



Decision No: 2019/11

Decision Date: 21/08/2019

CYPRUS AYDIN UNIVERSITY ACADEMIC ADVISORY DIRECTIVE

SECTION ONE

Purpose and 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 advisory duties given to associate and undergraduate students at Cyprus Aydın University.

Basis

ARTICLE 2 – (1) This Directive has been prepared in accordance with the provisions of the “Higher Education Law No. 2547” and the “Cyprus Aydın University Associate and Undergraduate Education, Teaching and Examination Regulation”.

Definitions

ARTICLE 3 – (1) In this Directive;

- a) Academic Advisor: The faculty member assigned as an academic advisor by the unit head of the relevant unit,
- b) Academic Advising: Academic advising activities provided to Cyprus Aydın University students by the University's faculty members,
- c) Student: Students enrolled in Cyprus Aydın University's associate and undergraduate programs,
- ç) Unit: The Faculty/School and Vocational School affiliated with Cyprus Aydın University,
- d) Program: Educational activities conducted for diploma programs according to a defined curriculum,
- e) Unit Head: The dean, director, or department head of the relevant unit,
- f) Rector: The Rector of Cyprus Aydın University,
- g) Senate: The Senate of Cyprus Aydın University,
- h) University: Cyprus Aydın University,
- ı) Course Selection Approval: Approval indicating that the courses selected by the student for the relevant semester are appropriate, as confirmed by the academic advisor,
- i) Academic Information System (AIS): Cyprus Aydın University Academic Information System,

k) Student Health Center: Cyprus Aydın University Student Health Center,

l) Career Center: Cyprus Aydın University Career Center,

m) Psychological Counseling and Guidance Center: Cyprus Aydın University Psychological Counseling and Guidance Center.

CHAPTER TWO

Academic Advising: Purpose, Appointment, Duties, Authority and Responsibilities

Purpose of Academic Advising

ARTICLE 4 – (1) The purpose of academic advising is to meet all advisory needs of students regarding the educational programs and regulations of the department/program in which they are enrolled, to ensure that they carry out their academic activities smoothly, to guide the student in adapting to university life, professional development, career and similar issues, and to monitor them throughout their studies.

Appointment of Academic Advisers

ARTICLE 5 – (1) The academic advisor is appointed by the unit manager at the beginning of the academic year from among the teaching staff of the department/program in which the student is enrolled. When appointing an academic advisor, priority is given to teaching staff from the department/program in which the student is enrolled. If there are not enough teaching staff in the relevant department/program, an advisor may be appointed from another department/program.

(2) The term of office of the academic advisor continues until the student's relationship with the university is terminated. The unit head may make changes when deemed necessary.

(3) Students follow the process through the AIS (Academic Information System).

(4) Academic advising for students coming to the University within the scope of exchange programs or other cooperation protocols is carried out by the relevant unit in cooperation with the International Relations Coordination Office.

(4) The relevant department/unit shall ensure that academic staff members who have no prior advising experience and who will serve as advisors for the first time receive training from an experienced academic advisor.

Duties, Authorities, and Responsibilities of the Academic Advisor, and Supervision

ARTICLE 6 - (1) The duties, authorities, and responsibilities of the academic advisor are as follows:

- a) To provide students with essential information about the undergraduate/associate degree program in which they are enrolled,
 - b) To inform students about the necessity of reading the relevant regulations and directives and being aware of their responsibilities,
 - c) To monitor the course registration process of the students under their supervision and to inform them about the requirements for graduation, as well as about compulsory and elective courses in their program,
 - d) To monitor the academic status and progress of the students they advise, and to provide guidance and direction,
 - e) To ensure that course registration renewal and course selection processes comply with the relevant regulations,
 - f) To guide students on academic matters such as course adjustments, course equivalency, and exemptions,
 - g) To check whether students who are required to repeat courses have registered for those courses,
 - h) To review the courses selected by students for compliance with regulations and to approve their registrations through the Academic Information System (ABIS) before the start of the semester; in cases where approval should not be granted, to warn the student and ensure necessary corrections are made,
 - i) To inform students about scholarship and internship opportunities provided by the university,
 - j) To refer students to the Student Health Center for health-related issues and, when necessary, to the Psychological Counseling and Guidance Center,
 - k) To direct students who seek information about exchange programs to the relevant unit's exchange program coordinator,
 - l) To refer students seeking information about double major, minor programs, and horizontal/vertical transfer opportunities and conditions to the department/unit administration,
 - m) To guide students toward the Career Center in order to support their individual career planning.
- (2) Academic advisors are required to be present at the University during fall and spring semester course registration, add-drop periods, and summer school registration dates, unless they have a valid excuse. In

such cases, they must inform the unit administrator. The unit administrator shall appoint another academic staff member to carry out advising duties and inform the students accordingly.

(3) Academic advisors shall hold meetings with their advisees at regular intervals throughout the semester in order to assist them with their needs. They shall announce their office hours to students and report these hours to the relevant dean's office/directorate.

(4) The advising services provided by academic advisors shall be evaluated by students at the end of each academic year. The results of these evaluations shall be taken into consideration by the relevant dean/director in academic performance assessments.

Supervision of Academic Advising Services

ARTICLE 7 - (1) The supervision of academic advising activities shall be carried out by unit administrators.

(2) Unit administrators shall hold meetings with academic advisors at the end of each semester to address the challenges encountered by advisors and to implement improvements to the advising system.

SECTION THREE

Miscellaneous and Final Provisions

Cases Not Covered

ARTICLE 8 - (1) In cases where no provision is specified in this Directive, the relevant legislative provisions shall apply.

Entry into Force

ARTICLE 9 - (1) This Directive shall enter into force as of the date it is approved by the Senate of Cyprus Aydın University.

Execution

ARTICLE 10 - (1) The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.