

RESPONSIBILITIES OF COLLEGE SUPERVISORS AND SUPERVISEES

The responsibilities of the College supervisor (in other colleges known as College Adviser) are:

1. To provide general help, support and advice to students on any matter affecting their academic work and life in College, and beyond.
2. It is also important to emphasize that in the overall direction of the student's academic progress, the College supervisor normally plays an auxiliary role to that of the University supervisor.
3. To report at least termly on the student's academic progress. This report should normally be discussed with the student. There is a presumption that the College supervisor should meet the student formally (as opposed to socially) at least once a term.
4. The College supervisor should discuss with the student their plan of work at the start of each academic year. The supervisor should monitor the student's progress throughout the year and provide feedback where appropriate following the termly discussion of the student's progress at Group meetings. The supervisor should report any serious concerns to the Senior Tutor who will bring the matter to the student's attention as quickly as possible.
5. The College supervisor should read at least one piece of written work in the course of a term as the basis for the report on the student's academic progress. Whether the College supervisor undertakes to read more substantial amounts of written work would depend on individual circumstances and mutual agreement: clearly in some cases the research interests of College supervisor and student are much more closely matched than in others.
6. It is important to stress that the relationship between student and College supervisor must necessarily be flexible and adaptable to individual needs, circumstances and temperaments. The obligations set out in 1-4 constitute a minimum which in many cases will be exceeded.
7. The College supervisor should maintain contact with the student until such time as the student completes their studies.
8. Finally, all students in College have the right to take personal or academic concerns directly to either the Senior Tutor or the Warden if they wish.

And the responsibilities of College supervisees are as follows:

1. College advisees should respond to invitations from their College supervisors to meet them; if the proposed time is not suitable they should contact their supervisor to arrange an alternative time to meet.
2. They should not hesitate (or feel in any way inhibited) to contact their College supervisor outside their regular meetings and should feel free to consult other College officers as necessary, including the Senior Tutor.
3. College advisees should be aware that the College supervisor is not expected to perform the academic role of the University supervisor. However, depending on their College supervisor's field of expertise, advisees may seek

academic advice from the supervisor. In addition, advisees should feel free to seek advice from the College supervisor on academic-related matters including applications for research funding, conferences and seminar attendance, publication and career plans etc. Finally, it is particularly important that advisees should consult their College supervisor if they experience any difficulty with their University supervisor.

4. Students may ask the Senior Tutor to appoint a replacement if their College supervisor is on leave or has left the College. Usually, such arrangements will be made by the Group prior to the supervisor's departure.
5. College supervision continues until such time as a supervisee is no longer enrolled as a student. Students no longer in Oxford should maintain contact with their College supervisor via email where possible.

University guidance on College advisers and advisees

The collegiate University provides the following template for the duties and responsibilities of college advisors and advisees, which applies to all colleges. Nuffield has its own system of College supervision, as described above, which includes and expands these provisions.

College Adviser – role description

A Role purpose

Every graduate student at Oxford has a College Adviser, who is an academic member of his or her College, usually a Fellow.

The role of the College Adviser is additional and complementary to that provided in the student's department or faculty. The College Adviser is not expected to perform the role of the Department or Faculty Supervisor(s), or to be responsible for directing students' academic work. Rather, the intention is to provide a focal point for an individual student's relationship with the College, and general academic or pastoral advice and assistance throughout the student's course of study.

NOTE

Throughout this document the term 'College' includes Permanent Private Halls.

B Key aspects of the role

1 Induction and welcome

- Meet all full-time Advisees in first term of residence, as early as is feasible.
- Establish a basis for future contact, bearing in mind the role purpose and the 'College Advisee: guidance' (which is expected to be disseminated to graduates in arrival packs).

2 Advisee meetings and contact

- Offer the opportunity to all full-time PGT students to meet at least once a term.
- Offer other graduate students this opportunity at least once a year.
- Where meeting in person is not feasible, maintain email contact with advisees.
- Initiate contact directly or through the College Office, by, for example by sending an email, offering a date for Advisees to drop in, meet over lunch/dinner in Hall, at a seminar, a college event, college club/society, in the lab, or for drinks, etc.

- Encourage Advisees to make contact as and when they need advice or help, while also directing to other College Officers as necessary (for example, the Tutor for Graduates/Senior Tutor, College Academic Administrator/Registrar, College Welfare Officer/Chaplain, etc).

3. Progress monitoring

- Monitor advisees' progress, by reviewing and where appropriate discussing their University supervision reports,¹ and by being available for consultation, either in person or by email.
- Discuss with students any problems or difficulties they may be experiencing in their Department or Faculty and/or with their supervisor.
- As appropriate, comment positively on students' progress, and achievements: Advisers are not there only to monitor students' progress and pick up problems.
- Consult the Tutor for Graduates/Senior Tutor if there are concerns about the student's academic progress and if a student appears to be experiencing difficulties with their academic work.
- Participate, as appropriate to the college's local circumstances, in annual progress reviews.

4. Problem-solving, advice and pastoral support

- Offer advice (where and if possible) on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans.²³
- Provide pastoral support, including on health, financial, personal or coping issues, and direct students to appropriate persons/services for assistance.
- Refer students, as necessary, to the appropriate College/University resources.⁴

College Advisee: guidance

All students are assigned a College Adviser, who is usually a Fellow of the College.

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/Senior Tutor 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.

¹ [Graduate Supervision System](#); [OxCORT](#) (for BCL, MJur).

² Further information on resources for students can be found at the [Student Gateway](#); [Careers Service](#).

³ 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.

⁴ [Nuffield College Counsellor](#); [University Health & Welfare Services](#).

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.⁵

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.

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 officers 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 your Tutor for Graduates/Senior Tutor.

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 Tutor for Graduates/Senior Tutor or Academic Administrator
- College Chaplain or Welfare Fellow
- MCR President or MCR Welfare Officers
- College Nurse or GP
- College Counsellor
- College/Tutorial Office or equivalent
- College Bursary or equivalent
- Financial Aid/Student Hardship Officer

⁵ 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.