

Academic advising suggested contact timeline for one-year Postgraduate Taught students – consult with your Senior Advisor for departmental specific guidance and other courses, e.g. part-time PGT, or PGT courses with placements

Detailed dates for current and upcoming academic years, including examination periods and week numbers available at: [Academic year charts \(bath.ac.uk\)](https://www.bath.ac.uk/academic-year-charts/)

Academic year week number	One-year PGT
Welcome week / 1 <i>(late September)</i>	PGT students tend to arrive at different times over the first 1-3 weeks, so a group meeting is unlikely to be possible, so meet students 1:1. Topics: Welcome, general getting to know each other, introduction to the role of the academic advisor and expectations (on both sides), working patterns, confidentiality, other sources of support (SU, Student Support, Careers, Skills, Library, ResLife).
5, 6 or 7 <i>(early November)</i>	Organise a group meeting to enable students to meet each other and build sense of community. Offer 1:1 meetings if they want a private conversation, or if more appropriate for a specific course. Topics: How they have settled in, any challenges, encourage them to share how they resolved issues, share knowledge. Have they submitted any course work, or about to, and how did it go. Are they preparing for a placement, and what does that entail? <i>Emphasise the Disability Service in case any of them require adjustments, and the Skills Centre for additional English/academic skills support.</i>
11 <i>(December)</i>	End of semester group meeting (or 1:1 meetings). The format of this meeting may need to be accommodating of specific nuances at PGT level within the courses. Topics: Reflect on course so far, challenges and successes, how they are planning for the upcoming assessment period, additional support available, plans for winter break.
Start of Semester 2 / 19 <i>(February)</i>	Send message via Student Notes. Topics: Welcome to Semester 2, hope that assessments went well, if any concerns then ask them to make contact for an individual meeting.
23, 24 or 25 <i>(March/April)</i>	Optional group meeting but offer 1:1 meetings if they want a private conversation. Topics: Semester 1 results, what to do if they are disappointed or concerned, how they are using assessment feedback to improve, plans for remainder of academic year, employability/careers opportunities.
31-32 <i>(May)</i>	Send message via Student Notes. Topics: Wish them luck for upcoming assessment period, let them know how they can access support.
Start of dissertation period (summer) / 36 <i>(June)</i>	Send message via Student Notes. Topics: Welcome to Dissertation/Placement/Project period. Highlight what to expect over the summer, your availability with any planned leave, how to contact you and where else to seek support during the summer months, PG opportunities and activities going on within the University. Offer 1:1 meeting, if appropriate.
Mid-summer / 42 <i>(August)</i>	Offer optional catch-up meeting. May be in a group or 1:1, depending on the course structure, and may be more appropriate online via Teams. Topics: Dissertation writing up plan, careers and next steps, reflecting on the student journey.
End of academic year / 51 <i>(September)</i>	Send message via Student Notes, or you might want to organise a final farewell group meeting. Topics: Congratulating them on completing the course and/or handing in their final projects. Signposting them on where to get support if they need anything additional, signpost to Careers, and encourage the student to stay in touch, Advancement (Alumni) team.