

University of Glasgow

Adviser of Studies¹ Remit and Role

The following are essential in supporting students in their degree programme:

1. Acknowledging and upholding the University of Glasgow Principles for the Provision of Advice and Information to Students
2. Developing, maintaining and enhancing the knowledge, skills and practice relevant to the role, by engaging with:
 - centrally provided training, workshops and seminars
 - College, school or service specific events and activities in or outwith the University
 - guidance and advice from experienced colleagues
 - opportunities for sharing good practice
3. Keeping abreast of and abiding by University policies, procedures and codes of practice (<https://www.gla.ac.uk/myglasgow/senateoffice/academic/>)
4. Providing explicit information to students about your availability and how you may be contacted
5. Encouraging face-to-face meetings at least twice a year and being available for additional student contact
6. Providing support, information and impartial advice to students in relation to curriculum choice, where available, and academic progress
7. Providing pastoral support to students by:
 - listening to students
 - knowing where support is to be found: [MyGlasgow Students](#);
 - [Dumfries Campus](#); [SRC Student Advice](#);
 - signposting students to specialist support and advice for specific issues
8. Responding to concerns re attendance or other issues from staff within the framework of University policy
9. Documenting all advising contacts (see Checklist for compliance with GDPR for Advisers of Studies <https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/advisersofstudies/>)
10. Liaising with course organisers and other staff re students' progress where necessary and providing documentation required for progress committees
11. Liaising with the wider support network within the College and the University
12. Informing relevant individuals of decisions and advice of a non-confidential nature
13. Attending team meetings
14. Encouraging and reminding students, where appropriate, to engage with Personal Development Planning (PDP) such as Graduate Attributes and Student Alumni

¹ In the College of MVLS, Advisers of Studies are referred to as Mentors