

OVERVIEW

Undergraduate Advising Meeting Framework

		First Year		Second Year		Final Year					
		Semester One	Semester Two	Semester One	Semester Two	Semester One	Semester Two				
Assessment & feedback		<ul style="list-style-type: none"> Understanding the requirements for assessment Understanding referencing and the concept of plagiarism and collusion Understanding modes of feedback – oral, written, generic, peer. 	<ul style="list-style-type: none"> Understanding and reflecting on feedback received across the modules being studied Holistic review of feedback received Action plan on what to work on to improve 	<ul style="list-style-type: none"> Reflecting on first year performance and action plan to improve marks Understanding and reflecting on feedback received across the modules being studied 	<ul style="list-style-type: none"> Expectation of academic achievement/ degree classification, and action plan to achieve it 	<ul style="list-style-type: none"> Review whether still on track for degree outcome and what remedial action is required, if any 	<ul style="list-style-type: none"> Ensure full use is made of revision sessions 				
	Academic engagement		<ul style="list-style-type: none"> Becoming familiar with UEA and academic study Attendance at lectures, seminars and other teaching events Participation in Peer-assisted learning (PAL) and buddy schemes. 	<ul style="list-style-type: none"> Discussion on time spent studying Student representation opportunities in School, Faculty and University. Discussion of module choices for 2nd year 	Summer 1	<ul style="list-style-type: none"> Attendance/engagement with the course, having checked attendance online Engagement with the wider academic community, within the School, Faculty or University Participation in PAL as a Mentor Student rep opportunities 	<ul style="list-style-type: none"> Discussion of module choices and project options for 3rd year 	Summer 2	<ul style="list-style-type: none"> Engagement with the wider academic community, within the School, Faculty or University Participation in PAL as a Mentor Student rep opportunities 	<ul style="list-style-type: none"> Participate in NSS survey 	Graduation
		Professional & personal development		<ul style="list-style-type: none"> Discussing transition from school to university Raise awareness of wider opportunities at UEA to get involved: SU activities, Sport, Skills Award Highlight usefulness of creating/ updating CV for part-time jobs and work experience 		<ul style="list-style-type: none"> Show MyCareerCentral careers portal and highlight vacancy listings for part-time jobs Think ahead to summer and gaining employment, travel or volunteering 	<ul style="list-style-type: none"> Reflecting on personal development so far Considering career options with and outside of subject Attending careers skills workshops, alumni events and Recruitment & Opportunities Fair in October to meet employers 		<ul style="list-style-type: none"> Considering career paths linked directly and indirectly with degree subject Applying for work experience in the summer 	<ul style="list-style-type: none"> Applying for further study, graduate jobs and graduate internships Referring to Careers Service, particularly for those students who have not yet engaged with these processes 	

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Semester One	Semester Two	Semester One	Semester Two	Semester One	Semester Two
Expand on: Understanding the requirements for assessment <ul style="list-style-type: none"> ▪ Understanding referencing and the concept of plagiarism and collusion ▪ Understanding modes of feedback – oral, written, generic, peer. 	Expand on: Understanding and reflecting on feedback received across the modules being studied <ul style="list-style-type: none"> ▪ Holistic review of feedback received ▪ Action plan on what to work on to improve 	Expand on: <ul style="list-style-type: none"> ▪ Reflecting on first year performance and action plan to improve marks ▪ Understanding and reflecting on feedback received across the modules being studied 	Expand on: <ul style="list-style-type: none"> ▪ Expectation of academic achievement/ degree classification, and action plan to achieve it 	Expand on: <ul style="list-style-type: none"> ▪ Review whether still on track for degree outcome and what remedial action is required, if any 	Expand on: <ul style="list-style-type: none"> ▪ Ensure full use is made of revision sessions
Summer 1		Summer 2		Graduation	

Academic Engagement

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First Year		Second Year		Final Year			
Semester One	Semester Two	Semester One	Semester Two	Semester One	Semester Two		
<p>Expand on:</p> <ul style="list-style-type: none"> ▪ Becoming familiar with UEA and academic study ▪ Practicalities – Hub overview/ Student processes/ eVision ▪ Attendance at lectures, seminars and other classes (explore enthusiasm /barriers preventing attendance, having checked attendance online) ▪ Expectations of attendance and engagement ▪ Participation in Peer-assisted learning (PAL) and buddy schemes. ▪ 	<p>Expand on:</p> <ul style="list-style-type: none"> ▪ Time spent studying (explore how many hours/per week in classes and on independent study, what reading round the subject has been done) ▪ Student representation opportunities in School, Faculty and University. ▪ Discussion of module choices for 2nd year 	Summer 1	<p>Expand on:</p> <ul style="list-style-type: none"> ▪ Attendance/engagement with the course, having checked attendance online ▪ Engagement with the wider academic community, within the School, Faculty or University ▪ Participation in PAL as a Mentor ▪ Student rep opportunities 	<p>Expand on:</p> <ul style="list-style-type: none"> ▪ Discussion of module choices and project options for 3rd year ▪ 	Summer 2	<p>Expand on:</p> <ul style="list-style-type: none"> ▪ Engagement with the wider academic community, within the School, Faculty or University ▪ Participation in PAL as a Mentor ▪ Student rep opportunities 	<p>Expand on:</p> <ul style="list-style-type: none"> ▪ Participate in NSS survey ▪

Professional and personal development

Undergraduate Advising Meeting Framework

First Year		Second Year		Final Year		
Semester One	Semester Two	Semester One	Semester Two	Semester One	Semester Two	
<ul style="list-style-type: none"> ▪ Discussing transition from school to university ▪ Raise awareness of wider opportunities at UEA to get involved: SU activities, Sport, Skills Award ▪ Highlight usefulness of creating/ updating CV for part-time jobs and work experience 	<ul style="list-style-type: none"> ▪ Show MyCareerCentral careers portal and highlight vacancy listings for part-time jobs ▪ Think ahead to summer and gaining employment, travel or volunteering 	Summer 1	<ul style="list-style-type: none"> ▪ Reflecting on personal development so far ▪ Considering career options with and outside of subject ▪ Referring to Careers Service and CareerCentral on The Street for careers guidance, CV help etc ▪ Attending careers skills workshops, alumni events and Recruitment & Opportunities Fair in October to meet employers 	Summer 2	<ul style="list-style-type: none"> ▪ Applying for further study, graduate jobs and graduate internships ▪ Meeting employers through attending presentations and other careers/ alumni events ▪ Creating a graduate level CV, incorporating all relevant experience gained whilst at UEA ▪ Referring to Careers Service, particularly for those students who have not yet engaged with these processes 	<ul style="list-style-type: none"> ▪ Articulating academic and personal development ▪ Understanding graduate recruitment and employer needs ▪ Applying for graduate jobs, training or further study