

What you can expect of your College Advisor and what they can expect of you

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

Your College Advisor 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, Dr Rebecca Cotton-Barratt, or the 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 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. 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 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.)

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

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

Further information

This guidance focuses specifically on the role of your College Advisor. Your College Advisor 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):

Tutor for Graduates	senior.tutor@some.ox.ac.uk
Graduate and Tutorial Officer	grad.tutorial.officer@some.ox.ac.uk
College Counselling	college.counsellor@some.ox.ac.uk
College Welfare Lead	jo.ockwell@some.ox.ac.uk
MCR Welfare	mcr.welfare@some.ox.ac.uk
Student Welfare Advisors	student.welfare.advisors@some.ox.ac.uk

College Treasury	treasury@some.ox.ac.uk
Academic Registrar	academic.registrar@some.ox.ac.uk
Disability Advisory Service	https://www.ox.ac.uk/students/welfare/disability
Harassment advice	https://edu.admin.ox.ac.uk/harassment-advice
Harassment Advisors	https://edu.admin.ox.ac.uk/support
Equality and Diversity Unit	https://edu.admin.ox.ac.uk/e-d-oxford
Mental Health Self-Help Resources	https://edu.admin.ox.ac.uk/mental-health-self-help-resources-0
Academic Writing Hub	https://lifelong-learning.ox.ac.uk/about/academic-writing-hub
Careers Service	https://www.careers.ox.ac.uk/
Humanities Division Code of Practice on Supervision of Graduate Students	https://www.humanities.ox.ac.uk/graduate-supervision
MPLS Division Code of Practice on Supervision of Graduate Students	https://www.mpls.ox.ac.uk/graduate-school/information-for-postgraduate-research-students/supervision/mpls-division-code-of-practice-on-the-supervision-of-graduate-research-students

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