

# ACADEMIC ADVISING: SEMESTER 2 (2021)

This document collates key resources to help you support your Academic Advisees while they are living and study online due to Covid-19.

Key web pages for this semester are:

- [Student Support](#) microsite - student-facing information
- [Teaching and Learning](#) - advice for staff
- The [Academic Advising Toolkit](#) - staff-facing, but includes some information that can be signposted to students

## 1 MAINTAINING WELLBEING

It's important that students make time to relax and take a proactive approach to wellbeing, establishing good habits and a social support network:

- The **Student Support microsite** offers strategies for [coping with change and uncertainty](#), covering topics such as: home environment, sleep and eating habits; maintaining a healthy mindset; accepting change; managing stress and keeping motivated, [Looking after your digital wellbeing](#) (My Learning Essentials) and [Six Ways to Wellbeing](#).
- The Student Union's [Buddy scheme](#) offers contact for those who **may be feeling isolated** and some [Student Societies](#) are still active, while [Looking after yourself socially](#) offers further ideas.
- The [Counselling and mental health service](#) offers a range of support including workshops, groups and a host of resources on mindfulness, relaxation, mental health and fitness.

## 2 CONCERNS ABOUT A STUDENT

For non-urgent concerns for a student's mental health, contact [counselling.service@manchester.ac.uk](mailto:counselling.service@manchester.ac.uk) or or out of hours call 0800 028 3766.

For significant concerns, please follow the [Crisis Pathway Guide](#). The [Help in a Crisis](#) (staff-facing) page and [Help in a crisis or emergency](#) (student-facing) page has details of 24/7 help available from a range of organisations.

If you have been **unable to contact a student** for 5 or so working days and/or there are other concerns, the first port of call should usually be your [School Support Office](#) (who may already be on the case). If you have particular concerns you can escalate it it [adviceandresponse@manchester.ac.uk](mailto:adviceandresponse@manchester.ac.uk)

## 3 RESOURCES, EQUIPMENT & ACCESS

- The [Library's Digital Support team](#) provide 24/7 digital support through the Library Chat system.
- Students can request IT support 24 hours a day online through the [IT Support Portal](#) or raise a support ticket if they are unable to find the answer to their query through the knowledge base.
- The [HelpMeGetOnline](#) service offers a laptop loan or dongle (a device that allows access to the internet) for students if they meet certain criteria.
- [Physical and online study spaces](#) are available in the library.

## 4 ACADEMIC SKILLS & SUPPORT

The Student Support microsite has plenty of advice, including:

- tips on [Good study skills](#) and [Workload management](#)
- [various models, videos and resources on Building academic and emotional resilience](#)

The Counselling Service signposts techniques to identify and address [procrastination](#), worry, anxiety and stress.

## 5 ASSESSMENT

The University's 5-point [Assessment Pledge 2020/21](#) sets out additional measures to see that students are not disadvantaged in their assessments as a consequence of the pandemic. [Assessment support](#) on the Student Support microsite includes advice on:

- revision and planning, staying motivated
- [online assessments and exams, multiple-choice assessments](#)
- [open book assessments](#)
- [breaking down the question, note-making](#) (My Learning Essentials)

Student Support provide clear and simple guidance on [Avoiding Academic Malpractice](#) and UMSU has produced a video on the topic called "[Don't let this be you](#)".

## 6 POST-GRADUATION...

Support for finding employment can be found via the [Careers service](#), while the [Masood Entrepreneurship Centre](#) provides support for all students who may want to get involved in a start-up after graduation.

## 7 COVID TESTING & REPORTING

All taught students should arrange a test via **NHS Test and Trace before returning** to campus, and then book **free rapid testing on campus** for when they arrive. International students are required to quarantine on arrival. See [COVID testing and returning to campus in 2021](#) for full details of what, when and how.

If you become aware of a student who tests positive, or has self-isolated for any of [these reasons](#), you must instruct the student to immediately:

- Follow this [process to provide support](#) and information
- Make sure the student reports using the [online form](#).

[Guidance for self-isolating students](#).