

ISTANBUL AYDIN UNIVERSITY

ADVISORSHIP DIRECTIVE

CHAPTER ONE

General Provisions

ARTICLE 1

Pursuant to subparagraph (c) of Article 22 of the Higher Education Law No. 2547 and Article 20 of the Istanbul Aydın University Undergraduate Regulation, faculty members and lecturers are obliged to provide academic advising to students.

ARTICLE 2

An academic advisor is assigned to each student by the relevant dean's office/directorate, and the advisor's appointment procedures are carried out accordingly. The student's advisor is not changed unless necessary.

When an advisor leaves the University for any reason, they are obliged to submit to their dean's office the files they have created for students pursuant to Article 3.

ARTICLE 3

Advisors create a file for each of their students. This file must include the student's registration information, the Academic Status Tracking Form, transcript, master form, and the course registration form showing the courses registered each semester.

The transcript printout must be obtained after the grade entry and objection periods have ended, and before the student's course registration procedures for the next semester begin. This information must be entered into the Academic Status Tracking Form and updated accordingly.

ARTICLE 4

Advisors accept the students they advise on certain days and hours of the week and assist them with matters they need. When they determine that there is a change in the student's information, they update the information in the file.

Advisors announce meeting hours to students and notify the relevant dean's offices of these hours.

Advisors must meet with their students at least once between the 5th and 11th weeks.

ARTICLE 5

Deans/Directors hold meetings with advisors at least once a month in order to evaluate advising services and address students' problems. Matters that exceed the limits of authority and responsibility are forwarded to the Faculty/School Administrative Board or the University Administrative Board.

ARTICLE 6

Advisors notify the Directorate of Student Affairs of students' academic problems through the Academic Problem Notification Form.

They first notify their dean's office of other special problems.

They forward students' financial problems to the Student Dean's Office together with their opinions.

ARTICLE 7

The advising services provided by advisors to their students are evaluated by students at the end of each academic year. The results of these evaluations are taken into consideration by the relevant dean/director in academic performance evaluations.

CHAPTER TWO

Final Provisions

ARTICLE 8 – Entry into force

This Directive enters into force after it is adopted by the University Senate.

ARTICLE 9 – Execution

This Directive is executed by the Rector.