Afternoon Appointments Policy

- **Afternoon appointment slots of up to 20 minutes** are available from 14:00 to 16:10 every week day. At busier times of year, two advisers will be available each afternoon and at less busy times one adviser will be scheduled.

- A link from the Home Page shows which adviser(s) are available. Reception staff are also able to offer advice on which careers adviser is likely to be the most appropriate.

- St Andrews Honours undergraduates as well as all postgraduate students and St Andrews graduates are eligible to book afternoon appointments throughout the year, some restrictions may apply to sub-Honours students at the busiest periods as well as to other groups of users eg graduates of other universities or staff members. The website page linked from the homepage details the current access arrangements.

- Students are normally entitled to book up to two afternoon appointments in a week, but the Careers Centre reserves the right to restrict the number of appointments which may be booked, either because of the demand pressure on available slots or because it considers that no sufficiently useful purpose would be served for a particular individual. The Director will communicate any restriction(s) which are introduced for individual students or graduates.

- Afternoon appointments normally take place in careers advisers’ offices, but Room 3 on the ground floor is available for meetings with students with any mobility disability.

- Students should arrive five minutes before the beginning of their scheduled appointment start time. If a student arrives late, their meeting is likely to be shortened or possibly cancelled.

- Students should notify the Careers Centre Reception or cancel their booking online if they are unable to attend for an already scheduled appointment.

- Bookable appointments with careers advisers, of up to 30 minutes, are also available each week. See ‘Bookable Appointments policy’.

- Throughout the year students who have had an afternoon appointment with an adviser will be asked to provide feedback on that discussion by means of an automatic email directing them to an on-line questionnaire.

- The content of all discussions with careers advisers will remain confidential. The advice and guidance which advisers give in good faith will be impartial and informed by the latest information of which they are aware. Students and graduates are responsible for any decisions which they may make based on any such advice or information which they have received.

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