

Schedule for meeting with Academic Advisors

First year students

(i) By the end of the first teaching week, you will have attended one group meeting with your academic advisor, to be arranged by the undergraduate office. At the end of that meeting you will be asked to sign up for individual meetings with the advisor for the following week.

(ii) The purpose of the 15-minute individual meetings, which are to be held by the end of the second full week of term, is to cement a personal relationship between you and the advisor and allow you to raise issues that might be directly relevant to your studies.

(iii) In the fifth week of the second semester, individual meetings will be arranged by your advisor to discuss your course work and examination results. At this meeting your advisor should also explain the arrangements within Discipline Areas for providing guidance on second year choices.

Second and third year students

(iv) At the beginning of the first semester, and in week five of the second semester, academic advisors are to contact you and to invite you to attend individual meetings. Your academic advisor will be happy to discuss you exam results, and feedback on assignments, and help you plan ahead. You may also wish to discuss the writing of references with your advisor

Please note that attendance lists will be kept, as will brief records of the individual meetings with you. Attendance lists will be passed on directly to the undergraduate office. Records will be kept on Livelink, or in hard copy, as appropriate. These records will be used to inform not only subsequent meetings with your academic advisor, but also any references that you request from him/her. For all the reasons given above, you are strongly encouraged to pursue this relationship with your academic advisor.