

**T.C.**  
**DOGUS UNIVERSITY**

**ASSOCIATE AND UNDERGRADUATE STUDENT COUNSELING DIRECTIVE**  
(Approved by the Senate Decision dated 22.11.2021 and numbered 2021/33)

**PART ONE**  
**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1** - (1) The purpose of this Directive is to set out the general principles and guidelines regarding the academic advising services to be provided to the students enrolled in associate and undergraduate programs of Doğuş University (DOU).

**Scope**

**ARTICLE 2** - (1) - This Directive covers the procedures and principles related to guiding and guiding the students enrolled in associate and undergraduate programs of Doğuş University in line with the Higher Education Law No. 2547 and the aims and main principles of Doğuş University Associate and Undergraduate Education and Examination Regulations, especially in terms of education and training at the university.

**Basis**

**ARTICLE 3** - (1) This Directive has been prepared based on Article 22 (c) of the Higher Education Law No. 2547 and Article 15 of the Doğuş University Associate and Undergraduate Education and Examination Regulation.

**Definitions**

**ARTICLE 4** - (1) In this Directive;

- a) **University** Dogus University (DOU)
- b) **Academic Advisor:** Full-time faculty members/officials assigned as academic advisors
- c) **Academic Unit:** Faculties, Schools of Higher Education, Turkish Language and Revolution History Unit and Foreign Languages Unit affiliated to Doğuş University
- d) **Department/Program/Unit President:** Nativity University academic units  
Department/Program/Unit Heads
- e) **Director** School Directors affiliated to Doğuş University
- f) **Dean:** Deans of the Faculties affiliated to Doğuş University,
- g) **Rector:** refers to the Rector  
of DOU.

## **PART TWO**

### **General Principles and Guidelines**

#### **Purpose of Academic Advising Service, Assignment of Academic Advisors and Duties and Responsibilities of Academic Advisors**

**ARTICLE 5 - (1)** The purpose of the academic advising service is to guide the student on adaptation to university life, professional development, career and similar issues and to monitor him/her throughout his/her education; to inform him/her at the beginning of each semester during the course selection process including summer school; to evaluate the academic status of the student together with the student and to inform him/her about the courses he/she needs to take.

**ARTICLE 6 - (1)** The following issues are taken into consideration in the appointment of an academic advisor and the fulfillment of the advising service:

- a) For all students enrolled at the University, the academic advisor is appointed by the Department/Program/Unit Heads before the start of each academic year among the full-time faculty members/officials of the relevant department/program/unit. The assigned academic advisor assists the student in course registration/registration renewal procedures, education and training activities, adaptation, professional development, career, etc. within the framework of the rules set out in the Higher Education Law No. 2547 and Doğuş University Associate and Undergraduate Education and Examination Regulations.
- b) The academic advisor can be changed only with the decision of the Head of the Department/Program/Unit that makes the assignment and in cases of necessity. The advisor who cannot be at the university for a long time due to a valid excuse notifies the Head of the Department / Program / Unit in writing. In this case, a temporary or permanent advisor is assigned to the student for the remaining period of the academic year. If the advisor leaves the university permanently, a new advisor is assigned. The student may request a change of advisor by submitting a valid justification to the Department/Program/Unit Head. In case of change, the advisor and the student are informed.
- c) Following the appointment of the advisor by the relevant Department / Program / Unit, it is ensured that the advisors are defined in the automation system and the appointment process is completed by notifying the IT Directorate through the Dean's Office / Directorate / Unit Head.

#### **Duties and Responsibilities of the Academic Advisor**

**ARTICLE 7 - (1)** At the beginning of each academic year, the advisor may organize a general meeting at the beginning of each academic year with the participation of the students he/she advises who are new to the university, including the introduction of the unit/department/college/school/faculty/university/undergraduate/undergraduate program, information about the relevant legislation and environmental conditions, and explaining the principles of the advising activity to be implemented.

(2) The counselor helps students with academic guidance, adaptation to university life, career planning, and correct information. The advisor monitors the academic performance of the student and keeps in regular contact with the student to ensure that the advising is carried out effectively. In this context; the advisor determines and announces at least one hour of face-to-face advisor meeting hours per week. In addition to face-to-face meetings, the advisor also provides counseling through other communication methods (e-mail, online, etc.). In addition, the advisor notifies the relevant unit to which he/she is affiliated in writing through the Head of the Department/Program/Unit about the advising days and hours. In these meetings, in cases that require non-routine and specific information, documents and warnings, the advisor records the meeting and signs the meeting mutually.

(3) At the beginning of each semester, the advisor makes course selection and course registration (first time/repeat/upgrade) procedures together with the student, depending on the academic calendar. The advisor ensures that these procedures comply with the relevant regulations and guides the students. During the course registration process, it informs the student about the compulsory and elective courses in the education-training program in which the student is enrolled and what the student needs to do in order to meet the conditions for graduation from the program he / she is enrolled in. Students' course registrations, drop/add and change of courses are carried out in the automation system through the data processing center in coordination with student affairs within the period specified in the academic calendar.

(4) The courses selected by the students during the registration period, changes made by the students, and withdrawals from the courses are finalized with the approval of the advisor following the coordination with the student affairs within the period specified in the academic calendar. The approval of the advisor does not remove the student's responsibility for course selections.

(5) The advisor guides the student on academic issues such as adjustment procedures, course equivalency and exemption. The advisor checks whether the student who needs to retake the course(s) is enrolled in the relevant course(s).

(6) The advisor provides opinions and suggestions to the relevant Department / Program / Unit Heads for the equivalence and transfer of the courses the student has previously taken at other universities or summer school.

(7) The advisor monitors the academic status of the students; informs and guides them so that they do not lose a semester/year.

(8) The advisor helps students to have information about exchange programs such as Erasmus, Farabi, Mevlâna etc. and internship opportunities.

(9) The advisor informs the students about the regulations, directives, application principles related to education and training, the decisions of the Senate, the University Executive Board, the Higher Education Council, and the decisions and practices of the relevant academic unit and the changes made in them.

(10) In order to support the academic development of students, the advisor informs and directs them about conferences, congresses, seminars, panels, etc. related to their fields.

(11) The advisor takes an active role in the decision-making process by trying to get information about students who do not renew their registration and who want to cancel/freeze their registration.

(12) When the counselor concludes that a student has a problem in terms of adaptation, social and economic issues, he/she informs the Psychological Counseling and Guidance Unit about the problem and directs the students.

(13) At the end of the first week of the beginning of each academic year, Faculty/School/Unit Heads prepare the timetables of the consultancy services to be provided by the faculty members/staff and submit them to the Rectorate.

### **PART THREE**

#### **Final Provisions**

**Enforceme  
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**ARTICLE 8** - (1) This Directive enters into force on the date it is accepted by the University Senate and approved by the Board of Trustees.

**Execution**

**ARTICLE 9-** (1) This Directive is executed by the Rector of Doğuş University.

