The School aims to provide a Personal Tutoring service that helps students to achieve their full potential both academically and personally during their time at University. The Senior Personal Tutor will endeavour to oversee this process by maintaining contact with Tutors, updating the information they need regarding tutees and assisting with their queries. She is also the point of contact for tutees who request a change of Tutor. Personal Tutors will arrange meetings with tutees, answer their emails and assist with any problems. All Tutors will offer advice in an approachable, professional and friendly manner so that tutees quickly feel confident that their Tutor is someone who will be available to assist them whenever required. Personal Tutors will refer tutees to other Tutors and/or University services if they are unable to deal with a tutee’s enquiry.
Information for new students

Your Personal Tutor (PT) is a member of the University’s academic staff who will be allocated to you before you start your University degree. Where possible, your PT will be from the discipline you are studying. Your PT will arrange an informal meeting with you at the beginning of your first year (September) and another at the start of the second half-session in January. In addition, you may contact him/her via email whenever there is something you wish to discuss.

Your PT will help you to:

- settle in at University and make the most of your time here, both academically and socially
- reflect on your progress and make changes as necessary
- develop a range of skills and attributes for success during your time at University and afterwards
- find the appropriate source of help if he/she is unable to assist

Additional information:

- The content of your meetings with your PT is confidential although a record is kept so that the PT can continue to monitor your progress.
- Your PT will normally reply to any query you email him/her about within 3 working days during term time.
- You should consider your PT to be the first point of call if you wish to discuss anything that is causing you concern. This might be an academic, personal, social or financial issue. If your PT believes there is someone else within the University who can offer better assistance, you will be referred to that person.
- Your PT may not always be able to help with academic queries. In such cases, you will be referred to another member of academic staff who will be able to assist.
- Your PT may contact you if he/she has concerns about your welfare.
- You should be able to keep the same PT for the duration of your studies although sometimes circumstances mean that you are allocated to a new PT and we will let you know as soon as possible if that is the case.
• Should you be dissatisfied with your PT, you may request a change by contacting the Senior Personal Tutor for this School who is Dr Gundula Sharman, g.m.sharman@abdn.ac.uk.

• More extensive details on all aspects of the Personal Tutoring system, as well as other sources of support within the University, can be found via the Infohub website http://www.abdn.ac.uk/infohub/ where you will also find the ‘Student Help Guide’ http://www.abdn.ac.uk/infohub/support/index.php which lists the contact details for many key support services.

**Information for returning students**

• You will be offered an appointment to meet with your Personal Tutor at the beginning of the academic year (September) and a further meeting will be arranged for January. One or both of these meetings might be a group meeting with other returning students but you will be able to request an individual meeting if a group meeting does not suit you. You may also contact your PT to arrange a meeting if there is something you wish to discuss.