

Responsibilities of Study Advisers and Students BBI

between start of the course and graduation

In the table below you will find what student and study adviser can expect from each other. Study advisers are happy to help you if you encounter course-related problems or problems with studying in general, but they expect you to show initiative too. Take a good look at this file, so you know what you can do yourself and what your study adviser can do for you. The following is a summary of the things that student and study adviser can expect from each other.

If you have any questions, you can ask Tessa Holleman (office.biologie@wur.nl) or your study adviser.

For more tips and information you can also have a look at Biologyportal.wur.nl

Subject	Student	Study Adviser
Information from the study programme	<p>Have a regular look at the information present on the website (see address in the right-hand column).</p> <p>Make use of the opportunities to receive information by attending the meetings that are organised.</p> <p>Make use of the email address offered by Wageningen University and read the emails from your study programme.</p>	<p>Offering up-to-date information about the programme via the website.</p> <p>Biologyportal.wur.nl</p> <p>Organising plenary meetings that offer general information about different phases of the study programme.</p> <p>Keeping in contact with individual students with emails to their WUR email address (such as a newsletter with important information).</p>
Functional limitations	If you know you have a special need that could affect your studies (dyslexia, an autistic spectrum disorder, a physical disability, etc.), contact your study adviser early on.	Supporting the student in this situation and referring them to the Student Counselling Service.
Problems/questions related to studying	<p>Take the initiative to inform your study adviser if things are not working out as planned, if you feel you are not challenged enough or if you have any questions.</p> <p>If any study delays occur that are beyond your control (illness, a family bereavement), contact your study adviser as soon as possible.</p>	<p>Giving advice to the student on study-related problems and answering questions in person or via email, if possible.</p> <p>Referring student to the Student Counselling Service (doctor, student counsellor or student psychologist), if necessary.</p>

Disappointing results	<p>Respond to requests for a meeting with the study adviser.</p> <p>Take the initiative to inform your study adviser if things are not working out as planned, if you feel you are not challenged enough or if you have any questions.</p>	<p>At various moments during their studies inviting individual BBI students for a meeting.</p> <p>Monitoring individual students' progress, i.e. checking their credits and marks regularly, with respect to their personal situation.</p> <p>Meeting with the student to help them get a handle on improving their study success.</p> <p>Giving study tips to the student, and if necessary referring them to the Student Counselling Service.</p>
Meeting with the study adviser	<p>Make sure you are well prepared for the meeting:</p> <ul style="list-style-type: none"> - what do you want to achieve / what is the problem? - what is the current situation? - what do you expect or would you like to know from your study adviser? 	<p>Giving advice to the student on study-related problems/questions, in person or via email.</p>
Planning resits	<p>Figure out what still needs to be done for each course (exam or practical) in order to finish it and decide how much time you need per course. Find out when you can resit each of them.</p>	<p>Assisting in working out a feasible plan for the resits.</p>
Doubts about choice of study programme	<p>If you are having doubts about your choice of study programme, contact your study adviser.</p>	<p>Explaining about the Biology programme.</p> <p>Thinking together with the student about ways to find a new study programme.</p> <p>Giving an overview of which formalities the student has to take care of in order to quit the programme.</p>
Study plan	<ol style="list-style-type: none"> 1. Find out when the courses you want to do are taught. 2. Draw up your own plan (which you can present to your study adviser). 3. Check each year whether the courses are still taught at the same time as the year before. 	<p>Checking whether the student's study plan is feasible and together think about possible adjustments.</p>

Making choices within a programme	<p>Think about subjects and specialisation within the programme:</p> <ul style="list-style-type: none"> - what do you find interesting? - what do you want to do? - how can you achieve this? - what do you want to do during the free choice component? 	<p>Giving advice to individual students, helping them to choose:</p> <ul style="list-style-type: none"> - The major. - Make-up of the free choice component of their programme (minor, studying abroad, exchange programme). - Choosing and planning resits. - Postgraduate study. <p>The study adviser will not tell you what to do, but only offer guidance.</p>
Conflicts with lecturers	<p>Be aware of your own responsibilities for the success of your studies. First try to resolve issues yourself, but contact your study adviser if an issue persists.</p>	<p>Mediating between:</p> <ul style="list-style-type: none"> - Students and lecturers. - Students and the examining board.
Forms	<p>Seek out the required documents and contact the study adviser, so that the declaration can be checked and signed on time.</p>	<p>Providing declarations (e.g. request for financial assistance (FOS), travel grant, admission forms for courses and letters of recommendation).</p>
Graduation	<p>1. Have your BSc programme approved on time.</p>	<p>Approval of the complete BSc programme in SPA.</p>