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:

1. Your Programme Team
Your programme team, which includes a Subject Coordinator, 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 the Support and guidance for you during your studies
section of your Student Programme Handbook.

2. Your Academic Adviser
When you start your studies you will be allocated an Academic Adviser from the academic staff
in your Department or School. The name of your Academic Adviser is on your Personal
Information Portal (PIP) page. Your Academic Adviser will work with you throughout your
programme of study and their role is to complement the academic guidance provided within
your modules and, where appropriate, to refer you to other sources of specialist information,
advice and guidance. Academic Advisers will provide you with an opportunity to:

- reflect on your academic progress
- develop your critical self-awareness and personal literacy
- discuss the development of your Higher Education Achievement Record (HEAR) (from
  September 2014)
- encourage you, from an early stage in your studies, to consider what your options might
  be on completion of your programme and the steps you might need to take to achieve
  them
- review your module level results including feedback on assessments
- discuss your overall academic performance, including your developing Grade Point
  Average and Honours Degree Classification.
- understand graduate/postgraduate attributes and how they are developed through your
  programme
- discuss worries you have about your studies
- discuss module choices, or possible programme changes
- ask for a reference.

You should expect to have discussions with your Academic Adviser at least twice a year. Your
Academic Adviser will normally invite you to a one-to-one or group meeting near the start of
each Semester. This may by online for those studying at a distance. Additionally your academic
adviser may contact you, by phone or email, at other key times. Do make every effort to meet (virtually or otherwise) your Academic Adviser when they contact you. You can also ask to meet with your Academic Adviser or drop in during their ‘office hours’, which are published on your PIP Pages.

3. The Faculty Student Support Coordinators
Student Support Coordinators are faculty-based staff dedicated to helping students. You can contact your Student Support Coordinators by phone, email or just drop into their offices. You can find contact details for your Student Support Coordinators in the Student Support and Guidance Section of your Programme Handbook or on your faculty webpages. Student Support Coordinators 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 make a Mitigating Circumstances claim.
- to understand PIP with regard to module addition and deletions, resolving errors, changing subjects, accessing timetables, handbooks, exam schedules and module results.

4. The University Central Services
There are many other services within the University that can support your academic and personal development including: Student Central, the Library, the Careers and Employment Centre, Upgrade (face to face study skills sessions and online study skill materials), the Disability and Counselling Service, Brookes International (English language support) and the Student Union Advice Centre. You can find out more about these services through the links on the Brookes homepage.

All student-facing staff in the University receive training so that they understand the issues surrounding student confidentiality.

Approved by:
University Academic Enhancement and Standards Committee, 22 May 2013