g. SPT, DoT, and secretariat). We believe that most issues are resolved quickly and satisfactorily, but we don’t use a system for tracking them.

6.9. We recognise that some PTs would prefer to be allocated tutees with a similar/same discipline. This is not particularly to provide curriculum advice, but to help students recognise academic affinity with their tutor, and to benefit from tutor’s professional networks and awareness of employability.

6.10. As a school, we value the limited autonomy that we have been given to date. We seek to expand this (next section) while remaining faithful to the ethos of the PTS.

7. Proposed changes to personal tutoring within SBS
All of the proposed changes are intended to promote staff-student engagement and a sense of purpose and belonging. For those students who feel marginalised, neglected or ignored, the personal tutoring system can create important connections. Under the right conditions, the PT involvement could increase the likelihood of students being retained.

7.1. We will use an informal consultation process among our PTs (which has already begun) to gather insights about good practice and also where there are unused opportunities.

7.2. Adopt a more focussed approach to organising September/January meetings. The preferred model is:
o New students, by year (i.e. Level 1 and direct entrants): SBS admin to set up group meetings with SRM. Meeting slots previously ‘held’ by Outlook Calendar invitations. September meetings linked with induction events. September meetings mostly held in central location, where generic support for PTs is available for curriculum issues, etc.
o Returning students: PTs given the responsibility to set up own meetings (individual or group) using SRM. These meetings monitored by SBS admin/SPT.

7.3. Meeting students in groups, but always with the option of meeting students individually, as require. Each has advantages:

<table>
<thead>
<tr>
<th>Individual meetings</th>
<th>Group meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy, especially for sensitive issues</td>
<td>Tutors are less likely to have down time</td>
</tr>
<tr>
<td>Works better for students who are awkward/intimidated in groups</td>
<td>Total time for meetings is shorter for tutors</td>
</tr>
<tr>
<td>More flexible in scheduling</td>
<td>Discussion dynamic may be easier if students meet in a group</td>
</tr>
</tbody>
</table>
### Opportunity to discuss more specific issues, which might be irrelevant to others

<table>
<thead>
<tr>
<th>What needs to be done</th>
<th>How we propose to do it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who want a group meeting can request a that instead/ as well</td>
<td>Students who want an individual meeting can request a that instead/ as well</td>
</tr>
</tbody>
</table>

### 7.4. Other immediate priorities for PTS in SBS are as follows:

<table>
<thead>
<tr>
<th>What needs to be done</th>
<th>How we propose to do it</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Raising the profile of the tutoring system in SBS. Increasing attendance at meetings and/or better, more integrated communication</td>
<td>Promoting positive possibilities of the PTS in SSLC, Teaching Committee, and via SBS Facebook groups.</td>
</tr>
<tr>
<td><strong>2</strong> More proactive role for PT, especially with students who are struggling</td>
<td>PTs alerted (e.g. via SRM system and Retention Centre) when their tutees encounter a difficulty (e.g. C6, C7, course failure). Possible role in attending meetings related to this, if student requests this.</td>
</tr>
<tr>
<td><strong>3</strong> Develop a more consistent method for recording engagement of tutees (e.g. attendance, communication); currently, this is rather haphazard</td>
<td>SPT/SBS secretaries to continue to encourage tutees to record meeting attendance (possibly also brief content) in SRM</td>
</tr>
<tr>
<td><strong>4</strong> Explore the feasibility of using a more consistent method for tracking issues raised by tutees</td>
<td>If used, SPT/SBS secretaries would maintain an e-mail record of issues raised by students and their resolution.</td>
</tr>
<tr>
<td><strong>5</strong> Increase awareness in, and uptake of, co-curricular opportunities (e.g. STAR, internships) among SBS tutees</td>
<td>Regularly remind tutors in SBS that students should actively consider involvement co-curriculum. Promote information sharing.</td>
</tr>
<tr>
<td><strong>6</strong> Increase awareness in, and uptake of, skills workshops among SBS tutees</td>
<td>Regularly remind tutors in SBS that students should actively consider ways to enhance skills. Promote information sharing.</td>
</tr>
<tr>
<td><strong>7</strong> Recognise the potential role of PTs with PGT students. Look for more continuity between UG/PGT experience</td>
<td>Explore the possibility of having some PTs to be given a PGT allocation (and reducing their UG allocation)</td>
</tr>
<tr>
<td><strong>8</strong> Promote PDP in one-to-one meetings, for those tutees who are receptive</td>
<td>While seeking to avoid imposing 1-on-1 meetings on unreceptive students, promote the opportunities for such meetings.</td>
</tr>
<tr>
<td><strong>9</strong> Promote employability awareness among SBS tutees</td>
<td>Seek ways to further embed work-centered learning within courses. Raise profile of existing events (e.g. careers evenings, workshops).</td>
</tr>
<tr>
<td><strong>10</strong> Prepare/disseminate an annual verbal report on our PTS performance</td>
<td>SPT, with admin and DoT, to prepare a summary of our PTS activity for the Student Experience Committee</td>
</tr>
</tbody>
</table>
7.5. Aspirations for the longer term future include:

<table>
<thead>
<tr>
<th>What needs to be done</th>
<th>How we propose to do it</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Make innovative and effective use of Microsoft Dynamics CRM (from Sep 2016)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Promote the use of virtual meetings, if needed (e.g. using Blackboard Collaborate or Skype). This could allow meetings to occur when tutors are off campus</td>
</tr>
<tr>
<td>3</td>
<td>Ask non-SBS students if they want to transfer to another PT in their own school (from 2016–2017)</td>
</tr>
<tr>
<td>4</td>
<td>For new intake only, try to allocate primarily to PTs with same/similar discipline within SBS (from 2016–2017)</td>
</tr>
</tbody>
</table>

8. Contact information

Senior Personal Tutor: Dr Martin Barker  
Dr Martin Barker  
m.barker@abdn.ac.uk

Personal Tutor Admin: Ms Amie Wisely  
Ms Amie Wisely  
sbsugadmin@abdn.ac.uk

Head of School: Prof Graeme Paton  
Prof Graeme Paton  
g.i.paton@abdn.ac.uk

Director of Teaching: Prof Michelle Pinard  
Prof Michelle Pinard  
m.a.pinard@abdn.ac.uk

APPENDICES

A. Students with personal tutors in SBS

- Currently, we have 496 undergraduates with PTs in SBS; 95.0% are SBS students.
- Among the 25 non-SBS students, most (19; SMS) are within CLSM.
- Currently we have 13 degrees, dispersed among 5 disciplines: 1) biology, 2) conservation and ecology, 3) plant, soil, environment and forestry, 4) marine, 5) zoology and behavioural biology.
- All SBS students have PTs in SBS

B. Personal tutors in SBS

- Currently, we have 48 personal tutors based within SBS.
- 87.8% of our PTs are on 1 FTE contracts. The mean size of their tutor groups is 11 students

C. Personal tutor meeting themes
In personal tutor meetings, we suggest that each student be allowed to ‘set the agenda’, depending on their priorities; the whole personal tutoring scheme is intended to be student-led. University suggestions for meeting themes can be seen here: http://www.abdn.ac.uk/staffnet/teaching/preparing-for-your-meeting-1898.php. However, if more ideas are needed you could use the information in two ways:
- Personal tutor: follow the links
- Student: tutor could demonstrate links, or e-mail links to student

Below are just some suggestions. Please feel free to send further ideas to m.barker@abdn.ac.uk to add to this list for the next update.

If you want to keep a (brief?) record of what was discussed, it would be helpful if you could add that information to the Grade Centre area of your MyAberdeen personal tutoring site.

<table>
<thead>
<tr>
<th>Possible themes</th>
<th>Some options for the themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial welcome</td>
<td>‘Welcome’ resources: <a href="http://www.abdn.ac.uk/infohub/new-students/index.php">http://www.abdn.ac.uk/infohub/new-students/index.php</a></td>
</tr>
<tr>
<td></td>
<td>Level 1 (+Level 2 direct entry): welcome to university. Everything OK? How personal tutoring works</td>
</tr>
<tr>
<td></td>
<td>Level 1: Welcome session for all SBS students: Friday 11 Sep 10:00</td>
</tr>
<tr>
<td></td>
<td>Aberdeen orientation: <a href="http://www.abdn.ac.uk/infohub/life/off-campus-1052.php">http://www.abdn.ac.uk/infohub/life/off-campus-1052.php</a></td>
</tr>
<tr>
<td>General discussion</td>
<td>o Student’s aspirations concerns for the coming term</td>
</tr>
<tr>
<td></td>
<td>o Any unfinished business from last term</td>
</tr>
<tr>
<td></td>
<td>o Possible/probable date of next tutor group meeting</td>
</tr>
<tr>
<td></td>
<td>o Reminder that you can be contacted between meetings</td>
</tr>
<tr>
<td>Introduce/remind students about</td>
<td>Could discuss which of the 19 graduate attributes the student is particularly keen to develop.</td>
</tr>
<tr>
<td>Graduate Attributes</td>
<td>See also Graduate Attributes resource</td>
</tr>
<tr>
<td>Could discuss the co-curricular opportunities</td>
<td>University is now using Enhanced Transcripts, so approved activities can be made more visible to future employers. Note that SBS students often do not engage with the co-curriculum Enhanced Transcript. Programme rep opportunities: <a href="https://www.ausa.org.uk/representation/academicreps/AUSA">https://www.ausa.org.uk/representation/academicreps/AUSA</a> climate change project: <a href="https://www.ausa.org.uk/eande/">https://www.ausa.org.uk/eande/</a> Recognition for achievements: The STAR Award Internships: <a href="https://www.abdn.ac.uk/careers/jobs-work-experience/aberdeen-internship.php">https://www.abdn.ac.uk/careers/jobs-work-experience/aberdeen-internship.php</a> Mentoring: <a href="http://www.abdn.ac.uk/infohub/support/students-4-students-516.php">http://www.abdn.ac.uk/infohub/support/students-4-students-516.php</a></td>
</tr>
<tr>
<td>Volunteering</td>
<td>Careers service: <a href="https://www.abdn.ac.uk/careers/jobs-work-experience/volunteering.php">https://www.abdn.ac.uk/careers/jobs-work-experience/volunteering.php</a></td>
</tr>
<tr>
<td></td>
<td>Volunteering in Cruickshank Gardens: Mark Paterson</td>
</tr>
<tr>
<td></td>
<td>Volunteering in local wildlife groups: <a href="http://www.abdn.ac.uk/biodiversity/local-biodiversity/volunteering/">http://www.abdn.ac.uk/biodiversity/local-biodiversity/volunteering/</a></td>
</tr>
<tr>
<td></td>
<td>Volunteering in museums: <a href="http://www.abdn.ac.uk/museums/get-involved/volunteering.php">http://www.abdn.ac.uk/museums/get-involved/volunteering.php</a></td>
</tr>
<tr>
<td></td>
<td>AUSA: <a href="http://www.ausa.org.uk/volunteer/">http://www.ausa.org.uk/volunteer/</a> or <a href="http://www.ausa.org.uk/search/?q=volunteering">http://www.ausa.org.uk/search/?q=volunteering</a></td>
</tr>
<tr>
<td></td>
<td>Charities: <a href="http://www.ausa.org.uk/charities/">http://www.ausa.org.uk/charities/</a></td>
</tr>
<tr>
<td>Part-time work</td>
<td>AUSA: <a href="http://www.ausa.org.uk/about/vacancies/">http://www.ausa.org.uk/about/vacancies/</a></td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Overseas expeditions</td>
<td>Look out for announcements in <strong>SBS Facebook</strong> and on noticeboards</td>
</tr>
<tr>
<td>If curriculum questions come up</td>
<td>Answer curriculum questions if you want to. See also contacts below.</td>
</tr>
</tbody>
</table>
| **Could discuss extra-curricular activities** | AUSA societies: [http://www.ausa.org.uk/societies/](http://www.ausa.org.uk/societies/) (100+)  
AUSA sports: [http://www.ausa.org.uk/sports/](http://www.ausa.org.uk/sports/) (58+)  
Languages: [https://www.abdn.ac.uk/languagencentre/](https://www.abdn.ac.uk/languagencentre/) |
| **Pastoral advice** | Student Advice Centre: **SAC**  
Finance: [http://www.abdn.ac.uk/infohub/finance/index.php](http://www.abdn.ac.uk/infohub/finance/index.php)  
Interfaith Centre: [https://www.abdn.ac.uk/chaplaincy/what/who/inter-faith/](https://www.abdn.ac.uk/chaplaincy/what/who/inter-faith/) |
| **Year abroad** | Cath Dennis + ‘Go Aboard’ centre: [https://www.abdn.ac.uk/study/undergraduate/study-abroad-and-exchanges.php](https://www.abdn.ac.uk/study/undergraduate/study-abroad-and-exchanges.php) |
| **Communications** | **SBS Facebook** accounts for each year group: contact Martin Barker |
| **Disability support** | Nathalie Kemp | Martin Barker + [http://www.abdn.ac.uk/disability/students/index.shtml](http://www.abdn.ac.uk/disability/students/index.shtml) |

**Curriculum questions**

| General questions about curriculum | Michelle Pinard  
Wendy, Amie, Nathalie (Zoology G32)  
InfoHub people infohub@abdn.ac.uk |
| Course specific questions | Course coordinators are given in the course catalogue: [https://www.abdn.ac.uk/registry/courses/undergraduate](https://www.abdn.ac.uk/registry/courses/undergraduate) |
| **List of undergraduate degrees** | [https://www.abdn.ac.uk/registry/calendar/science.php](https://www.abdn.ac.uk/registry/calendar/science.php) |
| **Study support** | UoA: [http://www.abdn.ac.uk/infohub/support/study-support.php](http://www.abdn.ac.uk/infohub/support/study-support.php)  
AUSA: [http://www.ausa.org.uk/supportingyou/academic/](http://www.ausa.org.uk/supportingyou/academic/) |

**Programme specific questions**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Programme coordinator</th>
<th>(or those who should be able help)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc Animal Behaviour</td>
<td>David Lusseau</td>
<td></td>
</tr>
<tr>
<td>BSc Animal Ecology</td>
<td>Alan Bowman</td>
<td></td>
</tr>
<tr>
<td>BSc Behavioural Biology</td>
<td>David Lusseau</td>
<td></td>
</tr>
<tr>
<td>BSc Biological Sciences</td>
<td>John Baird &amp; Sam Martin</td>
<td></td>
</tr>
<tr>
<td>BSc Biology</td>
<td>John Baird</td>
<td></td>
</tr>
<tr>
<td>BSc Biology with Environmental Humanities</td>
<td>Michelle Pinard</td>
<td></td>
</tr>
<tr>
<td>BSc Conservation Biology</td>
<td>Clare Trinder</td>
<td></td>
</tr>
<tr>
<td>BSc Ecology</td>
<td>Sarah Woodin</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>Tutor(s)</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>BSc Environmental Science</td>
<td>Gareth Norton</td>
<td></td>
</tr>
<tr>
<td>BSc Environmental and Forest Management</td>
<td>Louise Page</td>
<td></td>
</tr>
<tr>
<td>BSc Forestry or BSc Forest Sciences</td>
<td>Andrew Cameron or Louise Page</td>
<td></td>
</tr>
<tr>
<td>BSc Marine Biology</td>
<td>Paul Fernandes</td>
<td></td>
</tr>
<tr>
<td>BSc Plant and Soil Sciences</td>
<td>Martin Barker</td>
<td></td>
</tr>
<tr>
<td>BSc Wildlife Management</td>
<td>Cath Dennis</td>
<td></td>
</tr>
<tr>
<td>BSc Zoology</td>
<td>Alan Bowman</td>
<td></td>
</tr>
<tr>
<td>Master in Science in Biological Sciences</td>
<td>John Baird &amp; Sam Martin</td>
<td></td>
</tr>
</tbody>
</table>