

Academic Advisor Calendar of Meetings

Further to the SALC Academic Advising Policy introduced in September 2017, the below information is to assist all staff undertaking Academic Advising roles across the School in providing details of topics that a student may raise with you at specific points in the academic year.

September

Level 1

Send an introductory email to students confirming your office hours for the semester and organise a time and day during welcome week to meet.

At this time of year, common queries and concerns may relate to:

- Developing study and time management skills
- Concern or difficulty in selecting course units
- Worries about programme choice
- Working out how to use the library
- Meeting academic and admin staff in the school
- Financial and academic enrolment

They may also be coping with moving into halls and living unsupported and missing home, or be having difficulties balancing course and social life. Some may be managing decisions about alcohol use, health eating and have concerns about making new friends.

Level 2 & Final Year

Send an email to returning students individually or in groups during welcome week or week 1.

At this time of year, common queries and concerns may relate to:

- Financial and academic enrolment
- Concern around selecting optional course units
- Attendance and time management skills

They may also be coping with a change in accommodation.

Possible advice to consider:

- Interruption of study - guidance is available here: <http://www.studentsupport.manchester.ac.uk/study-support/interruption-or-withdrawal/> . Detailed advice can be provided by the SSGO (Bernadette Cunnane, A15)
- DASS support/referral – guidance is available here: <http://www.dso.manchester.ac.uk/> . Detailed advice can be provided by the SSGO (Disability Coordinator, Mary Holden, A15). If your advisee discloses a disability to you, it is very important that they are referred to DASS for support – please contact Mary Holden to arrange this.
- Peer mentoring
- Societies (within and outside the School)
- The first attendance checkpoint in semester 1 is at the end of week 4 (NB these are not advertised to students). If your advisee has had a warning about their attendance, and they are experiencing difficulties (health, personal etc.) they may need advice about mitigating circumstances. Detailed advice (and the online form) is available here: <https://www.alc.manchester.ac.uk/student-intranet/support/mitigating-circumstances/> . Further advice is available from the SSGO.

October

Level 1

Arrange one to one meeting in week 5.

At this time of year, common queries and concerns may relate to:

- Concerns about completing assessments
- Adjusting to less structure in class and assessments
- Developing study and management skills
- Information about malpractice
- Working in groups/tutorials
- May have received a letter about their attendance

They may also be coping with financial stress and budgeting, looking for part time work and possible tensions with flatmates.

Level 2 & Final Year

Arrange one to one meeting between week 5 & 7.

At this time of year, common queries and concerns may relate to:

- Increase in academic stress
- Increased conflict between academic and social life
- Questioning academic choices made
- Concerns about completing assessments
- May have received a letter about their attendance

They may also be coping with financial stress and budgeting.

Those with advisees on their year abroad should make contact in week 4 if they haven't already.

Possible advice to consider:

- DASS – registration for January exam support. Deadline in November 2018.
- This is a common point at which students may consider an interruption of study. Interruption of study - guidance is available here: <http://www.studentsupport.manchester.ac.uk/study-support/interruption-or-withdrawal/>. Detailed advice can be provided by the SSGO (Bernadette Cunnane, A15)

November

Level 1

Arrange a one to one meeting in week 10.

Level 2 & Final Year

Arrange a meeting in week 10 – 11.

At this time of year, common queries and concerns may relate to:

- Possible disappointment with initial marks
- Questioning academic ability and choices made
- January exams
- Increased academic stress
- May have received a letter about their attendance

They may also be thinking about excitement/issues going home, health issues may be prominent and they may have started to think about accommodation.

Possible advice to consider:

- The second attendance checkpoint in semester 1 is at the end of week 8 (NB these are not advertised to students). If your advisee had a warning about their attendance after week 4, they may have been called to an attendance hearing if their attendance has not improved. If they are experiencing difficulties (health, personal etc.) they may need advice about mitigating circumstances. Detailed advice (and the online form) is available here: <https://www.alc.manchester.ac.uk/student-intranet/support/mitigating-circumstances/>. They may also need a referral to DASS for support (see above). Further advice is available from the SSGO.

December

Attendance hearings take place between week 11 and 12.

January

Mitigating circumstances deadline in week 19. Applications will not be accepted after the deadline without an exceptional reason. Please advise students to contact the SSGO if the deadline has passed.

February

Level 1

Arrange a one to one meeting in week 5 to coincide with the release of semester 1 module marks.

At this time of year, common queries and concerns may relate to:

- Obtaining information about assessment and programme regulations
- Questioning programme of study and ability/desire to return
- Thinking about possible year abroad/placement

They may also be homesick or lonely after the vacation, have financial stresses and may be experiencing health problems and may have accommodation/housemate issues.

Level 2 & Final Year

Arrange a one to one meeting between weeks 5-6 to coincide with the release of semester 1 module marks.

At this time of year, common queries and concerns may relate to:

- Concern over long term career plans

- Concern over career options
- Concerns about their dissertation choice

They may also be thinking about the realisation that the programme is perhaps half way or almost finished.

Possible advice to consider:

- This is a common point at which students may consider an interruption of study or request to repeat the academic year or semester 2. Interruption of study - guidance is available here: <http://www.studentsupport.manchester.ac.uk/study-support/interruption-or-withdrawal/> . Detailed advice can be provided by the SSGO (Bernadette Cunnane, A15)
- Students may wish to request an extension for their dissertation. Detailed advice (and the online form) is available here: <https://www.alc.manchester.ac.uk/student-intranet/support/mitigating-circumstances/>. Further advice is available from the SSGO.
- DASS – registration for May/June exam support. Deadline in March 2019.

April

Level 1

Arrange a one to one meeting in week 10.

Level 2 & Final Year

Arrange a one to one meeting between weeks 10-11.

At this time of year, common queries and concerns may relate to:

- Concern over summer exams
- Concern over academic results for the year

Level 1 & 2 students may also have concerns over accommodation, anxiety/relief about going home, anxiety about finding summer work whilst final year students may have worries about leaving University.

Those with advisees on their year abroad should make contact in week 9 if they haven't already.

Possible advice to consider:

- This is a common point at which students may consider an interruption of study or request to repeat the academic year or semester 2. Interruption of study - guidance is available here: <http://www.studentsupport.manchester.ac.uk/study-support/interruption-or-withdrawal/> . Detailed advice can be provided by the SSGO (Bernadette Cunnane, A15)
- Students may wish to request an extension for their dissertation. Detailed advice (and the online form) is available here: <https://www.alc.manchester.ac.uk/student-intranet/support/mitigating-circumstances/>. Further advice is available from the SSGO.
- Students may need advice about making an appeal after the June Exam Board. Detailed advice can be provided by SSGO, but general advice is here: <http://www.studentsupport.manchester.ac.uk/study-support/appeals/>

Please see the staff intranet for useful guidance and links on how to advise on any of the above topics <http://www.staffnet.manchester.ac.uk/salc/teaching-and-supervision/academic-advising-resources/>

Dr Chris Godden, SALC Assistant UG Director for Employability and Academic Advising
Louise Stewart, SALC Student Experience Manager