The Personal Tutor System in the School of Education Statement (as at 04th June 2021)

Introduction

An effective and supportive Personal Tutor system for students in the School of Education at the University of Aberdeen is a key priority. Tutors aim

- to help students to settle into University
- to help students become and active and confident learners
- to support students through their studies to achieve success in obtaining their chosen degree
- to allow students to review and reflect upon their personal, academic and career development at regular intervals
- to develop knowledge and understanding of the support services that are available to all students while at University.

The Personal Tutor is the first point of contact, for students, although other members of staff may also assist. There will also be support from Administrative Staff in the School of Education.

The Senior Personal Tutor in 2019/20 is Mrs Katrina Foy. The Senior Personal Tutor should be the first point of contact for all PT related enquiries.

Approach and Relationship

Where possible, students will be allocated the same Personal Tutor throughout their studies. This Personal Tutor will be an academic member of staff in the School of Education. Personal Tutors meet with students either individually or in groups throughout each session. Meetings will be arranged by the Personal Tutor at their convenience. All students may request additional meetings with their Personal Tutor as and when necessary.

The format of the meeting is at the discretion of the Personal Tutor. New students will be allocated to their tutor and alerted to the timing of their first meeting as early as possible prior to the start of the first semester. If students have any questions before arrival, they may contact their Personal Tutor via e mail.

Suggested topics which may be discussed at meetings reflect the key issues which a student might wish to discuss or be reminded of:

- Approaches to learning, assessment preparation and feedback
- Graduate attributes
- Volunteering
- Pastoral Advice

The focus of these will vary from student to student and the year of study. Other topics and resources are available on the Personal Tutor website.

Meetings should allow relationships to be built between the Tutor and the Tutee, so that if any problem arises, the student is aware of who they can contact in the first instance. Personal Tutors are part of a support network within the University which includes InfoHub, Student Support Service, Counselling, Student Learning Service, Disability Advice, Careers, etc. Tutors are expected to provide academic and personal references for students.

Additional Information

The Senior Personal Tutor offers support at the beginning of each academic year for all Personal Tutors, and opportunities are taken to include Personal Tutor System issues at School of Education Staff Meetings and Fora. This aims to ensure consistency and quality delivery of the system.

More extensive details of all aspects of the Personal Tutor System can be found via the University website, and in particular, for students in 'Student Help Guide'.

The Personal Tutor will aim to respond to Tutee queries within three working days in term time.

Individual meetings will be confidential, but a record will be kept by the Personal Tutor.