

## **University of Aberdeen**

### **School of Language, Literature, Music and Visual Culture**

Dear Student,

All undergraduate students are assigned an academic member of staff as their personal tutor (PT). Where possible, your PT will be from the discipline you are studying, but this is not always possible. The aim is to provide you with a personal contact in our School, a contact which can hopefully follow you through your years here. Your PT will be a first point of contact if you have any queries but will also be able to provide pastoral care and support both your academic and personal development.

You will be invited to regular meetings with your PT every year; often once each half-session. The meetings are intended to provide you with the opportunity to work in partnership to develop your academic and personal skills and qualities. Your PT will arrange to meet you in groups or individually for the regular meetings, but you are welcome to request a one-to-one meeting or contact your PT throughout the year whenever there is something you wish to discuss, or if you just need to talk to someone.

Your PT will help you to:

- settle in at University and make the most of your time here, both academically and socially.
- reflect on your progress and make changes as necessary.
- develop a range of skills and attributes for success during your time at University and afterwards.
- find the appropriate source of help if he/she is unable to assist.
- or just be there if you need to talk.

Additional information:

- The content of your meetings with your PT is confidential although a record is kept so that the PT can continue to monitor your progress.

- Your PT will normally reply to any query you email him/her about within 3 working days during term time.
- You should consider your PT to be the first point of call if you wish to discuss anything that is causing you concern. This might be an academic, personal, social or financial issue. If your PT believes there is someone else within the University who can offer better assistance, you will be referred to that person.
- Your PT may not always be able to help with academic queries. In such cases, you will be referred to another member of academic staff who will be able to assist.
- Your PT may contact you if he/she has concerns about your welfare.
- Your PT does not have counselling expertise.
- You should be able to keep the same PT for the duration of your studies although sometimes circumstances mean that you are allocated to a new PT. We will let you know as soon as possible if that is the case. If your PT is on research or other leave, you will be allocated to a temporary tutor.
- Should you be dissatisfied with your PT, you may request a change by contacting the Senior PT for this School who is Mrs Anna Bokedal, [a.bokedal@abdn.ac.uk](mailto:a.bokedal@abdn.ac.uk).
- More extensive details on all aspects of the PTing system, as well as other sources of support within the University, can be found via the Infohub website <http://www.abdn.ac.uk/infohub/> where you will also find the 'Student Help Guide' <http://www.abdn.ac.uk/infohub/support/index.php> which lists the contact details for many key support services.

