

Academic advising plan, BSc meetings

Successful academic advising takes planning and organization.
Use this page as a guide for pacing and contents.



Aims of academic advising

Encourage the students with their studies and career plans



Increase motivation and study progress



Improve the student's wellbeing



Find out problems and challenges – early enough



- + Being available: more meetings if needed
- + Additionally: Group informal meeting(s), if possible

	Autumn 2022, first personal meeting	Spring 2023, second personal meeting	Tip
Meeting, date & place, beverages			How do you schedule the meeting? Be aware of students' model timetables & examination periods. ¹
Sending invitations, date and method			Invitations with informal attitude & without specific topics have worked well (although attending 2 personal meeting is compulsory)
Welcoming the student & starting the meeting			Introduction & making the student feel welcomed.
Discussion			How do you introduce the topics you would like to discuss with them? How to encourage the student to discuss & ask questions?
Ending the meeting			Summary: what have you done, what is happening next, how to contact you? It is good to make preliminary agreement for the following meeting.
Reporting	Report to academic-advising-chem@aalto.fi	Report to academic-advising-chem@aalto.fi	Who have you met, who was absent? Possible general questions & ideas? <i>No specific details about students!</i> If Student Success Hub is used, a report from there may be of help.

¹ Budget max. 10€ per student (+ advisor) in each semester. Billing: The expenses can be claimed in the Neo system, project: 901000/T19901. More help at travelservices@aalto.fi