

Personal Tutoring within the School of Engineering

Welcome

Welcome to the School of Engineering at the University of Aberdeen.

It is important that you enjoy your time here but it is also essential that you make the most of this time as preparation for employment, further study or whatever else your future holds.

We aim to support you on this journey and to this end we will be assigning you a personal tutor who will normally be a member of the school's academic staff via your Student Portal in the exams and appointments section.

Personal tutoring

Your personal tutor will try to help you settle in by answering your questions or pointing you in the right direction if unable to do so. You will normally retain the same personal tutor throughout your studies.

Your personal tutor is here to provide support including advice on developing the broader competencies, or as the university likes to call them 'Graduate Attributes', which can improve your employability and ability to deal with life after graduation. You can find out more about Graduate Attributes via the following link <https://www.abdn.ac.uk/graduateattributes/>

Your tutor is probably not in the best position to advise you in your choice of optional courses or how your choices will impact your ability to switch between disciplines at a later date. Your personal tutor will however be able to direct you to someone who can help with this and may in some cases be able to offer their opinion about choices which are unrelated to your discipline.

You can find out more about the role of the personal tutor at University of Aberdeen's Personal tutoring website via the following link <http://www.abdn.ac.uk/infohub/support/personal-tutors.php>

Meeting your tutor

You are strongly advised to meet with your personal tutor at the start of each half-session even if you don't feel that you have any specific issues to discuss. Your personal tutor will normally be willing to provide a reference for employment or postgraduate study. They will be in a much better position to provide you with a meaningful reference if they know something about you which is one of the reasons why it is important for you to meet with them on a fairly regular basis.

Your personal tutor will normally arrange to meet groups of tutees from the same level in the week prior to the start of teaching but you can request a 'one to one' meeting should you feel this more appropriate or have something of a confidential nature to discuss. If you cannot make an agreed meeting it is important that you contact your tutor to let them know at the earliest opportunity. This is not just about good manners it is about being professional which is important for all engineers.

Requesting a change in personal tutor

Whilst the vast majority of students stick with the same personal tutor throughout their studies there are occasionally times when the interactions don't go as well as you might have hoped for. Building

any relationship takes time, openness and effort from both sides and developing good working relationships is a key skill within engineering. As a future professional engineer you are encouraged to work with your personal tutor to resolve any issues as and when they arise. If it is not possible to do so you should email infohub@abdn.ac.uk to request a change.

Contacts

Name	Title	Telephone Number	e-mail
Mr John Cavanagh	Senior Personal Tutor	+44 (0)1224 272294	j.cavanagh@abdn.ac.uk

A complete list of staff within the School of Engineering, including their contact details is available via the following link

<https://www.abdn.ac.uk/engineering/people/index.php>

Useful Links

School of Engineering Website <https://www.abdn.ac.uk/engineering/>

Support Services <http://www.abdn.ac.uk/infohub/support/>

Undergraduate student help guide

https://www.abdn.ac.uk/infohub/documents/Student_Help_Guide-Draft4.pdf

Careers Service <https://www.abdn.ac.uk/careers/>