

**CONGREGATION OF
İSTİNYE UNIVERSITY**

MEETING DATE	MEETING HOUR	SESSION NO
11/11/2020	10.30	13

APPROVING AUTHORITY	Chair of The Board of Trustees
VERIFICATION DATE	12.11.2020
DECREE NO	2020/68

**ACADEMIC CONSULTANCY DIRECTIVE OF
İSTİNYE UNIVERSITY**

SECTION ONE

Aim, Extent, Basis and Definitions

Aim and Extent

ARTICLE 1 – (1) This directive aims to define the academic consultancy services to be provided to students of associate and undergraduate programs by İstinye University faculty members.

(2) The directive covers the academic consultancy process to be provided for the selection of the courses taken in each semester by evaluating the academic success between the instructor and the student in the education and training process, and the adaptation to university life, professional development and career issues.

Basis

ARTICLE 2 – (1) This directive has been prepared based on the clause (c) of the 22nd article of the Higher Education Law No.2547 and the clause 3 of the 11th article of the İstinye University Associate and Undergraduate Education Regulation.

Definitons

ARTICLE 3 – (1) In this directive, the representations are presented as such:

- Academic Advisor: The lecturer who provides information on academic issues and leads the education processes that start from the moment students enroll in İstinye University,
- Student / students: Student(s) studying at İstinye University Associate and Undergraduate programs and receiving consultancy from an academic advisor within the scope of this directive,
- Instructor: Academic staff working full-time at İstinye University,
- Rector: The rector of İstinye University,
- Senate: The senate of İstinye Universtiy,
- UBIT: Student Information System,
- University: İstinye University,
- Board of Directors: Faculty and vocational school within İstinye University.

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**SECOND PART
Academic Counseling**

Appointing Academic Advisors

ARTICLE 4 - (1) - In the semester when students start their undergraduate program, an Academic Advisor is assigned to them, preferably from the staff of the program they will study.

(2) Academic Advisors are announced through the student information system.

(3) The student's Academic Advisors are not changed unless it is necessary. In case there is a faculty member who cannot be present at the university or who cannot carry out the consultancy duty, the head of the relevant department appoints a new temporary or permanent advisor. Academic Advisors monitor the student throughout their education.

(4) Academic Counseling of students who come to the university as exchange students within the scope of ERASMUS or other programs is handled in coordination with the International Relations Directorate.

(5) Double major students are assigned an Academic Advisor from each program/department in which they enroll.

Responsibilities of Academic Advisors

ARTICLE 5 - (1) Academic Advisors follow the students throughout their university education and provides consultancy about which courses to take and their academic development, including double major and minor programs.

(2) Academic advisors

a) inform students about regulations, directives, procedures, and their rights, powers, and responsibilities, starting from the beginning of university life. They also explain how to access rules, directives, and procedures.

b) know and follow the up-to-date regulations and principles regarding teaching, exams, and disciplinary actions.

c) advise and guide students during the registration, add-drop, and withdrawal periods every semester and approves the course schedules within the specified academic calendar.

d) provide information and guidance to students on university life orientation, professional development, and career issues. They also help students to solve problems encountered in academic life. They refer students to other units in the university regarding non-academic matters.

e) inform the academic division head about the special education needs of disabled students.

f) supervise the students' academic achievements, whether they have taken all the courses they need to take within the program, whether they fulfill the graduation requirements, and provide feedback.

g) allocate certain hours to Academic Counseling in their schedule. These office hours are announced to the students on the student information system. They meet with students during these hours. During online or partially online education, due to extraordinary conditions, office hours are held online.

h) meets with the students at least once a semester individually and / or collectively.

i) informs the students about the possibilities of the university and its academic unit.

j) follows the success of the students in the courses, investigates the reasons for failure of each student who cannot succeed in the courses and tries to find solutions for each student.

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k) in addition, informs the head of the department and/or the academic unit manager about the unsolved problems of the students.

Students' Responsibilities

ARTICLE 6 - (1) The student's obligations in the advising system are as follows:

a) The student is responsible for searching and knowing all instructions, directives and regulations regarding education and training processes. The student should know and fulfill the conditions foreseen for the processes such as taking a course, passing a class, graduating and so on.

b) The student should contact the Academic Advisor at least once every semester.

c) The student is responsible for completing the course registrations and add-drops on UBIT within the periods specified in the academic calendar and obtaining the approval of the Academic Advisor. Students' choices and practices regarding the educational processes are under his / her own responsibility.

d) Except for the reasons of the deferral of enrollment and attendance in exchange programs, when a student who does not enroll for two (2) consecutive semesters re-enrolls, a different Academic Advisor may be appointed to the student.

e) The student must comply with the regulations, values and principles of the university.

f) Students should base their relationship with the Academic Advisor on the principle of mutual respect in the advising process.

Topics for which there are no provisions

ARTICLE 7 - (1) The decision to be taken by the University Executive Board or the Senate shall be applied for the matters not covered by this Directive.

Validity

ARTICLE 8 - (1) This Directive takes effect on the date it is approved by the Board of Trustees.

Enforcement

ARTICLE 9 - (1) This Directive is executed by the Rector of İstinye University