

REGULATIONS

E2 UNIVERSITY STATEMENT ON ACADEMIC GUIDANCE

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 Co-ordinator, 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 Student Information. 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
- 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 (if applicable) and overall degree classification
- understand graduate/postgraduate attributes and how they are developed through your programme
- discuss any 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 be 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'.

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 phone, email or just drop into their offices. You can find contact details for your Student Support Co-ordinators in the Student Support and Guidance Section of your Programme Handbook or on your faculty 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 make an Exceptional Circumstances claim.
- to understand Student Information 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, Careers, Upgrade (providing face-to-face study skills sessions and online study skill materials), Wellbeing (incorporating the Disability & Dyslexia Service, Counselling Service, and the multi-faith Chaplaincy), Oxford Brookes International (English language support) and the Brookes 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.

For further information about these regulations, please contact your Faculty's Associate Dean (Student experience) or the Pro Vice-Chancellor (Student Experience).

Approved by:

Academic Enhancement and Standards Committee, 22 May 2013

Updated:

In accordance with recommendations in Faculty Annual Reviews, as approved at AESC on 20th April 2016.