Role of Tutees
The aim of the Personal Tutor system is to provide you with a member of academic staff who will encourage you to reflect on your progress, to take advantage of the opportunities available to you thus preparing you for future employment or further study.

Your responsibilities
In order to gain the maximum benefit from your contact with your Personal Tutor, it is your responsibility to:

1. Attend meetings arranged with your Personal Tutor. These meetings may be in groups with other tutees or individual meetings. If for any reason you cannot attend, you should let your Personal Tutor know in advance so that alternative arrangements can be made.

2. Participate actively in scheduled meetings with your Personal Tutor and in group meetings. Participation in such meetings although not compulsory, will be monitored and non-engagement is likely to mean that you will not know your Personal Tutor well enough at the end of your studies for them to be able to provide you with a meaningful reference.

3. Check your University email account regularly for communications and respond promptly to requests for information.

4. Ensure your details are up-to-date on your Student Portal.

5. Keep a record of activities and reflections on your progress, performance, and the longer-term aspirations associated with these activities (e.g. through use of the ACHIEVE website and Feedback logs).

6. Inform your Personal Tutor of any circumstances which may be affecting your academic performance and so that effective support can be offered.

7. Ask your Personal Tutor, if you wish, to act as one of your referees for internships, job applications or further study.

While we expect Personal Tutors and Tutees to put effort into building a constructive relationship, if you feel this relationship is not working, you should contact the Senior Personal Tutor in your School to discuss what might be done to resolve the situation. In cases where it is clear that there is a strong reason for changing a Personal Tutor, this can also be facilitated.

8. Make yourself aware of the regulations and procedures relevant to your studies, and seek advice where you are unsure of what is required.

9. Give careful consideration to advice or information given to you by your Personal Tutor, who will always endeavour to act in your best interests.

Should you have any queries regarding Personal Tutors, email personaltutor@abdn.ac.uk
Introduction

We recognise the importance of supporting you through your studies, to help you get the most out of time as a student at the University of Aberdeen. As such, you will be assigned a Personal Tutor when you register, (students in Medicine and Dentistry will have a Regent). Your Personal Tutor will provide you with support. Your Personal Tutor will probably be an academic member of staff from the School to which your degree intention is linked. Your Personal Tutor will provide more general pastoral support and will also meet with you during your studies to encourage you to reflect on your progress. They will advise as to where to get support with regard to online curricular choice.

Your Personal Tutor will welcome you to the University community and you will meet with them at key points in the year, either one-to-one or as part of a group, to discuss your experiences as a student. These meetings will focus on topics such as employability, the Graduate Attribute scheme, and provide an opportunity for you to discuss, for example, the feedback you have received in your studies. Your Personal Tutor will be a facilitator; providing a point of contact should you 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.