

Please keep this sheet in a safe place for reference through the year. If you do lose it, you can find it again on my web page, <http://homepages.inf.ed.ac.uk/perdita>.

Personal Tutor

Perdita Stevens

`perdita@inf.ed.ac.uk`

IF 5.05

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

- discuss with you the direction of your academic studies and your choice of courses;
- help you review and plan your development of your study skills and graduate attributes;
- offer advice or support when personal or health problems are affecting your studies, and give you information about where to find further help – though note you can, if you prefer, go direct to the new Informatics Student Support Team;
- if requested, write you a reference for a future employer or further degree programme.

Your part, besides working hard, is to do each of the following.

- Carefully read the Informatics Personal Tutoring Statement (<http://web.inf.ed.ac.uk/infweb/student-services/ito/admin/personal-tutoring-statement>). This lays out in detail 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 ill, you should first of all try to contact the lecturers or the organisers of the courses you are taking to let them know that you may have to miss tutorials or coursework deadlines. Let me know as well. As needed, I can send the lecturers or organisers a confirming note.
 - If you are off ill for seven days or more, or you are ill for an exam, you will need to get a Doctor's Certificate and give it to me.

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 email regularly (at least every other day) for communications from me. **If you do not use your University email address it is vital that you arrange for University emails to be forwarded to your regular address.** You are responsible for your spam filters!
- Keep the University updated on all your contact details. You can view and amend these using the *Student Personal Details* channel on your MyEd portal.

PTO

- Provide me with information, such as a copy of your CV, before asking me to write a reference for you.
- Be aware of the support provided by the University for you and the various regulations that apply to you. Visit <http://www.ed.ac.uk/staff-students/students> for University-level information and <http://www.ed.ac.uk/schools-departments/science-engineering/current-students> for information provided by the Science and Engineering College.

Contacting me

By far the best way to contact me is by email to perdita@inf.ed.ac.uk. I'm happy to arrange a personal meeting whenever you wish, but an unexpected visit or phone call to my office has low probability of finding me in and free. I'm good at dealing with email promptly - if you don't get an autoreply saying that for some reason I'm out of email contact (e.g. away), I'll reply within two working days at the very most, probably much sooner. **Please do not press the electronic Request Meeting button**, unless you've already tried emailing me without success!

If I'm unavailable and you have something urgent to discuss, ask the ITO to suggest an alternate Personal Tutor you can talk to.

Personal note

I have a minor disability, **prosopagnosia** or **face-blindness**. This means that I am practically unable to learn to recognise faces, and you should assume that I will not learn to recognise you during your time at university. Please do not be offended! It isn't personal; I can't always recognise my own family members. If you start a conversation with "I'm *your-name*, your tutee" it will help to avoid confusion (mostly mine).

I hope you have an enjoyable and successful year.