

**Istanbul Aydın University**  
**Faculty of Economics and Administrative Sciences**

**ACADEMIC ADVISING GUIDE**

The advisory guide describes the process of implementing the decisions of the Istanbul Aydın University Advisory Regulation and the Faculty of Economics and Administrative Sciences Board regarding the operation of advisory activities.

### 1. Introduction

- **Purpose:** To help students achieve their academic goals, guide them, and optimize their academic performance.
- **For Whom:** All undergraduate, graduate, and doctoral students.

### 2. Consulting Process

- **Advisor Assignment:** Each student is assigned an academic advisor appropriate to their field of expertise and interests during registration or at the beginning of the academic year.
- **First Meeting:** A comprehensive initial meeting is held between the student and the advisor to discuss the student's academic goals, interests, career plans, and potential challenges.
- **Ongoing Advising:** Regularly throughout the student's academic journey consultation meetings are scheduled.

### 3. Duties of the Consultant

- **Academic Planning:** Determining the student's course selections, academic roadmap, and adjusting this plan in a way that maximizes the student's efficiency.
- **Career Counseling:** Providing suggestions for career goals, offering information about internship and job opportunities, encouraging participation in networking events.
- **Academic Support:** Monitoring the student's academic performance, providing support in case of low grades or failure, and recommending extra lessons or academic support programs.
- **Resource Referral:** Referring students to resources such as libraries, laboratories, academic support centers, language courses, and writing centers.
- **Personal Development:** Providing information about workshops, seminars, training, leadership programs, and events that will contribute to students' personal and professional development.
- **Cultural and Social Adaptation:** Providing support for cultural adaptation, language learning, and social integration for international students.
- **Problem Solving:** Problem-solving for students facing academic or personal issues to present strategies.

### 4. Advisory Meetings

- **Frequency:** At least once per term is mandatory, and more frequent meetings are held according to academic circumstances and student needs.
  - **Meeting Agenda:**
    - Course selection and academic scheduling
    - Academic problems and proposed solutions
    - Career planning and professional development
    - Techniques for coping with personal or academic stress
    - Research projects or thesis studies
    - Student exchange and study abroad opportunities

### 5. Communication

- **Accessibility:** The advisor's office hours, email address, phone number, and other contact information should be announced to students.
- **Online Platforms:** Online meetings or consultation systems can be used for counseling; students should be trained on how to use these platforms.
- **Emergency Communication:** How students can reach their advisors in emergencies about being informed.

## 6. Evaluation and Feedback

- **Student Feedback:** Regularly collect feedback from students about counseling services and use this feedback to improve the services.
- **Consultant Evaluation:** Periodic assessment of consultants' performance, encouraging participation in training and development programs.
- **Quality Assurance:** Implementation of continuous improvement processes to enhance the quality of consulting services.

## 7. Other Resources Students Can Access for Support

- **Career Center:** Offers services to assist with career planning, job searching, resume preparation, interview techniques, and job placement processes.
- **Psychological Counseling:** Provides support services for students' psychological health and well-being.
- **International Student Office:** Special counseling tailored to the needs of international students provides services.

## 8. Conclusion

This guide provides a framework aimed at comprehensively contributing to students' academic and career development. Each student can see the name of their assigned academic advisor in the UBIS system.