

SELÇUK UNIVERSITY
STUDENT ADVISORY DIRECTIVE

A- PURPOSE AND SCOPE

This directive, prepared in accordance with the objectives and principles of the Higher Education Law (No. 2547) to guide students of our university, determines the procedures of the advising system and the duties of the teaching staff.

B- OPERATION OF THE ADVISING SYSTEM

1. Advising teaching staff are chosen by the related department/program chair and appointed by the board of directors of the Faculty/School. The coordination among the advisors within a department is organized by the department/program chair.
2. The department chair observes a balanced workload distribution among the teaching staff and informs the advisors about the changes in the laws, regulations and directives.
3. Students enrolled in a Department of a Faculty / School continue their education under the responsibility of the same advisor as long as they are enrolled, with the exception of mandatory cases.

C- DUTIES OF THE ADVISOR

1. Before the beginning of each semester, advisor and the student together determine the mandatory and elective courses to be taken by the student. Advisor helps the students to fill in the course registration forms and checks the course registration forms. Verifies the control lists provided by the Computer Center.
2. Advisor continuously monitors the academic status of the student so that the student successfully continue his/her education and graduate in due time as specified by laws and regulations.
3. Advisor informs the students about the curriculum, S.Ü. Course and Exam Regulations, Student Discipline Regulation of Higher Education Institutions and other related regulations and directives.
4. Advisor schedules individual or collective meetings with his/her students at least once a month to be informed on their problems on education or other issues. In case of necessity, the advisor informs the relevant units of university on these problems.
5. In cases of necessity, advisor can, by taking the opinion of the department head, inform the family of the student.
6. Advisor makes proposals for awards to be given to successful students to the Department/Program head.
7. Advisors takes actions so that the students having financial problems may benefit from social support funds.
8. Advisor keeps a file for each student. This file contains
 - a) A biography of the student with a photo and personal information such as, family information, home addresses, phone numbers, etc.
 - b) The curriculum to be followed by the student and a transcript of the student.
 - c) A copy of the all the decisions taken on the academic and discipline status of the student and a copy of all course registration forms, along with a table indicating the tuition payment status and copies of tuition payment documents or document indicating he/she receives a tuition credit.
9. In case of graduation, dismissal or drop out of the student, advisor hands this file and its contents over to the department/program head.
10. In case of an advisor change, advisor must hand over the student file to the new advisor.

- 11.** At the end of each semester, advisor prepares and submits a report to the Dean of the Faculty. This report contains information on the academic status and social and economic problems of the students and the actions taken to resolve these issues and suggestions for actions to be taken.
- 12.** The Board of directors of the Faculty/School evaluates the reports of the advisors and presents a general assesment to the office of the Rector.
- 13.** Advisor, is a natural member of the “Graduation Grade Control Commission” which prepares the transcript of the student to be given to the student on their graduation.

D- EFFECT

Bu yönerge 1999-2000 eğitim-öğretim yılında yürürlüğe girer.

E- EXECUTION

This directive is executed by the Rector of Selçuk University