

Terms of Reference for Academic Advisors

Purpose of the Role:

- To provide support for the academic progress of a specified group of students
- To act as a focal point for enquires from advisees and refer them to appropriate university support mechanisms
- To provide guidance and advice on matters such as career planning and further study

Academic Advisors will be expected to:

1. Maintain regular contact with advisees on a one-to-one basis both in meetings and via email
2. Attend and participate in induction events
3. Signpost and if necessary liaise with colleagues who can support advisees within the department (module and course convenors; Director of Undergraduate Studies), the school (Director of Student Experience) and the university (for example the Student Life Centre and Careers and Employability Centre)
4. Provide advice and guidance on issues which might be impeding a student's academic progress and respond to requests for progress reports on their advisees
5. Provide references for advisees
6. Discuss and give guidance on specific academic skills such as exam revision and preparation; exam technique; and skills required for the successful completion of coursework such as presentations, group-work, written assignments (essays, reports)
7. Give guidance on institutional protocols on academic misconduct and student complaints
8. Attend such training as required and advised

Conditions:

1. All members of the academic staff are expected to assume responsibility for a group of undergraduate advisees
2. This is to be recognised in the workload for each staff member
3. A student has the right to request transfer to another Academic Advisor in exceptional circumstances and in such cases a report will be requested from the Advisor