

# Academic Guidance: What to expect

## Introduction

Throughout your time with Oxford Brookes University, it will be important that you give some time to thinking about how your studies are progressing, how you are developing as a learner, what skills and attributes you are building and your expectations after you complete your course. Academic guidance will stimulate your thinking as a learner, encourage your self-awareness and aid your professional development. There are many groups of staff that can help you develop academically including the following.

### 1. Your Programme Team

Your programme team, which includes a Subject Co-ordinator, Programme Leads, Module Leaders and academic teaching staff, will have designed your programme so that it provides a structure to support the academic development of all students on the programme. The way this works will be explained to you at Induction and you can find out more about the design of your programme and the way it supports your academic development in your Programme Handbook.

### 2. Your Academic Advisor

When you start your studies you will be allocated an Academic Advisor from the academic staff in your Department or school. The name of your Academic Advisor can be found on your record and results page in the [Student Information website/portal](#).

You will be offered a minimum of two hours timetabled academic advising tutorials spread as a series of sessions over the course of each academic year. The format of the tutorials will vary across disciplines to best fit the needs of each programme. They may include group and/or one to one tutorials and they may be in person, or online. You are expected to attend these timetabled academic advising tutorials.

Your Academic Advisor will help you to:

- Develop your conceptions of learning, study skills and critical self-awareness
- Foster positive learning relationships with staff and your peers
- Formulate a proactive study plan tailored to your individual needs
- Critically reflect on the feedback you have received and how this will inform your future work
- Review your academic progress
- Discuss any barriers or blocks to learning
- Identify a range of developmental activities to enhance your employability skills and attributes
- Celebrate your academic, personal and professional achievements

Your Academic Advisor will also signpost you on to other relevant specialist support services and may also provide you with an academic reference at the end of your study.

You are encouraged to take a proactive role in this Advisee/Advisor relationship and seek support when it is needed and to share your achievements, progress and future plans. You can book meetings (additional to your timetabled sessions) directly with your Academic Advisor through Student Drop-In hours.

### **3. The Faculty Student Support Co-ordinators**

Student Support Co-ordinators are Faculty-based staff dedicated to helping students. You can contact your Student Support Co-ordinators by using the student drop-in hours, [contact form](#) or by email, or phone. You can find contact details for your Student Support Co-ordinators on the [Student Support Coordinator webpages](#). Student Support Co-ordinators can help you:

- to find the correct person or resource to help you to resolve your academic or personal problem as quickly as possible (this might mean putting you in touch with specialist services in the university)
- to understand the process for making an exceptional circumstances application
- to understand module addition and deletions, resolving errors, changing subjects, accessing timetables, handbooks, exam schedules and module results.

### **4. University Central Services**

There are many other services within the University that can support your academic and personal development including: Student Central, the Library, Careers, the [Centre for Academic Development](#) (providing face-to-face academic skills tutorials, academic language classes, workshops and resources), the Mental Health and Wellbeing Support Service ([Counselling](#), [Student Welfare and Support Advice](#), Mental Health Advice and [Multifaith Chaplaincy](#)), the Inclusive Support Service (disability advice, guidance and reasonable adjustments, Disabled Student Allowance advice and support, specialist mentoring and specialist study skills support for eligible students), and the Brookes Union Advice Centre. You can find out more about these services through the links on the [Student Homepage](#).

All student-facing staff in the University receive training so that they understand the issues surrounding student confidentiality. For more information about how the University will store and use any personal information or data you provide please see the privacy notice (link below).

For further information take a look at the following webpages:

[Academic Advising webpage for students](#)

[Academic Advising Policy](#)

[A-Z Policy pages](#)

[Privacy notice](#)

#### **Approved by:**

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