

Please keep this sheet in a safe place for reference through the year.

Personal Tutor

David Aspinall

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As your *Personal Tutor*, my responsibilities to you include:

- Discussing the direction of your academic studies and your choice of courses.
- Helping you review and plan development of your study skills and graduate attributes.
- Offering advice or support when personal or health problems are affecting your studies, and give you information about where to find further help.
- If requested, provide references for a future employer or further degree programme.

To help me in doing this please:

- Carefully read the Informatics Personal Tutoring Statement:
<http://web.inf.ed.ac.uk/infweb/student-services/ito/admin/personal-tutoring-statement>
This explains the interactions you are expected to have with me through the academic year, and tells you about preparatory and follow-up activities.
- Inform me promptly of any problems that are affecting your studies to ensure that I can support you adequately.
 - If you get sick, you should first contact the lecturers or the organisers of the courses you are taking to tell them that you may have to miss tutorials or coursework deadlines. Let me know as well. If needed, I can send confirming messages.
 - If you are off ill for seven days or more or you are ill for an exam, you will need to get me a Doctor's Certificate.

Course marks are finalised at exam board meetings shortly after exams. It is **essential** that information on anything which may have affected your performance is with me **before** these meetings. Leaving it until disappointing results appear will be **too late**.

- Check your e-mail regularly for communications from me. **If you do not use your University e-mail address it is vital that you arrange for University emails to be forwarded to your regular address.**
- Inform Registry immediately if you change your address and phone number for home or term-time. You can check the details the Registry holds on you using MyEd.
- Provide me with information, e.g., your CV, before asking me to write a job reference for you.
- Be aware of the various regulations that apply to you and the support provided by the University for you. Visit <http://www.ed.ac.uk/staff-students/students> and <http://www.ed.ac.uk/schools-departments/science-engineering/current-students>.

Feel free to contact me at any time by email, phone, stopping by my office, or a note under my office door. If you can't find me (or I'm away) and you have something urgent to discuss, ask the ITO to suggest an alternate Personal Tutor you can talk to.

Important: PLEASE USE EMAIL as the first way to try to reach me. The buttons on the Personal Tutor channel in MyEd take an indirect route and may take longer to get to me.