

ALTINBAŞ UNIVERSITY

ACADEMIC ADVISING DIRECTIVE

Purpose

ARTICLE 1- The purpose of this Directive is to set forth rules and procedures governing the roles and responsibilities of faculty members and instructors entrusted with the task of providing academic advising to Altınbaş University students.

Scope

ARTICLE 2- This Directive covers full-time faculty members and instructors at Altınbaş University who are assigned as academic advisors.

Legal Basis

ARTICLE 3- This Directive has been drawn up based on Article 22-c of Act No. 2547 as well as the relevant provisions of Altınbaş University Regulation For Associate And Undergraduate Degree Education and Altınbaş University Academic Rules and Regulations for Graduate Studies.

Definition

ARTICLE 4- The purpose of academic advising is to help students set academic goals, acquire relevant information, and make responsible decisions consistent with goals, abilities, and degree requirements. This type of service is designed to help students improve their academic, cultural, cognitive, emotional and social skills as well as develop their personality as a whole.

Advisor Assignment

ARTICLE 5- (1) Upon decision of undergraduate school/vocational school/graduate school board, each student shall be assigned an academic advisor on the recommendation of the relevant department head at the beginning of each academic year.

(2) The number of students per advisor shall be determined based on the structure of academic units and faculty members and instructors from each department shall be assigned as advisors.

(3) Normally, a student shall not be re-assigned an advisor. But, in cases where it's really necessary, the re-assignment of an advisor shall be subject to the decision of the relevant academic department's administrative board.

(4) All faculty members shall serve as academic advisors, except the University President, Vice-Presidents, Deans and the Directors of Graduate and Vocational Studies. The University President, Vice-Presidents, Deans and the Directors of Graduate and Vocational Studies can assume the role of academic advisor if they want to.

Provisional article: The role of faculty members, who are also assigned an administrative duty as per Article 4 of this Directive, as academic advisors shall remain in effect until their advisees graduate.

(5) The status of an academic advisor, who is absent with a valid reason or who has resigned his/her post, shall be notified to the Department Head's Office in writing. In such cases, another faculty member shall be assigned as academic advisor temporarily or permanently depending on the remaining duration of the academic year.

Roles and Responsibilities of Advisors

ARTICLE 6- (1) During the registration period, an academic advisor shall inform the student about the degree requirements of the student's major and how to meet these requirements. The advisor shall also provide student with detailed information on the compulsory and elective subjects offered by the academic major student enrolled in. The academic advisor shall help students about course selection, initial registration, and re-registration procedures while making sure that the aforementioned procedures are completed in full accordance with the relevant rules and regulations. In total coordination with the student, the advisor shall check and approve the compulsory and elective courses that student has selected online on Student Information System at the beginning of each academic year. The advisor shall also guide the student through adaptation/transfer procedures, and various matters including course equivalency and course exemptions.

- (2) The advisor shall guide the students through all regulations, directive, procedures, student rights and responsibilities that students will be subject to during their university period. The advisor shall inform students about how to access the relevant regulations.
- (3) The advisor shall meet with the student regularly to advise him/her about the methods/ways to achieve constant academic success.
- (4) The advisor shall allocate some of his/her work hours to academic advising and inform the students about his/her work schedule. The advisor shall meet with the students during office hours s/he allocated to academic advising. The advisor shall notify the Department Head of student-advisor meeting schedule and hang the weekly/monthly schedule in a place where students will see it often.
- (5) The advisor shall share the general issues/problems s/he faces regarding his/her advising role and duties with his/her Department Head.
- (6) The advisor shall provide students with detailed information about the scholarship opportunities offered by Altınbaş University.
- (7) The advisor shall provide students with detailed information about the university facilities and other opportunities offered to students.
- (8) The advisor shall provide students with detailed information on national/international scholarships and funding opportunities as well as study abroad programs.
- (9) The advisor shall inform the students about professional practices, summer internship and CO-OP opportunities.
- (10) The advisor shall help students with career planning.
- (11) The advisor shall check the students' transcript accounts regularly before graduation, evaluate any potentially negative impacts that might arise and prepare students for graduation.
- (12) The advisor shall check and review all compulsory, technical and elective courses that students must take during the course of their studies and approve the relevant graduation documents of students who meet all graduation requirements.

Monitoring and Evaluation

ARTICLE 7- (1) Heads of departments, deans/directors shall convene academic advisors at least once a year to meet to evaluate academic advising services and obtain information on students' problems. Any matter that does not make part of advisors' powers and area of responsibility shall be reported to the administrative board of the relevant academic department.

(2) Academic and career advising services can be carried out/provided through the student information system when the necessary infrastructure is established.

Effective Date

ARTICLE 8- This Directive was approved by the University Senate on July 14th, 2015 and became effective on the aforementioned date.

Execution

ARTICLE 9- The provisions of this Directive shall be executed by the President of Altınbaş University.

Annexes

Annex-1: Student Recognition Form

Annex -2: Student Monitoring Form

Annex -3: Student Evaluation Form