

College Advisee: guidance

Every graduate student at Oxford has a College Adviser. This is often a senior academic member of the College such as a Fellow, but in many cases a wide range of staff act as Advisers such as other teaching staff, Junior Research Fellows, Senior Staff Fellows, or research members of the Senior Common Room.

Your College Adviser can:

- provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- consult the Tutor for Graduates if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

In addition your College Adviser may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans.¹

Your College Adviser is *not* expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance. Your College Adviser will not necessarily, therefore, be from your Department or subject area.

You will first meet your College Adviser during your first term, and you are encouraged to contact your College Adviser as and when you need advice or help. (You should also feel free to consult other College staff as necessary: see below.)

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact the Tutor for Graduates.

Further information

This guidance focuses specifically on the role of your College Adviser. Your College Adviser will be able to direct you to relevant sources of advice and support, which you should feel free to consult as necessary. These might include (but are not limited to):

- College Welfare Team: <https://www.chch.ox.ac.uk/welfare-support-christ-church>
- College Academic Office or Academic Registrar
- College Tutor for Graduates
- Common Room (GCR) President or Common Room (GCR) Welfare Officers
- College Counsellor
- College Nurse or GP
- College Steward's Office (Bursary equivalent)

Your College Adviser should contact you during Michaelmas term. If you have not heard from them by Week 5 of term please tell the Academic Office: academic.office@chch.ox.ac.uk

¹ College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.