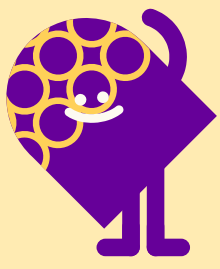
Academic Advising Roles & Responsibilities

As a taught student at the university, a member of academic staff in your School will be assigned as your Academic Advisor. Academic Advising is all about establishing a proactive partnership that supports you throughout your degree. This document sets out how to make the most of the advising relationship.



YOU

- **prepare for and attend meetings with your Advisor, or send apologies if you are unable to attend**

- **keep a record of agreed actions, and make use of relevant support and guidance available to you at the university**

- **discuss problems or challenges (academic or personal) that are affecting you at the earliest opportunity***

  * if you don't feel comfortable sharing certain things with your advisor, there are alternatives for you - see overleaf

- **let your School or Advisor know when you are ill, or have other good reason for non-attendance or failing to meet deadlines**

&

YOUR ADVISOR

- **meet with you at least twice a semester to help you navigate academic life and make the most of being part of the university community**

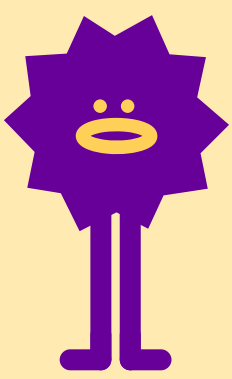
  * meeting may be on campus or online

- **help you reflect on your academic performance and engagement with your studies, and advise on your academic development**

- **get to know you: your interests, your wellbeing, your academic progress, and be a named person who can support you on your journey**

- **discuss your future aspirations, and help you to make choices that could enhance your readiness for employment or further study**

Your Academic Advisor



Hear students sharing their tips and experiences about Academic Advising on the Student Support website:

Resources

The Advising Model

The Advising Model illustrates how Advisors and Advisees can help identify and make progress towards your goals - through a simple cycle of discussion, prioritisation, implementation and reflection.



Academic Development

My Learning Essentials is a comprehensive programme of skills support run the Library. Based in the Alan Gilbert Learning Commons, you can participate in face-to-face workshops or use the drop-in service and there are also loads of online resources to help your development. See also the **UCAE** for improving writing, presenting and group work skills.

Working with **Academic Integrity** is fundamental to academia, as is an understanding of appropriate use of Artificial Intelligence - see the **AI in Teaching and Learning Policy** - and how avoid **Academic Malpractice**.

Disability Advisory and Support Service (DASS) supports both students and staff with practical adjustments to enable you to succeed.

Support and Wellbeing

The **Student Support website** is the key repository of all student-facing advice and guidance, including tailored support for specific communities, while the **Student Union Advice Service** can offer in person or remote help with any aspect of student life from academic issues, finances and housing to wellbeing.

Social Prescribing is takes a holistic, person-centred approach to health and wellbeing that can help you improve your mood, for example by feeling more connected, exploring interests and hobbies, establishing better self-care or improving your work-life balance. You can access the team via their online self-referral form.

Your School-based **Student Support Hub** and Student Reps are also there to help you.

Employability and Further Study

The **Careers Service** offers workshops, recruitment fairs, placements and internships, volunteering opportunities, support and advice to help you make the most of your time here and prepare for your future.

Stellify is a prestigious personal development award that provides you with opportunities to gain experience outside of your academic studies.

If you don't hold a British passport the **Immigration and Visas** team can advise you on working in the UK and plans for further study post-graduation.