

# Policy For Academic Advising

This policy applies to all taught courses offered by the University, including those with Professional, Statutory or Regulatory Body requirements.

## Policy statement:

1. Academic Advising must be implemented with reference to the [Academic Advising Framework](https://blogs.shu.ac.uk/academicadvising/files/2019/01/Academic-Advice-Framework.pdf), to ensure the minimum requirements as set out below are consistently delivered.
2. Academic Advisers must complete the online BlackBoard course, 'Being an Academic Adviser' before undertaking Academic Advising duties.
3. For the duration of their study, all students on taught courses will be allocated a named Academic Adviser who will act as a personal academic contact, initiating and maintaining contact with their students to support their studies.
4. Academic Advisers will focus on a student's Academic Progression, Personal Development and Professional Development, and will have a clear developmental agenda to support student reflection and academic progression.
5. Academic Advisers will communicate their availability and contact details to students clearly at the start of the academic year. They will ensure that students are aware of the purpose of academic advising activities and of any preparation they need to complete before attending them.
6. Academic Advisers will contact their students a minimum of 3 times in each year of study: in the first 3 weeks of the academic year to support induction and transition, and once in each semester to review academic progress and offer advice to support their students' success.
7. Academic Advisers will maintain records of meetings and any agreed follow-up actions
8. Academic Advisers will provide a written reference for their students.

## Rationale

Academic Advisers are central to supporting students in their academic journey. They provide a consistent personal point of contact and ongoing support to students as they progress through their course, transitioning from induction, into and between levels of study, to and from placements and into employment or further study. Academic Advisers provide pastoral support at the point of contact whilst supporting a student's academic progress and success. Where appropriate, Academic Advisers will refer the student to specialist support services via helpdesk services or to their other named advisers (Student Support Adviser and Employability Adviser).

## Implementation

This policy when implemented will ensure a consistent approach to academic advising and a common understanding of the expectations associated with its provision. Where appropriate, collaborative partner organisations may operate alternative equitable arrangements.

## Governance and monitoring

This policy relates to the Academic Advising Framework (April 2018), and will be implemented from the start of academic year 2019/20. This policy is governed and monitored by the University Teaching Quality Committee which reports to the Shaping Futures Board.

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