# T.C.

ISTANBUL MEDIPOL UNIVERSITY

ASSOCIATE AND UNDERGRADUATE PROGRAMMES STUDENT COUNSELLING INSTRUCTION

 FIRST SECTION

Aim, Scope, Base and Definitions

Aim

**ARTICLE 1 - (1**) The aim of this instruction is to regulate the academic advisory services to the students registered in the associate and undergraduate programmes of Istanbul Medipol University.

# Scope

**ARTICLE 2 - (1)** This instruction covers the procedures and principles regarding the guidance services to be provided to the students enrolled in the associate and undergraduate programmes of Istanbul Medipol University to organize their educational and social relations more effectively and make decisions within the university.

# Base

**ARTICLE 3 - (1)** This instruction has been prepared based on the 22nd Article of the Higher Education Law No. 2547 and the 12th Article of the Istanbul Medipol University Associate and Undergraduate Education Regulations.

**Definitions**

**ARTICLE - (1)** The definitions in this instruction refer to;

1. Unit Manager: Dean of the relevant faculty, director of the vocational school, or the head of the appropriate department,
2. Supervisor: The instructor who has undertaken the duties and responsibilities specified in this directive.
3. Student: Students registered in undergraduate and associate degree programmes of Istanbul Medipol University,
4. Rector: Rector of Istanbul Medipol University,
5. Senate: Istanbul Medipol University Senate,
6. University: Istanbul Medipol University,
7. Administrative Board: Faculty/School/Vocational School Administrative Board
8. MEBIS: Istanbul Medipol University Education Information System,

# SECOND SECTION

Advisor Assignment, Duties and Responsibilities Advisor Assignment

**ARTICLE 5 - (1)** For all students enrolled in the university, before the start of each academic year, it is determined by the dean in faculties that implement a single diploma program, by the department heads in other faculties, and by the department/program directors in college-vocational colleges, among the full-time lecturers of the relevant department/program.

* 1. The advisors of the students studying in the preparatory class are appointed from among full-time lecturers by the Foreign Languages Coordinators.
	2. Except for the units whose primary education and clinical education are held on different campuses, counselling continues until the student is dismissed from the university. In case of the temporary or permanent departure of the advisor, a new advisor is appointed. Unless there are mandatory conditions, the student's academic advisor is not changed.
	3. Following the decision of the relevant Board of Directors, the assignment process is completed when the authorized unit defines the academic advisors of the students to MEBIS.

# Duties and Responsibilities of Advisors

**ARTICLE 6 - (1)** At the beginning of the academic year, the advisors organize an informative meeting on the promotion of the department/faculty/school/university, relevant legislation and environmental conditions with the participation of all students who have just started the university. The minutes and attendance list of the meeting are signed and documented (Appendix 1). This meeting is usually held at least once a year.

1. At the beginning of each semester, advisors assist, supervise and guide students in course selection and registration (first time/repeat/upgrade) depending on the academic calendar. Course registrations, taking/dropping courses, changing courses of students are done electronically (MEBIS) within the period determined in the academic calendar.
2. The courses chosen by the students during the registration period, the changes they made, the withdrawal from the course, etc., are finalized with the approval of the advisor within the period determined in the academic calendar.
3. Counsellors give their opinions and suggestions to the relevant department / program heads in the equivalence and transfer processes of the courses that the student has previously taken at other universities or summer school.
4. Advisors help students to have information about exchange programmes such as Erasmus, Farabi, Mevlana etc.
5. Counsellors inform the students about the regulations, directives, Senate, University Administrative Board decisions and the decisions and practices of the relevant academic unit, the changes made and the relevant decisions taken by the Higher Education Council (YÖK).
6. When counsellors conclude that their students have a problem with adaptation, social and economic issues, they learn the situation and forward/direct it to the Psychological Counseling and Guidance unit.
7. Advisors organize conferences, congresses, seminars, panels, etc., related to their fields to support students' academic development. Provides information and guidance on events.
8. Counsellors take an active role in the decision processes by getting information about the students who do not re-register or want to cancel their registration.
9. Counsellors assist students in various matters such as academic guidance, adaptation to university life, career planning, and accurate information. It monitors the student's academic performance and maintains regular contact with the student for effective counselling. It is obligatory to announce the "advisor meeting hour", not less than one-course hour per week, to prevent the transfer of the advisor-student relationship entirely to the virtual environment by using common online systems such as registration, e-petition,

and application, and to maintain face-to-face communication. In cases where non-routine information, documents and warnings are required during these meetings, the advisor should record the meeting in the minutes and sign it mutually. (ANNEX-2)

1. All documents and minutes of the counsellors' meetings with their students are submitted to the department/program heads at the end of each year.

# THIRD SECTION

Audit, Enforcement, Execution

Supervision

**ARTICLE 7 - (1)** Advisory duties and responsibilities and supervision of activities are carried out by the relevant academic unit managers.

# Enforcement

**Article 8-**(1) This instruction enters into force on the date of its adoption by the Senate.

# Execution

**Article 9** (1) The provisions of this instruction are executed by the Rector.

\*\* Accepted at the meeting of the University Senate dated 28.02.2017 and numbered 2017-08.

# ANNEXES

Annexe – 1: Advisor Interview Form

Annexe - 2: Collective Interview Detection Form with Students of Counselors Annex - 3: Student Counseling Checklist