



Personal Tutors

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Level 2 - The Co-curriculum: A Quick Guide for Personal Tutors

This 'at a glance guide' has been designed to provide Personal Tutors with the key information needed to support and signpost their tutees to the relevant services to support their engagement with the co-curriculum.

The 'Quick Guide' is not meant to be prescriptive; it is designed to provide a source of information on the topic of the co-curriculum along with a series of prompts which might be useful when interacting with your tutees.

What is the co-curriculum and why is it important?

The co-curriculum is a term used to describe any activity which complements the academic curriculum and enhances the student experience. The table below summarises key information regarding the wide range of co-curricular activities associated with the University. Students are encouraged to participate based on their interests and the time they have available. These activities provide students with opportunities to enhance their employability and develop their CV.

Many of the co-curricular activities can be recorded on a student's [Enhanced Transcript](#) which is a new supplementary transcript all undergraduate and students receive when they finish their studies. It functions as evidence for employers and postgraduate recruiters, and helps students to become more aware of their skills and how to articulate them in recruitment situations.

What is the difference between co-curricular activities and extra-curricular activities?

The phrase 'co-curricular activities' refers to opportunities which complement the academic curriculum and which are recognised formally by the University (e.g. work placements, study abroad & volunteering). In comparison, involvement in off-campus community initiatives and/or other recreational activities are referred to as 'extra-curricular activities'. Both co-curricular activities and extra-curricular activities are important to students' personal development and their CV profile, and are valued by employers.

How do your tutees access co-curricular opportunities?

The [University's Careers Service](#) (located on the 2nd Floor, The Hub) offers information on and access to a wide range of [co-curricular activities](#) which provide students with the opportunity to develop transferable skills and [Aberdeen Graduate Attributes](#). These opportunities include: work placements, the BP Student Tutoring Scheme, career mentoring, enterprise & entrepreneurship events and the STAR (Students Taking Active Roles) Award initiative. Additional co-curricular activities such as sports clubs, societies, volunteering and study abroad are also offered by the Students' Association and by the Student Recruitment & Admissions Service (SRAS) respectively.

Selected Co-curricular Activities Available to Students at the University of Aberdeen

Initiative	Target Group (s)*	Description	URL	Application Deadline*
Go Abroad Erasmus	Mainly available to level II and some level III undergraduates	Offers students the opportunity to study or work in another European country for one semester or a full academic year as part of their degree programme. Summer work placement opportunities are also available.	www.abdn.ac.uk/erasmus/	Mid-January
Go Abroad International Exchange Programme	Mainly available to level II undergraduates	Offers students the opportunity to study or work in a non-European country for one semester or a full academic year as part of their degree programme.	www.abdn.ac.uk/study/undergraduate/international-exchange-programme-368.php	Mid-January
Academic Reps	Available to all undergraduates	Offers students an opportunity to represent their peers at a course level.	www.ausa.org.uk/representation/academicreps/	At the start of each year

Students 4 Students (S4S)	Mentor opportunities available generally to level II and III undergraduates	Transitional mentoring opportunities for experienced students with first year students or direct entrants.	www.abdn.ac.uk/newstudents/undergraduate/s4s/	September or earlier
Students' Association Sports Clubs & Societies	Available to all undergraduates	Offers hundreds of activities for students to explore their interests and talents.	www.ausa.org.uk/	On-going throughout academic year
STAR (Students Taking Active Roles) Award	Available to all undergraduates	Provides students with a framework to develop their employability in roles outside of their academic studies.	www.abdn.ac.uk/careers/c-o-curriculum/staraward/	Early October
Career Mentoring	Available to all undergraduates	Matches students with graduates from a range of employment sectors who are willing to share their professional experience and expertise and support students in developing their careers ideas.	www.abdn.ac.uk/careers/c-o-curriculum/mentoring/	End of September
Work Placements	Mainly available to penultimate year undergraduates	Employer-hosted work placements sourced by the Work Placement Team within the Careers Service. Vacancies are advertised via the Careers Service website.	http://www.abdn.ac.uk/careers/jobs-work-experience/vacation-work-internships-placements.php	On-going throughout academic year but large organisation deadlines are normally before Christmas.
BP Student Tutoring Scheme	Currently open to penultimate year and final year undergraduates	Places students in local primary and secondary schools for eight weeks to work with pupils under the supervision of the classroom teacher. The Scheme covers student travel expenses to their host school.	www.abdn.ac.uk/careers/c-o-curriculum/bpscheme/	Information session early October and application deadline mid-October.

Aberdeen Internship Programme	Penultimate year undergraduates	Provides an extensive range of paid placement opportunities within the University's professional services e.g. HR, IT Services etc.	http://www.abdn.ac.uk/careers/jobs-work-experience/aberdeen-internship.php	February
Enterprise and Entrepreneurship	Available to all undergraduates	Offers in conjunction with organisations such as the Scottish Institute for Enterprise and Business Gateway, enterprise entrepreneurship events and initiatives.	www.abdn.ac.uk/careers/c-o-curriculum/enterprise/	On-going throughout academic year
Volunteering Opportunities	Available to all undergraduates	Advertised via the Volunteering Centre at the Students' Association.	www.ausa.org.uk/volunteer	On-going throughout academic year

*Application deadlines and target groups are subject to change, consult relevant web pages for latest information.

Level 2 Personal Tutor Meeting: Co-curricular Development Opportunities

September Meeting

Suggested meeting agenda:

- Remind students of the range of co-curricular opportunities offered by the University and the support available from specialist services e.g. Careers Service, Students' Association.
- Remind students about the increasing number of organisations offering internships/placements to students in the summer at the end of 2nd year, in addition to the traditional time of the end of the penultimate year. Summer internships may be advertised as early as November/December, so encourage the need to explore this in a timely manner.
- Highlight the significant advantage students often have when applying for jobs if they are able to articulate the skills, knowledge and experience gained through undertaking co-curricular activities (e.g. work placements) and extra-curricular activities.

Suggested questions to use at your meeting:

- Which co-curricular/extra-curricular activities have you got involved with since starting university? What have you gained from getting involved with these activities?
- Thinking back to our September meeting in year 1 where we discussed Aberdeen Graduate Attributes. Which attributes do you think you are developing in your co-curricular activities? How are you keeping a record of your attribute development? (Encourage your tutees to use the co-curricular materials available via the online site ACHIEVE to help them keep a record of their learning and achievements).
- What skills and attributes do you think you might further develop if you undertook a summer job, work placement or internship? Are you aware of placement/ internship opportunities and deadlines?