

**ALTINBAS UNIVERSITY ACADEMIC
COUNSELING DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1- (1) The purpose of this Directive is to regulate the procedures and principles regarding the academic advising service to be provided to associate, undergraduate and graduate students enrolled at Altınbaş University and the duties, powers and responsibilities of the academic staff assigned to advise.

Basis

ARTICLE 2- (1) This Directive has been prepared based on Article 22 of the Higher Education Law No. 2547.

Definitions

ARTICLE 3-(1) In this Directive;

- a) Academic Advisor:** Academic staff assigned as academic advisor,
- b) Academic Unit:** Institutes, faculties, schools, colleges, vocational schools affiliated to Altınbaş University,
- c) Head of Department/Division/Program:** Heads of departments/departments/programs affiliated to Altınbaş University deanships/directorates,
- ç) Dean:** Deans of the faculties affiliated to Altınbaş University,
- d) Director:** Directors of institutes, colleges and vocational schools affiliated to Altınbaş University,
- e) Rector:** The Rector of Altınbaş University,
- f) Senate:** Altınbaş University Senate,
- g) University** refers to Altınbaş University.

PART TWO

Principles Regarding the Conduct of Academic Advisory Services

Purpose of Academic Counseling

ARTICLE 4- (1) The purpose of academic advising is to help and guide students to adapt to university life from registration to graduation; to monitor and evaluate the student's course status together with the student, to help them plan their education and training processes, to guide them in the course selection process and to ensure that they register for courses, to approve the courses they choose, to contribute to the development of the student's academic, social, cultural, cognitive aspects and personality as a whole.

Duties, Authorities and Responsibilities of Deans/Directors

Article 5- (1) Informs the heads of departments/divisions about how academic advising services will be carried out, the issues to be considered, and the procedures to be performed,

(2) Controls the balanced distribution of academic advisor loads,

(3) It periodically receives written reports from the heads of the departments/departments regarding academic advising services and notifies the Rectorate at the end of each semester or when necessary.

Duties, Authorities and Responsibilities of the Heads of Department/Division

Article 6- (1) Recommends academic advisors to the relevant dean's office/directorate,

(2) The problems that cannot be solved by the academic advisors are forwarded to the dean's office/directorate,

(3) Supervises and ensures the functioning of academic counseling services,

(4) Ensures that academic advisors set advisor meeting hours and announce them to students.

Appointment of Academic Advisor

ARTICLE 7- (1) For each student who will start education in the department/program in which he/she is enrolled, an advisor is appointed from among the academic staff working in the department/program and recommended by the head of the relevant department/division within the specified periods and defined in the automation system. In case of need, with the approval of the dean / director, a faculty member can also be assigned as an advisor to students enrolled in another department / program, provided that they are within their own academic unit.

(2) The number of students per advisor is determined by considering the balanced distribution of academic units according to the number of academic staff and students.

(3) The advisor who cannot be present at the university due to a valid excuse or who leaves the university permanently notifies the head of the department/program with a letter. In this case, a new temporary or permanent advisor is assigned, taking into account the remaining period of the academic year.

(4) Students enrolled in double major and/or minor programs are advised by the double major and minor coordinators.

Duties, Authorities and Responsibilities of Academic Advisor

ARTICLE 8- (1) The advisor sends an e-mail to the students he/she advises and informs them that he/she has been appointed as an advisor. He/she introduces himself/herself and informs what his/her responsibilities are as an advisor and his/her expectations from the student.

(2) Examines the academic status of the students he/she advisor and ensures that they register for the compulsory and elective courses they are required to take at the beginning of each academic semester. Checks and approves the selected courses.

(3) The advisor determines the day and time on campus during face-to-face education periods and online during distance education periods and notifies the students he/she advises.

(4) Advisors ask the heads of departments/programs, deans or directors about issues that students do not know the answer to.

(5) Closely follows the legislation and the changes made.

(6) They respond to all e-mails received from the students they advise within 48 hours at the latest. Advisors and students communicate via the institutional e-mail provided by the University.

(7) Informs students about exchange programs, double major/minor, horizontal/vertical transfer opportunities and conditions.

(8) It checks whether the student meets the graduation requirements by meeting with the head of the department/program and student affairs.

- (9) Advisors share information about the status of their students with their academic administrators. Problems or actions to be taken are resolved within the time limit set by the academic administrator. All academic administrators receive regular written reports from counselors.
- (10) Informs students about the scholarship opportunities offered by the University.
- (11) Informs students about professional practices and summer internship.
- (12) It helps students with individual career planning.

Audit and Evaluation

ARTICLE 9- (1) Deans/directors hold a meeting with the participation of department/program heads and advisors before the start of classes each academic semester to evaluate advising services and to be informed about students' problems and academic status.

(2) Advisors communicate their suggestions, which they deem necessary for more effective conduct of advising activities, to the relevant academic unit managers in writing and/or verbally. Advising duties, responsibilities and activities are supervised by the relevant dean/director. Suggestions for improving the efficiency and processes of advising services are forwarded to the university administration by the managers of the relevant academic units.

Student Responsibilities

ARTICLE 10- (1) Students attend the interview to be held on the date and time determined and notified to them by their academic advisors.

(2) Gains knowledge of legal regulations, curriculum and curriculum changes, course selection, course add/delete, withdrawal, graduation and similar processes related to education and training processes and follows the changes. They take into account the information, guidance and suggestions of their advisor.

(3) Makes graduation planning and performs course registration and course add/delete procedures through the automation system within the periods specified in the academic calendar in accordance with the relevant regulations and directives. By communicating with his/her advisor, he/she ensures that the courses he/she chooses are checked and course approval is given.

PART THREE

Miscellaneous and Final Provisions

Enforcement

ARTICLE 12- (1) This Directive enters into force on the date it is adopted by the Senate.

Repealed Legislation

ARTICLE 13- (1) Altınbaş University Academic Advising Directive, which was approved by the Senate decision dated 14.07.2015, has been repealed.

Execution

ARTICLE 14- (1) The provisions of this Directive shall be executed by the Rector of Altınbaş University.

Legal Basis on which the Directive came into force			
Relevant Board	Date of Decision	Number of Decision	
Senate	04.12.2020	2020/20	
Board of Trustees	07.01.2021	2021/01	
Legal Basis for the Amendment to the Directive			
Relevant Board	Date of Decision	Number of Decision	
Senate	21.02.2024	2024/01	
Board of Trustees	28.03.2024	2024/03	