Personal Tutors’ Role

The aim of the Personal Tutor system is to provide students with a member of academic staff who will encourage them to reflect on their progress, to take advantage of the opportunities available to them whilst at the University of Aberdeen. Thus, preparing them for future employment or further study.

1. to provide opportunities for students to reflect on how their learning within and outwith the formal curriculum can help them in pursuing their longer-term future development

2. to help foster in all students a sense of belonging to a community of learners

Main responsibilities

➢ to provide general academic guidance and support, including:
  ➢ welcoming their tutees
  ➢ guiding and supporting students in their academic and personal development
  ➢ following the progress of all their tutees

➢ to share with other staff in Schools the process of providing pastoral responsibilities and duties of care for their tutees, referring students to central services and other specialist sources of information and guidance as and when appropriate

➢ to liaise with Personal Tutoring support staff and wider support services within the University

➢ to meet regularly with their tutees, individually, or in groups in line with agreed activities designed to support their tutees’ personal development (e.g. employability, knowledge of the attainment of the Graduate Attributes)

➢ to respond promptly (normally within three working days) to a request for contact; where this is not feasible, the Personal Tutor should arrange a suitable response

➢ to provide references for a future employer or programme of study for their tutees

➢ to undertake training and continuing professional development associated with their role

Should you have any queries regarding Personal Tutors, please email personaltutor@abdn.ac.uk
The University of Aberdeen has introduced a system of Personal Tutors for all undergraduate students (with the exception of Medicine & Dentistry where the Regent scheme will continue). This Personal Tutor system will provide general support to students in matters such as achievement of the Graduate Attributes, Employability, Co-curricular opportunities and feedback as well as a pastoral support role. Personal Tutors will also be an academic referee for students.

All members of academic staff will undertake the role of a Personal Tutor and will be assigned a relatively small number of Tutees from across all years of study. As far as possible, Tutees will be assigned to a Personal Tutor from their School of study and will remain with the same Personal Tutor throughout their studies. Through this continuity of contact a meaningful and supportive Tutor:Tutee relationship will be established. A Personal Tutor will welcome their Tutees into the University community and will meet with them at key points in the year, either one-to-one or as part of a group, to discuss their experiences as a student. These meetings will focus on topics such as employability, the Graduate Attribute scheme, and provide an opportunity for Tutees to discuss, for example, the feedback they have received in their studies. The Personal Tutor will be a facilitator; providing a point of contact should Tutees wish to speak to someone; signposting personal support services and academic skills support across the University, as necessary.

What is a Personal Tutor?

A Personal Tutor can:
✓ help you to settle into University;
✓ answer your queries or direct you to the most appropriate source of advice;
✓ help you to address any concerns or problems that might affect your studies;
✓ point you in the direction of the appropriate University support service if you are needing advice;
✓ meet with you on a regular basis during your studies (either individually or on a group basis) and will also if required meet with you on request;
✓ respond to your queries within 3 working days in term-time and 1 week outwith term-time (unless another timescale or alternative route to deal with queries has been advised);
✓ provide opportunities for you to reflect on how your learning can help you to pursue your future development;
✓ provide a reference for a future employer or for postgraduate study;
✓ provide help to you in reviewing your feedback log and identifying general areas for development;
✓ help you to make the most of the opportunities available at the University to enable you to support your personal development and employability;
✓ help you to manage your evaluation and achievement of the Graduate Attributes.

A Personal Tutor however
✗ is not able to provide subject-specific guidance on your academic studies given the range of subjects you may be studying;
✗ is not responsible for giving advice on curriculum regulations or for approving changes to your curriculum;
✗ is not able to provide specific feedback on your assessments but can help you understand general areas where you may need to improve through helping you to review your feedback log;
✗ is not a counsellor – but can point you in the right direction of the appropriate University support service;
✗ is not a financial adviser – but can direct you to University services who can help with financial planning guidance;
✗ is not expected to know everything – but will know where to go / who to ask in order to answer your questions.