

**BEYKOZ UNIVERSITY**  
**ACADEMIC COUNSELLING DIRECTIVE**

*Approved by, date and number: Senate, 19.12.2019 / 13*

*Appendix and amendments: Senate, ..... /*

*Appendix and amendments checked on: .....*

**SECTION ONE**

**Purpose, Scope, Basis, Definitions**

**Purpose and Scope**

**ARTICLE 1-** (1) This Directive is to regulate the academic counselling services provided to students of all levels enrolled at Beykoz University and the procedures and principles regarding the duties, powers and responsibilities of the academic staff assigned to perform academic counselling.

**Basis**

**ARTICLE 2-** (1) This Directive has been prepared on the basis of Article 22 of the Higher Education Law No. 2547, which regulates the duties of faculty members, the 21st article of the Beykoz University Regulation for Bachelor and Associate Degree Education and the 47th article of the Beykoz University Regulation for Graduate Education.

**Definitions**

**ARTICLE 3-** (1) In this directive, the following means;

- a) Academic unit: Institute, faculty, college and vocational school affiliated with Beykoz University,
- b) Academic counsellor: Those who are selected by the head of the program among the academic staff / faculty members and research assistants who have completed their doctorate and are assigned to carry out the academic services of the student during the education period,
- c) Student: Beykoz University associate, bachelor and graduate students,
- ç) Head of Department / Program: The heads of institutes, faculties, schools, vocational schools and departments / programs affiliated to the Rectorate,
- d) Rector: Rector of Beykoz University,
- e) Rectorate: Rectorate of Beykoz University,
- f) Senate: Beykoz University Senate,
- g) University: Beykoz University,
- ğ) Student's Affairs Office: Beykoz University Student's Affairs Office Directorate.

## SECTION TWO

### **Academic Counsellor Appointment Process, Academic Counselling Duties, Student Responsibilities in the Counselling System**

#### **Academic Counsellor Appointment Process**

**ARTICLE 4 -** (1) The academic counsellor is appointed by the suggestion of the head of the relevant program and by the dean / director of the academic unit, among the faculty members / lecturers of the academic unit and the researchers who have completed their doctorate. The appointed counsellors are entered in the Electronic Student Information System (EÖBS) by the secretaries of the relevant academic unit and the student is provided to see. In compulsory cases, counsellors can be appointed from other units of the University in consultation with the relevant academic unit management.

(2) Academic counsellor change can only be made in compulsory cases. The counsellor, who cannot be present at the University due to a valid excuse or permanently leaves the University, informs the head of the program in writing. In this case, the student is assigned a temporary or permanent counsellor for the remaining period of the academic year.

(3) The student may request a change in the counsellor by submitting the valid justification to the head of the program. In case of a change, the counsellor and the student are informed.

(4) The responsibilities of the academic counsellors working in the English Preparatory Program are determined separately by the relevant Academic Unit Administration.

(5) Academic Counselling Services are followed through EÖBS.

#### **Academic Counselling Duties**

**ARTICLE 5 -** (1) Academic counsellor takes responsibility on the following issues and the principles set out below during the period from the student's entrance to the University until his termination; course registration, registration renewal procedures, education and training activities, domestic and foreign mobility directions, adaptation, professional development, career, internship finding etc. within the framework of the rules determined in the relevant regulations. Academic Counselor;

a) Informs and conducts orientation studies for the first-year students who enroll for the first time, on issues such as the education system, the services of the university, social life in the city, housing, nutrition, scholarship opportunities, values and principles of the institution, etc. during the first week of the academic year.

b) Checks the semester courses, the student chooses through EÖBS within the announced period, if there is a failure to fulfillment, becomes a guide for the correct course selection. Approves the verified course selection form in the system. S/he signs the course selection form received from the relevant student and submits the form to the secretariat of the relevant academic unit until the first week following the course selection week. The forms received by the secretaries are delivered to the Student's Affairs Office in 15 days following the course selection week to be kept in the student's personal files.

c) Listens to their problems by organizing group meetings at least once every semester with their counseled students and helps to solve the problems encountered. S/he informs the students about the compulsory and elective courses in the education program in order to meet the conditions of graduation from the program they are enrolled in.

ç) Helps to solve personal problems by coming together with the students one by one whom s/he provides counselling, when necessary. For this, s/he allocates at least 2 hours of office time in his weekly schedule and announces it at the office door.

d) Follows the changes in the regulations and guidelines concerning the student and shares them with the students.

e) Helps students in counseling understand the structure and purpose of higher education.

f) Guides the student in charge of academic issues such as adaptation procedures, course equivalence and exemption.

g) Continuously checks, evaluates and gives feedback on the academic development of the students in her/her counseling.

ğ) Encourages students to actively participate in activities and courses at the university campus.

- h) Monitors the academic status of the students s/he is a counselling and encourages them not to lose a semester / year. S/he warns students about the factors that cause failure.
- i) Informs, directs and follows up the success of the student exchange programs abroad.
- j) Counsels and directs the students to Beykoz University Career Center Directorate to help students plan their individual careers.
- k) Examines the transcripts of the student who has reached the graduation stage by completing all the compulsory and elective courses in the curriculum and gained the right to graduate, and that there is no obstacle to his academic degree, by examining the transcripts and signing the minutes and submits them to the relevant academic unit's secretariat.
- l) In order to regain the students who will be dismissed within the maximum period and not to lose their graduation rights, a Student Achievement Personnel is assigned by the Rectorate who will follow the process together with the academic counsellor.
- m) Academic counseling is supported by the Student Achievement Tracking Unit, which follows the academic success of students during their education, supports the student's success and development, and works in coordination with academic units and academic counsellors.
- n) The academic counsellor can get help from the person who has been appointed as an Achievement Tracking Personnel to contact the students who will be dismissed within the normal and maximum time.
- o) Student counseling and graduate term project counseling and graduate and doctoral thesis counseling are separate duties in graduate programs. The task of the graduate student counsellor continues when the term project and thesis advisor are appointed.

### **Student Responsibilities in Counseling System**

**ARTICLE 6-** (1) The student must fulfill the necessary conditions to graduate.

(2) The students are responsible for establishing a healthy dialogue with their counsellors.

(3) The students are required to comply with the institution's regulations, values and principles.

## **SECTION THREE**

### **Final Provisions**

#### **Responsibility and Control**

**ARTICLE 7-** (1) Academic counselling services are carried out by the head of the department / program and the appointed academic counsellor under the responsibility of the deans and directors of the relevant academic units.

(2) At the beginning of each academic year, s/he submits her/his activities within the scope of her/his counselling to the relevant academic unit secretary to archive her/his reports and reports them within the academic semester.

(3) In line with the incoming reports, academic unit managers, head of the department / program and academic counsellors can plan joint activities for the successful execution of the academic counselling process.

(4) Counsellors can make requests from the relevant academic unit managers to take additional measures for the counselling system to work better. They inform the head of the department / program about the student problems they cannot solve.

### **Cases with no provisions**

**ARTICLE 8-** (1) In cases where there is no provision in this Directive, Beykoz University related regulations and directives and Senate decisions are applied.

### **Force**

**ARTICLE 9-** (1) This Directive comes into force from the date of its acceptance by the Beykoz University Senate.

### **Execution**

**ARTICLE 10-** (1) This Directive is executed by the Rector of Beykoz University.