

College Advisee: guidance

All students are assigned a College Adviser, who is often a Fellow of the College.

Your College Adviser can:

- direct you to appropriate support for a range of personal/welfare issues;
- 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 Tutor for Graduates/Senior Tutor, Dr Steve Rayner, 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 Adviser 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.¹

Your College Adviser 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. As such, they may not be a member of your Department.
- provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.

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

For students on taught courses, you should have the opportunity to meet with your College Adviser at least once a term. For those students on research courses, you should have the opportunity to meet with your College Adviser regularly and no less than once a year.

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact your Tutor for Graduates/Senior Tutor.

Further information

This guidance focuses specifically on the role of your College Adviser. Your College Adviser is an academic, primarily here to support your learning. They are sometimes a person students choose to turn to with non-academic matters. They may be happy to provide a listening ear before directing 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):

- Student Welfare Lead
- MCR President or MCR Welfare Officers
- College Nurse, College Doctor or College Counsellor
- College Tutor for Graduates/Senior Tutor, Graduate & Tutorial Officer, or Academic Registrar
- College Bursary or equivalent
- Financial Aid/Student Hardship Officer