

School of Social Science Personal Tutoring System

The primary purpose of the Personal Tutor is to provide guidance and advice for the student as they progress into and through their studies, and as they then make decisions about the world of employment afterwards. The Personal Tutor thus has three goals:

- i) To orient their Personal Tutees as to the requirements of university study;
- ii) To oversee and provide support to their Personal Tutees in the progress of their studies;
- iii) To support their Personal Tutees in their ongoing employment choices.

The Personal Tutoring System in the School of Social Science is three level:

- i) **The Senior Personal Tutor (SPT) of the School**, who answers to the Head of School and SEC. The SPT's responsibilities are:
 - a. Report bi-annually to the Head of School and SEC on Personal Tutor matters.
 - b. To liaise with Registry with regards to matters of PT co-ordination and University policy.
 - c. To organise information sessions for staff on course choice, study skills, disability and employability issues.
 - d. To organise information sessions for students on issues of course choice, study skills and employability issues.
 - e. To act as second port of call for queries and complaints either with reference to the PT system as it is employed within the School, or which cannot be resolved by individual Personal Tutors.
- ii) **Personal Tutors (PTs) within the School**, who answer in the first case to the SPT, and then to the Head of School. PTs' responsibilities include:
 - a. To meet with Personal Tutees twice a year by appointment, and thence in response to requests from their Personal Tutees.
 - b. To discuss with students their views on their course choices, and to aid the student in ensuring that those choices are appropriate for the tutees' study, employment and life goals.
 - c. To identify issues and challenges regarding disabilities and study skills, and work with the student to resolve them through the course of their studies.
 - d. To liaise with Registry, Student Support and Counselling services to provide support for individual Personal Tutees.
 - e. To provide employment and study references for Personal Tutees as required.

The end-run ability to provide a comprehensive and knowledgeable reference for a Personal Tutee is the hallmark of properly structured supervision by a Personal Tutor.

- iii) **Personal Tutees within the School**. Their responsibilities include:
 - a. To attend at least two meetings with their Personal Tutor per academic year.
 - b. To liaise with their Personal Tutor on matters that might effect their studies *as a whole*.

School of Social Science

Personal Tutoring Statement for Social Science 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 Tutor Dr Martin Mills (m.a.mills@abdn.ac.uk) and I will do my best to help.

Wishing you a successful and happy time with us,

Martin Mills

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 Social Science

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 and information sessions, 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.

The Personal Tutor System at the School of Social Science is co-ordinated by the School's Senior Personal Tutor, Dr Martin Mills (m.a.mills@abdn.ac.uk). Throughout the academic year, the Senior Personal Tutor will organise information sessions for students to provide guidance and advice on matters such as exam revision, study skills and CV preparation. These will be voluntary for you, and if you or those around you would like a particular area of guidance to be addressed through the year, please discuss the matter with the Senior Personal Tutor.

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 will usually take place in your Tutor's office at the Edward Wright Building.
- 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.
- 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.