# (Senate Resolution dated 28.06.2024 no. 07)

# (Senate Resolution dated 29.01.2010 no. 01)

**ATILIM UNIVERSITY**

**DIRECTIVE ON ADADEMIC ADVISORY**

**SECTION ONE**

**Purpose, Scope, Basis and 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, **(Senate Resolution dated 28.06.2024 no. 07)** academic 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 - (Senate Resolution dated 28.06.2024, no. 07)** This Directive is based on Clause (c) of Article 22, and Article 14, of Law no. 2547.

# Definitions

**Article 4-** The definitions for 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: **(Senate Resolution dated 28.06.2024 no. 07)** Those within the scope of Atılım University Regulations on Associate and Undergraduate Degree Education and Examination,
8. Presidency: The Presidency of Atılım University,
9. University: Atılım University,
10. Directive: This Directive on Academic Advisory.

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# 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, in addition to the providence of guidance through their problems **(Senate Resolution dated 28.06.2024 no. 07)**. 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, vocational school directors

**Article 6 - (1)** To ensure the fair distribution of the advisory duties of academic advisors appointed by heads of departments. **(Senate Resolution dated 28.06.2024 no. 07)** The Deans undertake this process for Schools without departments/ programs.

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) (Senate Resolution dated 28.06.2024 no. 07)** To ensure that academic advisors are assigned to students who are new to the department, to check the relevant assignments and student distribution among advisors during the term and to update them when necessary at the beginning of each academic semester,

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) (Senate Resolution dated 28.06.2024 no. 07)** The Board of Advisors consists of academic advisors in the relevant department/ program and convenes at least once each academic year under the chairmanship of the Head of Department or Director in Schools to exchange information about academic advisory services, and prepare student-focused improvement suggestions. The Deans undertake this process for Schools without departments/ programs.

**(2)** At the end of each academic year, the Board prepares a report on the issues **(Senate Resolution dated 28.06.2024 no. 07)** within their scope 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 assigned by the relevant Heads of Department in schools **(Senate Resolution dated 28.06.2024 no. 07)**, and by the Deans in those without a department/ program, at the latest one week before course registration dates 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 **(Senate Resolution dated 28.06.2024 no. 07)** the relevant Head of Department in cases where they are unavailable, and to notify students accordingly at least one week before the start of the course registration period, the add-drop week, and the course withdrawal period for each semester,

1. To inform students about the opportunities available at their university, as well as at their school/ vocational school departments,
2. To provide professional guidance to students,
3. **(Senate Resolution dated 28.06.2024 no. 07)** To inform students about the curriculum, courses and prerequisites, and to help them choose courses,
4. To inform students regarding the relevant regulations and guidelines of the University,
5. To monitor student success in courses, and in the event of a failed course, to investigate the possible causes, and to try to find solutions,
6. To inform the relevant heads of departments about the unresolved issues of their students,
7. To refer students to the Student Development and Counseling Center within the University to receive psychological counseling and guidance services where necessary,
8. **(Senate Resolution dated 28.06.2024 no. 07)** To announce meeting days and hours to the students, to meet at least for two hours a week each semester,
9. To participate in the Board of Advisors,
10. **(Senate Resolution dated 28.06.2024 no. 07)** To check the courses that students have registered for/ added-dropped/ withdrawn from during each academic semester, in accordance with Atılım University Regulations on Associate and Undergraduate Degree Education and Examination, to approve these selections through the Student Information System within the periods specified in the academic calendar, and to send them back to the students for correction where necessary. To forward a copy of the approval pages of the transactions regarding students’ course registrations to the department secretary, and to keep a copy in the files on each relevant student,
11. **(Senate Resolution dated 28.06.2024 no. 07)** To check the success status of the students assigned to them at the end of each academic semester and/ or before the registration period begins for the next semester, to have a meeting with lower-achieving students, to guide them in resolving their issues, and to offer assistance to the students by communicating and coordinating with the necessary units.

# Duties of students

**Article 11 - (1) (Senate Resolution dated 28.06.2024 no. 07)** To be informed about the curriculum of their department/ program, as well as the relevant course content, prerequisites, and the rights and responsibilities of the University and the relevant regulations and guidelines, to accept all provisions and act in accordance with them, knowing that the procedures are undertaken in accordance with the University regulations and guidelines,

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. **(Senate Resolution dated 28.06.2024 no. 07)** To select, add/ drop, withdraw from courses and finalize these decisions with the approval of the academic advisor, in accordance with Atılım University Regulations on Associate and Undergraduate Degree Education and Examination, on the course registration, course drop-add, and course withdrawal dates for each academic semester,
3. **(Senate Resolution dated 28.06.2024 no. 07)** To participate in the in-person meetings set by their academic advisor where deemed necessary.

**SECTION THREE**

**Final Provisions**

**Effective Date**

**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.