














WE STAND FOR AMBITION.

University of  
**Kent**

# ACADEMIC ADVISING STUDENT HANDBOOK



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# Academic Advising Handbook

## What is Academic Advising?

Academic Advising is a key part of your university experience, did you know that students who engage with their Academic Advisers are more likely to succeed and obtain a higher class degree. Each student is assigned an Academic Adviser, who is an academic from your School dedicated to supporting your academic journey.

Think of your Academic Adviser like a **Personal Tutor** you may have had in school or college—someone who checks in with you regularly, supports your progress, and helps you succeed.










This handbook explains how you can make the most of your advising experience.

### Who is my Academic adviser?

1. Go to [KentVision](#)
2. Click 'My details' and then go to 'My Course Details'.
3. You will find your Academic Adviser's name and their email on the right-hand side.

## What Does an Academic Adviser Do?

Your Academic Adviser will:

-  Help you understand academic expectations
-  Discuss your progress and feedback
-  Provide guidance on module choices and academic development
-  Support your career planning
-  Help with personal development and life at university
-  Refer you to additional support services when needed
-  Write references for job or further study applications
-  Share concerns and feedback with the Student Experience Lead in your School
-  Keep track of Academic Adviser meetings using Presto

You are responsible for actively engaging with your Academic Adviser by attending meetings, seeking advice, and acting on feedback as part of the process of developing your independent learning skills.

## What Meetings Will You Have?

You will meet your Academic Adviser multiple times each academic year, either 1-to-1 in a **Personal Feedback Meeting** or as a group with students who are on the same course as you and in the same year.

# MEETING SCHEDULE

## FOUNDATION-YEAR

- **Induction Group Meeting:** Welcome and introduction to university life
- **Autumn Personal Feedback Meeting:** Talk about academic progress and settling in
- **Spring Group Meeting:** Discuss your experiences as a Foundation year student
- **Summer Personal Feedback Meeting:** Review goals and look at future opportunities



## FIRST-YEAR

- **Induction Group Meeting:** Welcome and introduction to university life
- **Autumn Personal Feedback Meeting:** Talk about academic progress and settling in
- **Spring Group Meeting:** Discuss module choices and career planning
- **Summer Personal Feedback Meeting:** Review goals and look at future opportunities



## SECOND-YEAR

- **Autumn Personal Feedback Meeting:** Welcome back and goal setting
- **Spring Group Meeting:** Discuss module choices and career planning
- **Summer Personal Feedback Meeting:** Review goals and look at future opportunities



## FINAL-YEAR

- **Autumn Personal Feedback Meeting:** Welcome back and goal setting
- **Spring Group Meeting:** Support with dissertations and employability
- **Summer Personal Feedback Meeting:** Graduation advice and post-university plans



## POSTGRADUATE

- **Autumn Personal Feedback Meeting:** Welcome and introduction to university life
- **Spring Personal Feedback Meeting:** Discuss your experiences as a Postgraduate Student
- **Optional Summer Personal Feedback Meeting:** Review goals and look at future opportunities



You will have **a minimum of two Personal Feedback Meetings** and **one Group Meeting** per year. You can also request extra 1:1 meetings at any time.

## Registering Your Attendance

These meetings are a core part of your student journey and are a *compulsory* part of your studies. They count as engagement activities under the University's Attendance and Engagement Policy.

⚠️ Make sure to **register your attendance** at each meeting ⚠️

If you are unable to attend for any reason, you must contact your Academic Adviser as soon as possible to **reschedule** the meeting, you must give a reason so that this is logged onto Presto.

Your engagement matters – these meetings are designed to support your academic progress, wellbeing, and future planning.

## Making the Most of Advising

To benefit from your advising experience:

- Come prepared with questions, updates, or concerns
- Review your grades and feedback before meetings using [Progress Profiles](#)
- Set academic and personal goals
- Follow up on action plans, referrals, and advice

Your adviser is here to guide you, but your success is a shared responsibility.

## Academic Progress and Support

Your adviser helps you reflect on your academic journey. You should:

- Review assessment feedback and understand how to improve
- Attend skills workshops and use academic resources to support your studies
- Ask for help early if you're struggling
- Use referrals for study support services ([Skills for Academic Success](#), [Peer Assisted Learning](#), etc.)

Your adviser will monitor your engagement and progress to help you stay on track.

## Career, Employability, and Further Study

Your Academic Adviser is a great person to discuss:

- Career paths related to your degree
- Placement opportunities and internships
- Postgraduate study options
- Building a strong CV and preparing for interviews
- How to use the [Careers and Employability Service](#)

They will also provide a **reference** when you need one for a job or further study.

## Wellbeing and Student Support

If something in your personal life affects your studies, your Academic Adviser can help guide you to the right support services. These include:

- [Mental Health and Wellbeing Services](#)
- [Financial Support and Hardship Funds](#)
- [Disability and Inclusion Services](#)

You don't need to go through tough times alone. Your Adviser can help you get the right help.

## Confidentiality and Record-Keeping

Your discussions with your Academic Adviser:

- Are **not confidential** in the same way as a counsellor's
- Are recorded in **Presto** to track your academic journey
- May be shared with relevant staff if necessary for your wellbeing or academic support

If you share serious issues (e.g., illness, financial hardship, safety concerns), they may refer you to professional support teams.

## Your Role as a Student

To get the best from Academic Advising:

- Attend meetings on time and be prepared
- Engage with the advice given
- Seek help early—don't wait for a crisis
- Communicate openly and respectfully
- Keep track of your own goals and progress

Academic Advising works best when you take ownership of your journey.

## Changing Your Adviser

You can feedback your experiences in many ways, the first is to discuss this with your Student Representative, so that they can highlight this in the **Student Voice Forum**. Academic Advisers will remain anonymous in these forums.

If you have deeper concerns regarding your current Academic Adviser, you can:

1. Speak to your **Student Experience Lead**, you can find who they are on the Academic Advising website.
2. In the first instance, they will meet with you to discuss the challenges and aim to find a way to resolve the issues.
3. If there is a continued concern, the School Leadership Team will initiate formal resolutions between yourself and your Academic Adviser. If one cannot be found you can then complete the Change of Academic Adviser Request Form, which can be found on the Academic Advising website.
4. If the request for a change is upheld, the **Student Experience Team** can then help arrange a new Academic Adviser for you.

Your comfort and success matter—don't be afraid to raise your concerns.

## Support Services Your Adviser May Signpost You To

- [Student Support and Wellbeing](#)
- [Careers and Employability Service](#)
- [Skills for Academic Success Team](#)
- [Student Engagement Team](#)
- [Financial Support Office](#)
- Your Module Convenors and Lecturers

## Adviser Records and Feedback

Academic Advisers will:

- Keep records of all your meetings and any follow-up actions
- Note attendance and concerns in Presto Flow
- Monitor engagement (especially if there's a pattern of missed meetings or assessments)
- Participate in annual reviews to improve Academic Advising

You will also be asked for feedback—this helps the University improve support for future students.

## Final Thoughts

**Take ownership** of your student journey.

Your Academic Adviser is here to support, guide, and encourage you—but it's up to you to engage, ask questions, and make the most of the support available.

Whenever you are unsure where to turn, your Academic Adviser is the **first person to ask**.





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