



## EXETER COLLEGE

### GOOD PRACTICE GUIDELINES FOR COLLEGE ADVISERS FOR POSTGRADUATE STUDENTS

#### College Advisers

1. Every student (including part-time students) should be allocated a College Adviser. The responsibilities and expectations of the adviser and advisee should be clearly specified in order that both the student and the Adviser understand what is expected of them.
2. The Senior Tutor should ensure that an initial meeting between the Adviser and the Advisees takes place during the graduate's first term. For part time students, this could be achieved by other means e.g. email or video conferencing.
3. Each student on a taught graduate course should have the opportunity of making contact with his/her adviser at least once a term. Such contact may be achieved electronically or by an actual meeting, as deemed appropriate by the Adviser and Advisee.
4. Other graduate students should have opportunities for contact with their Adviser as required. It is expected that this would normally be not less than once a year.
5. On occasions when the Adviser is unable to meet the Advisee, the Adviser should at least send the Advisee an e-mail inquiring of their progress and offering to meet if the Advisee feels it would be important.
6. Advisers should have access to all reports on their students, including termly reports from University supervisors, and also information concerning the outcome of transfer and applications. Advisers should normally be available to discuss reports and their outcomes with the students, responding as appropriate to any issues of concern, communicating where appropriate with the relevant University department, and keeping a record of such communication and any actions taken in response to problems.
7. Each student should have the opportunity to participate in the yearly Graduate Review, where their academic progress is discussed, and where they have the opportunity to raise any issues of concern to them in the presence of the Senior Tutor, the Head of House, and their College Adviser.
8. The Senior Tutor should take appropriate action where problems are identified by College Advisers. In some cases this may mean bringing the matter to the attention of the appropriate College committee or University department, either as an individual case to be resolved or as a general issue to be reviewed by the College.

#### The College Adviser: Principal Responsibilities

The College Adviser should be in a position to discuss the student's progress with their academic work. This does not mean that the student and adviser must be members of the same Department or Faculty. The College Adviser is not in any way intended to replace the University supervisor, or to

act in his or her stead and should, therefore, not be expected to give the same detailed academic guidance and direction. Thus, a College Adviser to a student should *not* also be the student's University supervisor. Rather, the intention is to provide a local focal point for an individual student's relationship with the College, which may include an academic component, or at least some level of dialogue on the student's working practice.

The College Adviser is expected to monitor a student's progress, to discuss the University supervisor's reports, and to be available for regular consultation on academic or other matters, including those issues that a student may feel unable to raise with his/her supervisor. Advisers should, as appropriate, comment positively on students' progress, and achievements; they are not only there to monitor students' progress and pick up problems. The Adviser may wish to consult with the Senior Tutor about any students who appear to be experiencing difficulties in their academic work, or direct students to other appropriate persons for assistance with non-academic related difficulties.

### **College Advisees: Principal Responsibilities**

College advisees should respond to invitations from their Advisers to meet them; if the proposed time is not suitable, they should contact their Adviser to arrange an alternative time to meet. They should not hesitate (or feel any way inhibited) to contact their College Advisers outside their regular meetings and should feel free to consult other college officers as necessary, including the Senior Tutor or the College Secretary. College Advisees should be aware that the College Adviser is *not* expected to perform the academic role of the University supervisor. However, depending on their college adviser's field of expertise, and intellectual interests, advisees may seek academic advice from the Adviser. In addition, advisees should feel free to seek advice from the College Adviser on academic-related matters including applications for research funding, conferences and seminar attendance, publication and career plans etc.

It is particularly important that advisees should consult their College Adviser if they experience any difficulty with their University supervisor. Any matters concerning examination procedures may be discussed with the College Advisers. If students wish to raise them formally, they should do so with the Senior Tutor.

If there are any problems with the Adviser you have been allocated then you should discuss this with the Senior Tutor.