

# University of Aberdeen Business School

## Undergraduate Personal Tutor Statement

### Your Personal Tutor Cares

Your Personal Tutor (henceforth, PT) will help you to:

- ✚ Develop a range of key skills and competencies required for success during your time at university.
- ✚ Reflect upon your progress at key junctures and suggest ways in which you can actively improve your performance.
- ✚ Navigate the services that have been put in place to support you whilst at university.

### Your Evolving Relationship With Your Personal Tutor

Your PT will be allocated to you before you arrive at the University of Aberdeen. If you have any questions before your arrival, please feel free to send your PT an email. Your PT will be allocated to you based on your own degree discipline and will provide you with support for the duration of your studies.

As an undergraduate student within the University of Aberdeen Business School you will have at least two meetings with your PT per academic year. Additional meetings can be arranged by emailing your PT.

#### *First Year*

In the first instance, you will get to know your PT by meeting her/him for about 30-45 minutes at start of the first half-session in a relaxing environment.

During the first half-session, you will also attend Key Skills Sessions to prepare you to:

- ✚ Write essays.
- ✚ Think critically.
- ✚ Work with spreadsheets.
- ✚ Prepare for exams.
- ✚ Reflect upon exams.

You can also choose to receive feedback from your assignments from your PT.

Your second meeting will be held at the start of the second half-session and will last for around 15 – 20 minutes. You will reflect upon your academic experiences within the first half-session and discuss strategies to improve your performance.

### *Second and Third Year*

Your first meeting with your PT at the start of the first half-session will enable you to review your performance, reflect upon your strengths and weaknesses and consider key skill development opportunities.

Your second meeting with your PT will enable you to review your performance within the first half-session and further consider key skill development opportunities.

### *Fourth Year*

Your first meeting with your PT at the start of the first half-session will enable you to review your performance, reflect upon your strengths and weaknesses and consider key skill development opportunities.

Your second meeting with your PT will enable you to review your performance within the first half-session and consider the skills required in order to move into a world of employment.

### **Key Contacts**

Senior Personal Tutor - Dr Tim Stone ([tim.stone@abdn.ac.uk](mailto:tim.stone@abdn.ac.uk))

School Administrative Officer – Mrs Fiona Ritchie ([f.ritchie@abdn.ac.uk](mailto:f.ritchie@abdn.ac.uk))