

## **FASS Academic Advisor (AA)**

### **Who is the AA?**

The AA will be an appointed member of the academic staff for each programme of study in FASS.

### **Terms of Reference for FASS AAs**

- The AA will provide counseling to FASS undergraduate students pertaining to academic related matters, including:
  - Module registration
  - Coursework assignments
  - Class attendance
  - Work performance
  - Graduation matters
- Students with personal issue(s) will be referred to a UBD counselor via the FASS AR.
- Queries about career guidance will be referred to the current appointed FASS career guidance advisors.
- The AA will consult the PL for cases that warrant further attention.

### **Appointment of AAs**

- Each programme will have appointed academic advisors for students at each level of study.
- The PL for each programme will identify the number and name of academic advisor(s) for each level/year of study and submit their names to the Dean.
- The appointment will be for a period of one academic year.
- Students will be notified of their AAs and encouraged to seek help and advice from the relevant AA.
- All academic staff in each programme will be told who the AAs are.
- Students are allowed to see a lecturer other than the assigned AA if they wish.
- All AAs (including lecturers who are not appointed as AAs) will complete an Academic Advisor Report (AAR) after each consultation for record-keeping purposes.

### **Date of Implementation**

The AA appointments will start from Semester 1 2022/2023.