

## Guidance on the College Advisor/Advisee scheme

All students are assigned a College Advisor, who is usually a Fellow of the College.

Your College Advisor can:

- provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- consult the Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

In addition your College Advisor may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans.

Your College Advisor is *not* expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You will first meet your College Advisor during your first term, and you are encouraged to contact your College Advisor as and when you need advice or help. (You should also feel free to consult other college officers as necessary: see below.)

Your College Advisor may be changed during periods of sabbatical or other leave. Should there be reasons for you to seek a change of advisor, you should contact your Academic Registrar.

### ***Further information***

This guidance focuses specifically on the role of your College Advisor. Your College Advisor will be able to direct you to relevant sources of advice and support, which you should feel free to consult as necessary. These might include (but are not limited to):

- College Academic Registrar
- College Senior Tutor
- College Nurse or GP
- College Welfare Officers
- Academic Office
- Accounts Office