

## Academic advising suggested contact timeline for Undergraduate students – consult with your Senior Academic Advisor for departmental specific guidance

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

Academic year week number	Year 1	Non-final years (year 2 onwards)	Final year	Placement year/study abroad (if applicable)
<b>Welcome week / 1</b> <i>(late September)</i>	Group meeting to enable students to meet each other and build sense of community. <b>Topics:</b> Welcome, general getting to know each other, introduction to the role of the academic advisor and expectations (on both sides), long-term benefits of having an advisor, confidentiality and boundaries, the importance of seeking support early throughout their studies, & other sources of support (SU, Student Support, Careers, Skills, Library, SEO, DOS). <b>Emphasise the Disability Service in case any of them require adjustments.</b>	Send message via Student Notes. <b>Topics:</b> Welcome back, reassure them about your truly open door, reiterate academic advising expectations & boundaries, and remind about other support options. Offer an optional 1:1 meeting if they feel it is needed. <b>If a student is repeating the year or returning from suspense/placement/study abroad, you probably want to book a 1:1 meeting. Check with the Director of Studies or Senior Advisor if you are unsure.</b>		Send message via Student Notes. <b>Topics:</b> Reassure them that support is still available even while away. Emphasise support from the Placements Team and Be Well-Talk Now.
<b>5, 6 or 7</b> <i>(late October)</i>	Again, this could be a group meeting but offer 1:1 meeting if they want a private conversation. <b>Topics:</b> 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. What are their academic and employability goals, and what do they want to get out of year 1, refer to <b>'Your Employability Journey'</b> .	Optional group meeting (year two and above mixed group, dependent on numbers) but offer individual meetings if they want a private conversation. <b>Topics:</b> Reflect on achievements so far and aims for this year. Respond to arising issues. Discuss study skills and planning for exams. Discuss planning for any placements/SYA. Think ahead to whether they will require a reference and discuss what you would need. <b>Topics for finalists: dissertation/project progress, relationship with supervisor, workload, any concerns.</b>		Send message via Student Notes. <b>Topics:</b> Hope they are enjoying time away from Bath, offer optional 1:1 via Teams, emphasise support options.
<b>11</b> <i>(December)</i>	End of term group meeting (or 1:1 meetings). <b>Topics:</b> Reflect on course so far, challenges and successes, how they are planning for the upcoming assessment period, additional support available, plans for winter break.	Send message via Student Notes. <b>Topics:</b> Wish them a good winter break, signpost to support/activities available over the break, remind them of exam/revision support and wish them good luck with assessments in January.		
<b>Start of Semester 2 / 19</b> <i>(February)</i>	Send message via Student Notes. <b>Topics:</b> Welcome to Semester 2, hope that assessments went well, if any concerns then ask them to make contact for an individual meeting.			Send message via Student Notes in early Spring. <b>Topics:</b> General check-in and offer optional 1:1.
<b>23, 24 or 25</b> <i>(April)</i>	Optional group meeting (year 1 and above mixed group – dependent on numbers) but offer 1:1 meetings if they want a private conversation. <b>Topics:</b> Semester 1 results, what to do if they are disappointed or concerned, how they are using assessment feedback to improve, plans for next year (e.g., Student Leader roles in SU, placement, SYA plans), refer to <b>'Your Employability Journey'</b> .			

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<b>Start of summer break / 36 (June)</b>	<p>Send message via Student Notes.</p> <p><b>Topics:</b> Congratulatory message on completing the year, hope that assessments went well, if any concerns then ask them to make contact for an individual meeting. Let them know about your availability over the summer break and other support options. Remind them when results are released and who to contact if they have any concerns (e.g., reassessments, progression).</p>	<p>Send message via Student Notes.</p> <p><b>Topics:</b> If your tutees will be graduating from their programmes, offer congratulations, explain how they can request references, and wish them luck for the future!</p>	<p>Send message via Student Notes.</p> <p><b>Topics:</b> Congratulatory message on completing the year, let them know about your availability over the summer break and information on returning to Bath.</p>
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