

IŞIK UNIVERSITY

ASSOCIATE AND UNGRADUATE DEGREE ACADEMIC SUPERVISION DIRECTIVE

SECTION ONE

Purpose and Scope, Basis, Definitions

Purpose

ARTICLE 1 - (1) This Directive has been issued to determine the academic supervision services to be provided to undergraduate and graduate students studying at Işık University and the duties and responsibilities of academic advisors.

Scope

ARTICLE 2 - (1) This Directive covers the academic supervision process to be provided between the faculty member and the student during the education and training phase, including the selection of the courses to be taken in each semester by evaluating their academic success status and their adaptation to university life, professional development, and career issues. Students who are studying temporarily within programs such as Erasmus, Farabi, Special Student, etc. are outside the scope of this Directive. The supervision of the students in this scope is carried out by special appointments of the academic units.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on Article 22(c) of the Higher Education Law No. 2547 and Article 11 of the Işık University Associate and Undergraduate Education and Examination Regulations.

Definitions

ARTICLE 4 - (1) The definitions of the terms used in the directive are as follows:

- (a) Academic Unit: The faculties and vocation school affiliated to Işık University,
- (b) Academic Advisor: A faculty member who provides information about the education and training processes and academic issues that begin from the moment students enroll at Işık University, who is assigned and leads the student to decide for planning and decisions regarding his/her education, to determine his/her goals regarding his/her profession and life, and to solve the problems he/she encounters,
- (c) Head of Department: The department head of the program,
- (d) E-Campus: Işık University Student Information System,
- (e) Disabled Student Unit: Işık University Disabled Student Unit
- (f) Career and Alumni Office: Işık University Career and Alumni Office,
- (g) Student Affairs Department: Işık University Student Affairs Department,
- (h) Student(s): The student(s) studying in Işık University Undergraduate and Undergraduate programs and being provided with academic supervision within the scope of this directive,
- (i) Rector: Rector of Işık University,
- (j) Senate: The Senate of Işık University,
- (k) University: Işık University.

SECTION TWO **Academic Supervision**

Advisor/Supervisor Appointment

ARTICLE 5 - (1) An Academic Advisor is appointed by the Academic Unit to each student in the semester in which he/she starts the Undergraduate and Undergraduate program.

(2) Academic Advisors are assigned, identified, and announced to the student via E-Campus.

(3) The student's Academic Advisor is not changed unless it is mandatory. In case of a faculty member who cannot be present at the University or cannot fulfill the advisory duty, a temporary or permanent advisor is appointed by the department head of the relevant Academic Unit. The Academic Advisor monitors the student throughout his/her studies.

(4) The Academic Supervision of students who study at the University as exchange students within the scope of ERASMUS or other cooperation protocols is carried out with the coordination of the Academic Unit.

(5) Double major and minor students are assigned an Academic Advisor from each program/department they are enrolled in.

Duties and responsibilities of the academic advisor

ARTICLE 6 – An Academic Advisor

(1) monitors the changes in the regulations and directives regarding the course registrations and academic processes of the students and guides them accordingly,

(2) monitors the student he/she supervises throughout his/her university education and provides leadership regarding registration renewal processes, all courses to be taken, including double major and minor programs, maximum periods, academic programs, and development,

(3) reviews the academic achievements of the students, whether they have taken all the courses required in the program and whether they have fulfilled the graduation requirements and provides feedback to the students,

(4) supports the student's course and program registration processes during the course registration, add-drop, and withdrawal periods announced in the academic calendar each semester. An academic advisor helps the student select courses in line with the students' goals, interests, and needs, provides advice and guidance, and approves the course programs within the specified academic calendar,

(5) guides the student in academic matters such as adjustment procedures, course equivalency, and exemption in coordination with the department heads,

(6) provides information on how and where to access regulations, directives, and procedures,

(7) notifies the Academic Unit administrator, the Department of Student Affairs, and the Disabled Student Unit about the special education needs of the students with disabilities for whom he/she is an advisor,

(8) allocates at least two hours for "Student Academic Supervision" every semester and announces these hours to the students, meets students during the consultation hours. If education and training is fully or partially provided online due to extraordinary circumstances, the office hour meetings must be provided online,

(9) meets individually and/or collectively at least once a semester with all the students he/she supervises,

(10) provides information to the students about the opportunities of the University and the academic unit to which they are affiliated,

(11) monitors the academic status of the student and provides feedback to the student,

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- (12) informs the student about transfer opportunities and conditions, double major and minor programs, and conditions,
- (13) informs the student about foreign/international student exchange programs and educational opportunities,
- (14) refers students to the Career and Alumni Office to assist them in their personal development and career planning.

Responsibilities of students

ARTICLE 7 - (1) The obligations of the student in the counseling system are set out below:

- (a) The student is responsible for researching and knowing all regulations, directives, and regulations, related to the education and training process. The student is required to learn and fulfill the requirements for taking courses, passing classes, graduating, etc.
- (b) The student must communicate with the Academic Advisor at least once each semester.
- (c) The student is responsible for registering, adding, and withdrawing courses through E-Campus within the timeframes specified in the academic calendar and obtaining the approval of the Academic Advisor in a timely manner. The student's choices and applications regarding the education and training processes are his/her own responsibility.
- (d) The student must abide by the regulations, values, and principles of the University.
- (e) The student must establish a mutually respectful relationship with the Academic Advisor in the supervision process.
- (f) The student is responsible for following the notifications made by his/her advisor via email to the University's email address and fulfilling the requirements.

Situations for which there are no provisions

ARTICLE 8 – (1) The resolutions of the University Executive Board or the Senate shall be applied in matters not provided for in this Directive.

SECTION THREE Effective Date and Execution

Effective Date

ARTICLE 9 - (1) This Directive enters into force as of the date of its approval by the Işık University Senate.

Execution

ARTICLE 10 - (1) This Directive shall be executed by the Rector of Işık University.