

The University of
Manchester

School of Mathematics

A Student's Guide to Academic Advisors



Do you know who your Academic advisor is?

All students are assigned an Academic advisor at the start of their programme, given to you in your Welcome Pack when you arrive.

If you lose this information, or forget who your advisor is, you check online: Logon to MyManchester and select 'Student System' under Tools at the top right of the page. Then click on 'Student Centre' under the 'self Service' list. Your Academic Advisor is your 'Programme Advisor', listed on the right of the page.

If you're having problems finding it on the system, you can ask for help at the Mathematics reception.



The Role of your Academic Advisor...

Your Academic Advisor is the person who will support you throughout your studies. You will have regular meetings with them throughout the year, which you **must** attend, and you should contact them if you have any questions about your programme or you have any personal worries or problems. Your academic advisor will have a weekly office hour and you can also contact them by email to arrange an appointment.

Amongst other things, your Academic advisor can:

- discuss your academic progress with you and offer support and advice;
- provide information and guidance on course unit choices;
- direct you to appropriate support services;
- provide references for you;
- help you to prepare for careers and life after graduation.

The Partnership...

It is important to remember that academic advising is a **partnership**. It is the responsibility of the Academic Advisor to be proactive in communicating with you; to be well organized, informed and enthusiastic, and to support you. It is **your responsibility** to engage with your Advisor in order to realize the intended benefits of the academic advising system.

Academic Advisors are required to monitor your attendance at advisor meetings and your attendance is reported to the Teaching and Learning Office.

The System...

In the School of Mathematics, the advising system is also linked to the supervision classes for your first year, and your Advisor will normally take one of your weekly supervision classes. It is also linked to the PASS scheme.

The **Senior Advisor** is Prof. Jitesh Gajjar (j.gajjar@manchester.ac.uk). The Senior Advisor reports directly to the Head of School and is responsible for ensuring that the academic advising system works effectively in the School. If you're having issues with your advisor, you should contact the Senior Advisor or the Teaching and Learning Office.

	Semester 1 Meetings		Semester 2 Meetings	
1st Year	Week 0 Group Meeting	Week 7/8 One-one	Week 5/6 One-one	Week 12 Group Meeting
2nd, 3rd, 4th Year	Week 1/2 One-one	Week 7/8 One-one	Week 5/6 One-one	Week 12 Group Meeting
Postgraduate	Week 0 Group Meeting	Week 7/8 One-one	Week 5/6 One-one	After June Exam Board One-one

What do I talk about?

You will have four meetings with your Academic Advisor each year (two in each Semester) and you can discuss anything you like with them. However, if you're struggling for ideas, think about the questions below:

- Are you settling in okay? Have you adjusted to the teaching style at university? Is there anything that's worrying you about the year ahead?
- How has the Semester been going so far? How did you do in your coursework tests? How are you finding PASS? How are you feeling about your first exams?
- Are you happy with your exam results? What strategies, techniques or university services could you use to help improve your performance?
- Have you got any plans for the holidays? Are you planning on doing any internships or getting a summer job?

Into the Future...

Your Academic Advisor supports you right through until graduation and should always be your first point of contact.

Questions you might want to think about for meetings in future years are:

- How did the previous year go? Are you planning on getting involved in other activities this year? How can you maintain a work-life balance? Have you selected your course units?
- How did you find your coursework tests? Are you attending lectures and tutorials?
- How did your exams go? Do you need to improve in any areas? Have you applied for any internships or placements?
- Do you have an idea of what units you want to take next year? Are you aware of what the Careers Service offers?