Bookable Appointments Policy

- **Bookable appointment slots of up to 30 minutes** are available every week with each careers adviser. The number of slots made available will be adjusted throughout the year to reflect levels of demand.

- A link from the Home Page explains how bookings may be made with advisers. Reception staff are also able to offer advice on which careers adviser is likely to be the most appropriate.

- All St Andrews undergraduate Honours students and all postgraduate students and graduates are eligible to book such bookable appointments throughout the year. At the busiest times of year other groups of users, ie sub-Honours students, graduates of other universities or staff members may be restricted in their access. The website page linked from the homepage details the current access arrangements.

- Bookable appointments normally take place in careers advisers’ offices, but Room 3 on the ground floor is available for meetings with students with disabilities or injuries which limit their mobility.

- Students are normally entitled to book up to one bookable appointment in a week, but the Careers Centre reserves the right to further 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.

- 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 if they are unable to attend for a scheduled appointment.

- Afternoon appointments with careers advisers, of up to 20 minutes, are also available each week. See ‘Afternoon Appointments policy’.

- Throughout the year students who have had a bookable 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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