(Senate Resolution dated 29.01.2010 no. 01)

# ATILIM UNIVERSITY

# DIRECTIVE ON

# ADADEMIC ADVISORY

# SECTION ONE

# Purpose – Scope – Basis - Definitions

**Purpose**

**Article 1 -** This Directive aims to determine the principles of practice regarding all kinds of academic advisory services to be provided to students, and the procedures and principles that govern the dean, the directors of schools and vocational schools, heads of departments, student advisors, and students regarding the execution of the aforementioned advisory services.

# Scope

**Article 2** - This Directive covers the provisions regarding the purpose of academic advisory services to be provided to Atılım University students; as well as their fields of operation, the relevant governing bodies and their duties, and the relevant operating procedures and principles.

# Basis

**Article 3** - This Directive is based on Clause (c) of Article 22, and Article 14, of Law No. 2547, and Article 8 and Annex-2 of Atılım University Regulations on Registration-Admission, Associate and Undergraduate Degree Education and Examination.

# Definitions

**Article 4-** The definitions for certain terms in this Directive are as follows:

1. Academic Advisor: Faculty members appointed among the faculty members of a department by the relevant head of department (primarily associate professors, or instructors).
2. Department: The schools/ vocational schools of Atılım University, and their departments,
3. Head of Department: The heads of departments of schools/ vocational schools of Atılım University,
4. Board of Advisors: The board consisting of academic advisors of a department, chaired by the head of department,
5. Dean/ Director: The deans of schools, and the directors of schools/ vocational schools of Atılım University,
6. School/ Vocational School: The schools and vocational schools of Atılım University;
7. Student(s): Those within the scope of Atılım University Regulations on Registration-Admission, Associate and Undergraduate Degree Education and Examination,
8. Presidency: The Presidency of Atılım University,
9. University: Atılım University,
10. Directive: The Directive on Academic Advisory.

# SECTION TWO

**Execution of Advisory Services**

**The aim of academic advisory services**

**Article 5 - (1)** Through academic advisory services, students are made aware of their profession, especially in terms of education; informed about the opportunities of the University, as well as its schools and vocational schools; guided through success and failure, and assisted in terms of course selection.

Throughout the execution of the aforementioned services; the duties of schools/ vocational schools, as well as their directors, are as follows:

The duties of school deans/ directors, or those of vocational school directors

**Article 6 - (1)** To ensure the fair distribution of the advisory duties of academic advisors appointed by heads of departments.

1. To inform the heads of department regarding the providence of academic advisory services.
2. To carry out the necessary studies and take the necessary measures to solve problems related to academic advisory.
3. To report the results of the "Board of Advisors Report" submitted by the heads of departments to the Presidency in a report at the end of each academic year.

The duties of heads of departments

**Article 7 - (1)** To recommend academic advisors to the school/ vocational school management at the beginning of each academic year,

1. To convey the issues that may not be resolved by Academic Advisors to the school/ vocational school management,
2. To supervise the efforts of academic advisors to ensure that academic advisory services are carried out in accordance with the Directive, and to ensure the functionality of these advisory services,
3. To chair the Board of Advisors and to convey the reports prepared to eliminate the issues identified by the Board of Advisors to the school/ vocational school and their directors,
4. To ensure that academic advisors determine and announce to students their meeting hours, in order to meet for at least two hours a week.

Duties of the Board of Advisors

**Article 8 - (1)** The Board of Advisors consists of academic advisors in a department/ unit, chaired by the head of department or school director for schools, and convenes at least once each semester before the course registration period to exchange information regarding academic advisory services.

1. At the end of each academic year, the Board prepares a report on the issues and their suggestions regarding academic advisory services to be submitted to deans or directorates of schools.

# Appointment and terms of service of academic advisors

**Article 9 - (1)** Academic advisors are appointed by the heads of relevant departments of schools, at the latest one week before the course registration period of students. Where necessary, academic advisors may be changed in line with this procedure.

# Duties of academic advisors

**Article 10 - (1)** To be available in the beginning of each academic semester during the course registration period, as well as the add-drop week and the course withdrawal period, to delegate their duties to another faculty member with the approval of the head of department in cases where they are unavailable, and to notify students accordingly at least one day before the start of the course registration period, the add-drop week, and the course withdrawal period for each semester,

**(2)** To inform students about the opportunities available at their university, as well as at their school/ vocational school departments,

1. To provide professional guidance to students,
2. To inform students about courses, and help them choose their courses,
3. To inform students regarding the relevant regulations and guidelines of the University,

**(6)** To monitor students' success in courses, and in the event of a failed course, to investigate the possible causes, and to try to find solutions,

1. To inform the relevant heads of departments about the unresolved issues of their students,
2. To refer students to the Student Development and Counseling Center within the University to receive psychological counseling and guidance services where necessary,
3. To announce meeting days and hours to students,
4. To participate in the Board of Advisors,
5. To finalize the courses to which students have registered/ which were added or dropped, and from which the students have withdrawn during each academic semester, and during course registration/ add-drop/ withdrawal periods; and approve course registrations in line with Atılım University Regulations on Registration-Admission, Associate and Undergraduate Education and Examination, and provided that the student signs three copies of their confirmation page; to submit one of these copies to the Directorate of Student Affairs, leave a copy for the student to keep, and keep the last copy in the student file to be created for each student every semester.

# Duties of students

**Article 11 - (1)** To be informed on the relevant regulations and directives of the University regarding their rights and responsibilities and to act in accordance with these,

1. To comply with the announced meeting days and hours, to share their academic issues with their academic advisor(s) between the specified hours,
2. To choose, add, drop, or withdraw from courses, and to choose the courses to enroll into, add, drop, or withdraw from personally (face to face) with their academic advisors, and to ensure that their approval is finalized through signing three copies of the final page for each academic semester, during their course registration, add-drop, and course withdrawal periods, all in accordance with Atılım University Regulations on Registration-Admission, Associate and Undergraduate Degree Education and Examination.

# Effective Date

**SECTION THREE**

**Final Provisions**

**Article (12) - (1)** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**Article 13-(1)** This Directive is executed by the President of Atılım University.