

School of Medicine, Medical Sciences and Nutrition

Personal Tutoring Statement for Medical Sciences Students

2019/2020

Dear Student,

As a valued member of our School community, we very much hope you enjoy your studies with us and our Personal Tutoring system is in place to help with that. The document below explains how Personal Tutoring will work for you. It is designed to support you during your years of study with us, providing a single point of contact and someone you can get to know who will be able to provide help and support (either directly or by directing you to an appropriate person) and provide references for employment applications etc.

If you have any queries or suggestions relating to the Personal Tutor system feel free to contact your Senior Personal Tutors Dr Alison Jack (a.jack@abdn.ac.uk) and Dr Isabel Crane (i.j.crane@abdn.ac.uk) and we will do our best to help.

Wishing you a successful and happy time with us
Alison and Isabel

The Benefits of the Personal Tutor system

By working in partnership with your Personal Tutor you will:

- Get the most out of your time at Aberdeen University and take an active part in our community
- Reflect on your academic progress, make effective use of academic feedback and become a confident learner
- Develop the range of skills and attributes required for success at university and beyond and move towards fulfilling your career aspirations

Your Personal Tutor can:

- help you to settle into the University and your School
- answer your queries and help you to address any concerns or problems that might affect your studies or direct you to the most appropriate source of advice or support
- provide opportunities for you to reflect on feedback and your learning progress and development
- help you to make the most of the opportunities available at the University and in the School to enable you to support your personal development and employability and achieve the University's 'Graduate Attributes'
- provide a reference for a future employer or for postgraduate study

Your Personal Tutor is part of a support network at the University which includes:

- Student support
- Counselling service
- Study support
- Teaching Staff
- Students4students
- Careers Service

More extensive details on all aspects of the Personal Tutoring 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.

Personal Tutoring in the School of Medicine, Medical Sciences and Nutrition

When you first arrive at the University we will let you know who your personal tutor is and a meeting will be scheduled for you with them so that you can start to get to know each other. They will be able to help you settle in and will build a rapport with you which will become stronger over the years.

They will meet with you on a regular basis at key times of the year, for example at the start of each semester. These meetings may be one-to-one meetings or group meetings where you can share experiences or discuss general considerations such as exam preparation strategies. Your tutor will also contact you by email from time to time to check all is OK. However, you can approach your personal tutor with a query or meeting request whenever you would like any help or advice throughout your time at the University. They will be pleased to help so don't feel reluctant to ask.

Developing a good relationship with your tutor will be a great advantage to you. Please always reply to your tutor's emails even if you do not want to meet up and let them know if you cannot make an arranged meeting.

Additional Information

- Your tutor will aim to respond to your queries within 3 working days in term-time.
- Individual meetings with your personal tutor will be confidential. Your personal tutor may make a record of meetings but it will be kept confidential.
- Meetings may take place on the Old Aberdeen Campus or the Foresterhill Health Campus. A shuttle bus is available if your meeting is in Foresterhill.
- If you are not on campus (e.g. studying abroad for a period, or on placement) your personal tutor will contact you by email and your meetings may take place by telephone, live internet call or a web conferencing application.
- Your personal tutor may not be from the discipline you are studying (although they will be from the same school). As such they will not always be able to help you with academic queries but should be able to direct you to someone who can.
- We hope that you will be able to keep the same Personal Tutor for the duration of your studies. However, sometimes circumstances mean that you are allocated a new personal tutor and we will let you know as soon as possible if that is the case.
- Your Senior Personal Tutors are Dr Alison Jack (a.jack@abdn.ac.uk) and Dr Isabel Crane (i.j.crane@abdn.ac.uk). They are happy to deal with any queries about the system that you may have.

