

## ADVISERS OF STUDIES

### JOB DESCRIPTION

In general, Advisers of Studies should act as a student's personal contact with the academic and administrative structures of the University, and as such should be student-friendly, approachable and readily accessible. The role of an Adviser of Studies covers three distinct areas:

- An academic function in advising and approving students' choice of curriculum.
- A pastoral role in making students aware of relevant support services available to them.
- An administrative function, including responsibility for 'Student Monitoring'.

The specific duties of an Adviser of Studies shall include the following<sup>1</sup>:-

- in the case of new Advisers, to attend the training course for Advisers provided by the University, in which experienced Advisers are also invited to participate;
- to undertake any further training, as required;
- to attend a briefing meeting of Advisers in the week immediately preceding Advising and Registration;
- to be available to meet those advisees allocated to them during the week preceding the commencement of teaching in September (or as soon as possible thereafter for students registering late);
- to advise students on the appropriate curricula to be followed for particular degree programmes, having regard to the requirements of the degree programme and the subject interests and aptitudes of the individuals concerned;
- to approve students' curricula in conformity with their chosen degrees, and any supplementary regulations;
- to monitor the progress of students throughout the academic year and to provide relevant guidance and advice to students who may be at risk of failing to satisfy progress requirements;
- to be available for consultation and to advise students both on academic and personal matters and to refer students to relevant University welfare and administrative services where appropriate. Where absence from the University is anticipated during term-time, Advisers should inform the Registry Officer to the relevant Area of Study in order that appropriate cover can be arranged;
- to discuss, where appropriate (e.g. where a student is proposing to withdraw from a compulsory course), approve and register all changes of curriculum;
- to liaise on behalf of students with relevant University staff as appropriate (e.g. the Registry Officer; the University's or School Disability Co-ordinator);

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<sup>1</sup> Approved by Senate in 2004

- to work at all times within the constraints of the Data Protection Act;
- to become familiar and keep up-to-date with the University's policies and procedures with respect to the provision of academic and personal support to students, as highlighted in the Academic Quality Handbook and in the Advisers' Handbook: this includes becoming familiar with related University services (e.g. Students' Association (SA); Counselling Service; Old Aberdeen Medical Practice; Careers Service; the Chaplaincy Centre; the Disabilities Adviser) and the University's various codes of practice and guidance notes (e.g. with respect to discipline and academic appeals);
- to provide references for students (e.g. to employers or for postgraduate study etc.); and to assist students to secure representation, if they so wish, at Students' Progress Committees, at academic appeals, disciplinary hearings and the like (e.g. by themselves accompanying students or by referring them to the SA);
- to work in accordance with any additional conditions of service as determined by the University or the ASC (Undergraduate).

Individual Directors of Undergraduate Programmes may provide additional guidance on how these conditions operate within their Area of Study.