

## **Academic Advisement: A Guide for Students**

We hope that with this document you will gain a clear understanding of the Academic Advisement activity in the school and what it means to you and your academic development.

### **Academic Advisement will help you to:**

- Gather information on academic choice and guide you in your decision making;
- Plan short- and long-term targets for your development;
- Develop constructive strategies for improvement of your academic performance;
- Identify the skills you have acquired and how you are progressing towards fulfilment of the Purposes of a Manchester Education;
- Reflect on your academic development through the use of a Personal Development Plan;
- Increase your awareness of plagiarism, collusion and other forms of academic malpractice;
- Develop your personal academic relationships;
- Manage any academic and/or personal difficulties you encounter during your studies;
- Consider and plan for your future career by reflecting on your learning, performance and achievement.

### **Your Academic Adviser**

To help facilitate the above, you will be allocated one Academic Adviser for the duration of your programme. Sometimes, an Academic Adviser will need to take leave for research or other activity, and if this happens you will be allocated a temporary Adviser and then return to your original Adviser when she or he returns to the University.

### **Your Adviser will:**

- Monitor your academic performance and engagement with the degree programme;
- Make regular contact with you using a combination of face-to-face meetings, email and online communications;
- Liaise with academic colleagues and professional support services to assist you in accessing the right level of support;
- Provide academic references where required and provide advice on developing your CV;
- Escalate to senior members of staff within the School any problems or complaints which cannot be resolved by you, or your Adviser.

### **To help your Adviser help you, you should:**

- Engage fully with your academic programme and build your own awareness of your learning and experiences;
- Regularly meet or consult with your Academic Adviser through face-to-face meetings, group meetings or online discussions;
- Plan for your meetings ahead of time and ensure that you are realistic about the time you have available for discussion;
- Document your development by making use of the School's Personal Development Plan toolkit;
- Make use of the different sources of academic feedback made available to you throughout your academic career;
- Build your awareness of the different personal and academic support services around the University;
- Understand what your Academic Adviser can and cannot provide for you.

### Meetings with your Academic Adviser

You are strongly encouraged to meet regularly with your Academic Adviser during their weekly consultation hours, and to attend any other meetings or activities scheduled by your Adviser. If you cannot make the scheduled consultation hours then you should contact your Adviser to arrange another suitable time.

In some subject areas you may be asked to attend structured group meetings with all the students in your Academic Adviser's group of advisees.

First-year students will be invited to attend a series of structured meetings with your Academic Adviser aimed at helping you with the transition to University life and your academic programme. These meetings may be group meetings with other advisees.

<b>Semester 1</b>	
Welcome Week	You will be invited to meet informally with your Academic Adviser, either individually or in a small group, to chat about your experiences and expectations of the university so far. Your Adviser will provide practical academic information for you and you should think about any questions you have about your academic programme.
By Week 5	Your Academic Adviser will invite you to a meeting to discuss your progress so far and any problems you might have experienced during your first weeks at University.
Week 10 or 11	This meeting will be an opportunity for you to discuss the semester 1 online PDP questionnaire you will have completed and to share your experiences of the first semester. You will also have the opportunity to discuss your forthcoming exams and any coursework deadlines.
<b>Semester 2</b>	
By Week 8 or 9	This meeting will be an opportunity for you to discuss the semester 2 online PDP questionnaire you will have completed and to share your experiences of the first semester. You will also have the opportunity to discuss your forthcoming exams and any coursework deadlines, and your options choices for Level 2.

In your second and third year, you can expect to be offered the opportunity for at least one formal appointment with your academic Adviser each semester. This may centre on the discussion of a Personal Development Plan.

### Your Personal Development Plan

It is important that you regularly document your skills and learning, including any problems or difficulties, throughout your university career so that you can begin to set yourself goals, focus on your skills and reflect on your learning.

To aid you in this activity, the School has developed a Personal Development Plan (PDP) which you can use as record of your progress. The PDP is your property and will be used to facilitate discussion with your Academic Adviser during your first year at university.

You can find more information on the Personal Development Plan at:

[http://www.humanities.manchester.ac.uk/studyskills/progress/career\\_planning/PDP.html](http://www.humanities.manchester.ac.uk/studyskills/progress/career_planning/PDP.html)

### Other Support

Other support services such as peer mentors, course unit directors, the Student Support and Guidance Service etc are available to provide you with additional support.