ACADEMIC ADVISORS

THE ROLE OF THE ACADEMIC ADVISOR AT LIVERPOOL

The University regards the role of the Academic Advisor as a fundamental component of the relationship between academic teaching staff and students. It is a key contributor to a positive student experience.

For students, time spent at University brings opportunity not only for disciplinary academic growth but also for effective and guided personal development. Academic Advisors aim to foster partnerships with students to promote their development as independent and scholarly learners.

The Academic Advisor framework, by promoting both formal and informal contact between academic staff and students, fosters a sense of an academic community. The framework is intended to contribute to the academic success of students by focussing on their individual development and ensuring their academic work is monitored and supported by their advisors. The advisor-student relationship should also ensure that academic progress is not obstructed by issues which may well be resolved by timely advice from the advisor or professional services staff.

You and your Academic Advisor will develop a relationship which is supportive in encouraging you to develop your skills for self-management and employment. This will best be realised through the experience of a well-designed and delivered programme of learning, teaching and assessment, as well as through opportunities provided outside the formal curriculum. The My Liverpool interactive resource is a website where students can find out about a wide range of co- and extra-curricular activities that they can take part in to make the most of their time at Liverpool. These opportunities include sports, music, volunteering, CE courses (some of which are free to students) opportunities to study abroad, specific activities organised by the School or Department and many, many more....... Students can search the website via www.liv.ac.uk/my-liverpool.

SUPPORT WITHIN THE SCHOOL

Within the School support for individual students is managed by both the Academic Advisor and the School’s Learning and Teaching Support Officers (LTSOs). The LTSOs are largely responsibility for providing initial advice and guidance on pastoral issues (i.e. issues of a personal nature which may impact on your studies – health, finance, family problems). The Academic Advisor provides support for your academic studies, helps you to make the most of your time at University and prepare you for life beyond graduation. However, the two roles are not mutually exclusive and you may contact either the LTSO or your Academic Advisor as you wish. The LTSOs and your Academic Advisor will work together to resolve any problems you may have and provide or direct you to the most appropriate professional support for your needs.
Every student (both undergraduate and postgraduate) is allocated an Academic Advisor at the start of their studies. You can find the name of your academic advisor via Liverpool Life. Note that the School aims to ensure you retain the same Academic Advisor throughout your studies. However, due to research and staffing commitments, it is sometimes necessary to change your Academic Advisor. The School will inform you if this is the case.

All Academic Advisors will hold regular weekly office hours during term time and you can make an appointment to see your Academic Advisor at any time. Your Academic Advisor may write your reference for employment/further study in your final year, so it is essential that you enable him or her to get to know you over the course of your studies by arranging to meet regularly.

As a minimum, undergraduate* students can expect to meet with their Academic Advisor at least once per semester. Meetings may be held as follows:

*See below on information for postgraduate students

**Year 1**

**Welcome Week or Week 1**
New students will have an initial meeting with their Academic Advisor in Welcome Week or Week 1. The purpose of this meeting is to introduce new students to the Academic Advisor role and explore students’ motivations, initial expectations and any concerns. This meeting will normally be held in groups.

**Semester 1 (usually around Week 7 – Tutorial Week)**
This meeting is held after you have been set some assessments and received some formative feedback. The meeting aims to establish the importance of feedback to student learning and ensure students understand their assessments and feedback received. In addition, it will ensure you are settling in well and identify any early issues for which support might be needed.

**Semester 2 (usually around Week 5 – Tutorial Week)**
This meeting aims to encourage students to think about their progress, identify strengths and areas of concern, and start to take responsibility for addressing them. You should bring along feedback on your assessments so far so your Academic Advisor can work with you to review your performance across all your modules and identify any general areas for improvement. In addition, this meeting may also be used to obtain advice on your module choices for the following year. At this stage, you should start to discuss possible career paths and plans for after graduation as this may well determine some of your module choices.

**Year 2**

**Semester 1 (Weeks 1-2)**
Ideally, you should meet with their Academic Advisor at the beginning of the academic session. This meeting aims to support your development as an independent learner through discussion of performance and plans for enhancement. You should also consider taking advantage of opportunities beyond your academic programme to enhance your personal development and future employability.

**Semester 1 (usually around Week 7 – Tutorial Week)**
As in Year 1, this meeting is held after you have been set some assessments and received some formative feedback. The meeting aims to further identify areas for development.

**Semester 2 (usually around Week 5 – Tutorial Week)**
This meeting aims to encourage you to further think about your progress, identify new strengths and areas of concern across all your modules. Career development plans and opportunities should be considered in more detail.
In addition, this meeting may also be used to obtain advice on your module choices for the following year.

**Year Abroad (where applicable)**

Students on a Year Abroad in Modern Languages will retain their Academic Advisor for the year they are abroad.

**Year 3/4**

In the final year, students should have developed a good relationship with their Academic Advisor and meetings will be focussed more on the completion of final assessments, further study or finalising post-graduation plans.

**Postgraduate Students**

Having already undertaken a first degree either at Liverpool or elsewhere, postgraduate students will be more familiar with a university learning environment and confident independent learners. Your Academic Advisor will most likely be your Programme Director who will also be one of your key module tutors. Hence, you will most likely see them more frequently during classes. However, it is advisable that you meet with your Academic Advisor in a similar way to undergraduate students.

School Student Support Centre
September 2019