

# Meeting Advisees

# Day One – Initial Group Meeting September 23<sup>rd</sup> – approx. 11am

- Please try to be available on the day
- Tell the students how best to contact you
  - When?
  - Where?
  - Open door policy?
- Book an appointment for an individual meeting
- Meet each student before end of week 3

# Email an invite to students: (week two)

Dear Advisee,

As the semester is up and running now I think it would be great if we could meet up for a chat. I've set aside Wed 17<sup>th</sup> 13:00-18:00 and Thu 18<sup>th</sup> 9:00-15:00. First come first served! I'm thinking no more than 20 minutes, unless you think you might need longer (please let me know if so).

Best regards,

Mark

# The First Meeting

- How are you settling in?
- Is University what you expected?
- Have you joined any clubs or societies?
- Have you any worries or concerns about the course/life at UEA?

# The First Meeting (cont'd)

- Are you experiencing any difficulties that you believe might be impacting on your progress?
- Have you reported these to the HUB/ sought help from Student Support Service (SSS) or others?
- [For students with disabilities/SPLD] Have all relevant adjustments been put into place / are you accessing support from SSS?

# Signpost the students to:

- UEA App
  - <https://portal.uea.ac.uk/new-students/undergraduates/mobile-app>
- UEA Award
  - <https://www.uea.ac.uk/careers/students-and-graduates/uea-award>
- BIO Staff Student Liaison Group (SSLG)
  - Simon Burroughs (Secretary)

