



Al-Quds University

University By-Laws

(5)

Directory of Academic Educational Advising

**Academic / Educational Advising** is a continuous, constructive and planned conscious process aimed at assisting the student in drawing up his / her study plans, registering in courses that are in line with his / her academic level; his / her achievement abilities; and his / her psychological conditions, achieving the continuation of the study, achieving success therein, solving any problems that may hinder him, and helping him / her to achieve his / her excellence and understand the system of the university to which he /the belongs. This is in addition to following him / her up in his /her educational path to supervise him / her up to graduation without making mistakes that may cost him /her an effort, suffering, or additional financial burdens.

The Academic Advisor is a regular faculty member chosen by the Department to provide assistance and advice to his / her students in the selection of necessary courses in accordance with the student's academic plan based on the advisor plan provided by the department of specialization, which will lead to helping student meets the graduation requirements in that department.

In order for the academic advising process to be effective and successful and to achieve the desired objectives, head of the department shall appoint an academic advisor to each student in the department concerned, whether the student is a specialist or willing to specialize. An academic advisor shall follow the following rules:

- 1- Be patient, persistent, help lover, treat the student in a good manner, and not make fun of him / her or put him / her in ridicule due to failing in a subject or for any other reason.
- 2- Gain confidence and respect of student, not disclose any of his / her secrets, and respect his /her privacy.
- 3- A student shall not be allowed to infringe the dignity or credibility of any of the teachers, and shall sincerely show respect for his / her fellow faculty members.
- 4- Accept constructive criticism or notice from any fellow faculty members, and shall not consider this as interference in his / her privacy and affairs.
- 5- Meet with his / her students periodically and preferably once a month (if possible), and upon completion of the semester.
- 6- Have a deep knowledge of the academic laws and regulations in force at the University. A book of regulations and bylaws issued by the University shall be available at the advisor's office.
- 7- Have deep knowledge of the academic programs offered by the University and the disciplines and courses in each program, in addition to knowledge with its contents and nature so that be / she can provide advising for students.

### **Role of the academic advisor**

The role of the academic advisor is summarized in the following points:

- 1- Assists student to register for courses, explains the nature of these courses, and indicates the basic requirements a student shall meet. The advisor shall also sign the registration form and keep a copy of it in the student's file.
- 2- Follow-ups the academic status of student since his / her enrollment in the University up to his / her graduation, knows his /her strengths and weaknesses, and helps him / her solve any academic problem that may arise with his /her teacher.
- 3- Helps student to understand the basic concepts, and nature of the courses and academics bylaws and regulations in force at the University, and identifies and clarifies the educational objectives.
- 4- Refers a student who suffers from psychosocial and adaptation problems to the concerned psychological advisor of the University, and consults with him / her to reach the most suitable solutions.
- 5- Participates in introducing students to services and facilities of the University (library, advising center, canteen... etc.) and extracurricular activity available therein.
- 6- Coordinates with, faculty members and registration office to identify the academic difficulties faced by student in terms of their causes and the most effective means to solve them.
- 7- Writes recommendations that student asks from the advisor, and helps him / her fill out the scholarship forms and retain personal information about the student to assist him.
- 8- Assists in choosing the academic discipline in which he / she can enroll, by matching his / her academic abilities with his / her own desires. He / she shall help him / her identify elective subjects according to his / her study interests.
- 9- Supervises the selection of courses for the student and provides advice and advising on the courses for which the student prefers to register in each semester.
- 10- Discusses the student's academic situation with the head of the department or the dean in terms of educational achievement, academic excellence, academic warnings, and all related to the student's academic status.

- 11- Reviews the student academic program at the beginning of each semester and not to sign the registration or withdrawal form before making sure the safety of the student's academic
- 12- Makes sure to guide the student throughout his / her studies at the University.
- 13- Monitors the course of study for all students who guide them in a separate statement.
- 14- The academic advisor is obliged to perform his / her duties in his / her office throughout the period of advising and registration as specified in each semester.
- 15- Sets specific times in order to supervise students who guide them during the semester to ensure the safety of their academic course.
- 16- Ensures student's knowledge and familiarity with the academic regulations and bylaws in force at the University and follows up the latest amendments.

### **The advisors needs the following in order to perform the advising process at the best**

- 1- Skills of dealing with students, and the ability to detect their problems and needs.
- 2- Identify their personal and social conditions. The University shall provide advisors with the required information periodically and regularly.
- 3- Prepare lists of students who will be advising in addition to lists of their marks in the different subjects they studied.
- 4- Copies of approved study plans in the different disciplines studied by students, showing the required materials therefrom.
- 5- Different indicative models show the sequence in which students shall follow in their subjects in each semester, and the elective subjects they can choose in each semester.

### **Responsibility of Student**

- 1- Review all regulations related to his /her academic career.
- 2- Comply with the instructions of the academic advisor and refer to him / her in case of any academic problems.
- 3- Comply with the dates specified by the Deanship of Admission and Registration.
- 4- Follow up on announcements and instructions related to advising and registration.
- 5- Not to make any changes to his / her study program or plan without the prior knowledge and consent of his / her advisor.

### **Responsibility of Deanship of Admission and Registration**

- 1- Prepare student guide in direct cooperation with the faculties and departments and student shall receive a copy thereof which shall be binding and contains: All the necessary requirements for obtaining the university degree.
  - Number of credit hours that the student must complete before granting him / her the university degree in the specialization he / she chose.
  - These courses shall be detailed (University compulsory requirement, University elective requirement, faculty compulsory requirement, faculty elective requirement, compulsory specialization requirement, elective specialization requirement) with a full description of each course and the number of its theoretical and practical credit hours and prerequisites if any.
  - University semester fees for each faculty separately.
- 2- Increase student awareness, especially new comers, of the study plan and its amendments through posters and bulletins,
- 3- Open a complete file for each student in which student's papers and documents are kept from the time of applying for admission up to graduation in addition to an electronic copy containing all the courses recorded and the result he / she achieved.
- 4- Provide the academic advisor with a statement of the student's marks at the end of each semester before the start of the registration process for the next semester, in addition to statement of the student's final upon graduation to verify his / her record, close his / her file, and keeps it for the required time.
- 5- Prepare semester study programs in light of the courses offered by concerned faculties and institutes which are stemming from the advisory plans and recommendations of student advisors.
- 6- Specify the time periods to:
  - Enroll for each semester and provide student advisors with all courses offered and enrollment vouchers to be filled by students after discussion with the advisor for approval.
  - Delete from and add to each semester and provide advisors with forms of additions and deletions.
  - Withdraw from courses or semester and the consequences thereof.

- 7- Receive new students and provide them with information about the registration process and applicable laws and regulations,
- 8- Provide the academic departments with lists of names of students wishing to specialize in order to compel those departments to supervise the progress of the study of those students.

**Example for the process of Advising:**

- a) Official registration period
  - 1- A student shall visit his / her advisor office to receive the registration forms so as student can, and with the help of the advisor, select courses that he / she can enrol in, which corresponds to his / her study plan provided number of hours shall not exceed the allowed hours in the system, no conflict is existing in his / her program, and student completed all the Prerequisites for the courses he / she registered for.
  - 2- Advisor shall assist student in solving problems related to his / her study program if any.
  - 3- Advisor shall sign the registration forms which include advisor form, student form, and registration form.
  - 4- Advisor shall complete the course of study form of student in the academic year, which the student may not make any changes to its contents without the knowledge and consent of the advisor
  - 5- A student shall refer to the Department of Finance to determine the financial amounts due thereby and then pay them in the approved manner.
  - 6- A student shall send all documents to the registration representative in his / her faculty to complete the procedures related to his / her registration.
  - 7- A student shall submit a copy of the payment receipt to his / her advisor for retention.
- b) Withdrawal and Addition Period (The first week of the semester or the first three days of the summer course) A student wishing to make a draw or add to his / her advisor to receive and complete the withdrawal and add-on form and return it to his / her advisor who will check the information in the form and make amendments to student record. Then, after signing the form by the advisor, a student shall refer to the registration department to complete the withdrawal or addition process.
- c) Late withdrawal period If a student wishes to withdraw any course during this period, he / she shall refer to his / her advisor to confirm student's academic status so that student's burden shall not be less than the minimum burden allowed by the system at the University. The advisor shall make amendments required to student's record, and then sign the late withdrawal card in order to complete the process in the registration department.

**Steps to be followed to regulate advising process:**

- 1- The Deanship of Admission and Registration shall receive new students and introduces them to the University.
- 2- The Deanship of Admission and Registration shall distribute lists of new students to the academic departments according to the specialization a student wishes to register for.
- 3- The Secretary of the Department shall open a file for each student containing the following: A personal information form (Form No. 1) and the student shall fill it himself in the first meeting with the head of the department. A copy of study plan of the department a student will graduate from (Form No. 1). A copy of the advising plan proposed by the Department (Form No. 3). A copy of a student's academic career monitoring chart being the graduation requirements (Form No. 4). A copy of the course of study for the student in the academic year, which helps the advisor in choosing the courses in which the student must register in the next semester (Form No. 5).
- 4- Head of Department, in the presence of all advisors, shall hold a meeting in the first week with students wishing to specialize to welcome them and give them a glimpse of the Department (faculty and support staff, offices, laboratories, mechanism of dealing within the department, the dates of the next meetings, how to take advantage of the office hours areas of work upon graduation, interest in specialization.). They also shall fill Form No 1.
- 5- Head of department or advisor shall keep files of the new students until the student meet= the specialization requirements.
- 6- Head of department shall distribute the students who have fulfilled the specialization requirements to the advisors (20 students as a maximum for each advisor).
- 7- The academic advisor shall:
  - Receive student files from the department head and add a copy of the student achievement form of specialization requirements.

- Meet with students to determine the mechanism of dealing with them (such a periodic meetings, refer to him / her at the office, and any other things that help motivate them and solve their problems), ensure that the University will deal with their issues only through him, and not register them without his / her knowledge and approval.
  - Introduce students to study plan and specialization requirements and the need to adhere to the advisory plan, especially the requirements of the University and faculty to ensure graduation in a timely manner.
  - Review student file and draw the appropriate plan for the next semester based on the list of scores, which the registration department must provide the advisor with upon completion of the semester.
  - In case student's academic level deteriorates, the advisor shall advise him/her by changing specialization, choosing a sub specialization, or transferring to another faculty.
- 8- To ensure this process, the following are required:
- Adherence to the advisory plan of the department whenever possible upon offering Courses by the academic departments.
  - The Department of Student Affairs shall provide both the advisor and the student's parents with any action against him, whether positively or negatively, as soon as possible to control matters