

School of Geosciences Personal Tutoring Statement

Your Personal Tutor will support you with your studies and will be able to direct you to any other support you might need during your time at University. He/she will be a member of staff familiar with your general area of study and the expectations of academic work in your discipline.

Working in partnership with your Personal Tutor will help you to:

- Settle in to University and become an active learner
- Become a more confident learner in your discipline and play an active part in your academic community
- Reflect on your academic progress and make the most effective use of your academic feedback
- Develop the range of skills and attributes required for success at University and beyond

As an undergraduate student you will meet your Personal Tutor at the start of each half-session either individually or in groups (in September and January). You will also be free to schedule meetings with your Personal Tutor at any stage during the academic year. The content of the meetings will vary and will be entirely flexible. For example in Year 1 and 2 meetings may focus on developing your study skills, and in your honours years they may focus more on research skills.

You may contact your Personal Tutor via email to request additional meetings to discuss anything you wish. For any urgent matters affecting your ability to attend class or complete assessments please contact your Student Support Coordinator.

Face-to-face meetings are preferred but if you are not on campus you may use *Blackboard Collaborate* as a 'virtual meeting room'. To use this service you will need to have access to a webcam or mobile device.

Support Contacts

All taught students have a Personal Tutor and within each School there is a Senior Personal Tutor, and a Student Support Coordinator. The **first point of contact** for students is your **Student Support Coordinator** who is responsible for all aspects of pastoral care:

Student Support Coordinator: tbc

Senior Personal Tutor: Dr. Charlotta Hillerdal, St Mary's, Room 204, 01224 272332, c.hillerdal@abdn.ac.uk

Our Personal Tutors aim to reply to your emails within three working days, however, there are times when Personal Tutors may be on fieldwork. In these cases, an alternative contact will be given to deal with your inquiry.

Your Student Support Coordinator is available by drop-in or appointment requested via email, and can assist you with a number of matters, including:

- Direct you to your relevant Year Tutor, if you seek guidance on degree regulations and requirements
- Direct you to the School Disabilities Officer, if you wish to make a request for Special Circumstances for degree course work or exams
- Procedures for applying to study abroad
- UK Border Agency or other visa issues (where applicable)
- Advice on support for personal, health issues and accommodation problems
- Assisting Personal Tutors in organising and planning individual, group and additional meetings

To request a change of Personal Tutor please contact your Student support Coordinator who can discuss your options with you.