

BEYKOZ UNIVERSITY

ACADEMIC ADVISING REGULATION

Approving Authority, Date, and Number: *Senate, 25.04.2024 / 8*

Additions and Amendments: *Senate, /*

Date of Review for Additions and Amendments:

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose and Scope

Article 1 – (1) This Regulation governs the academic advising services provided to students at all levels enrolled at Beykoz University, as well as the procedures and principles concerning the duties, authorities, and responsibilities of academic staff assigned to provide academic advising.

Legal Basis

Article 2 – (1) This Regulation has been prepared based on **Article 22** of the Higher Education Law No. 2547, which regulates the duties of academic staff, as well as **Article 21** of the Beykoz University Undergraduate and Associate Degree Education and Training Regulation, and **Article 47** of the Beykoz University Graduate Education and Training Regulation.

Definitions

Article 3 – (1) In this Regulation;

a) **Academic Unit:** Institutes, faculties, schools, and vocational schools affiliated with Beykoz University.

b) **Academic Advisor:** Individuals appointed by the relevant program chair from among program faculty members/instructors or research assistants who have completed their doctoral degree, to oversee the academic services of the student throughout their education.

c) **Student:** Associate, undergraduate, and graduate students enrolled at Beykoz University.

d) **Department/Program Chair:** Chairs of departments/programs affiliated with institutes, faculties, schools, vocational schools, and those reporting directly to the Rectorate at Beykoz University.

e) **Rector:** The Rector of Beykoz University.

f) **Rectorate:** The Rectorate of Beykoz University.

g) **Senate:** The Senate of Beykoz University.

h) **University:** Beykoz University.

i) **Student Affairs Directorate:** The Student Affairs Directorate of Beykoz University.

CHAPTER TWO

Academic Advisor Appointment Process, Duties of Academic Advisors, and Student Responsibilities in the Advising System

Academic Advisor Appointment Process

Article 4 – (1) Academic advisors are appointed from among the academic unit's faculty members/instructors or research assistants who have completed their doctoral degree, based on the recommendation of the relevant program chair and approval of the academic unit's dean/director. Appointed advisors are recorded in the **Electronic Student Information System (EÖBS)** by the relevant academic unit secretaries and made visible to the students. In exceptional cases, advisors may also be appointed from other units of the University in consultation with the management of the relevant academic unit.

(2) Changes to academic advisors may only be made under exceptional circumstances. An advisor who cannot be present at the University for a valid reason or who permanently leaves the University shall notify the program chair in writing. In such cases, a temporary or permanent advisor is assigned to the student for the remaining period of the academic year.

(3) A student may request a change of advisor by submitting a valid justification to the program chair. In case of a change, both the advisor and the student are informed.

(4) Responsibilities of academic advisors assigned to the **English Preparatory Program** are determined separately by the management of the relevant Academic Unit.

(5) Academic advising services are monitored through the **Electronic Student Information System (EÖBS)**.

Duties of Academic Advisors

Article 5 – (1) Academic advisors are responsible for students from the time of their admission to the University until the completion of their studies. Within the framework of relevant regulations, advisors guide students on course registration, course renewal, academic activities, domestic and international mobility, adaptation, professional development, career planning, internship placement, and other related matters, in accordance with the principles outlined below.

The Academic Advisor shall:

a) Provide orientation for first-year students during the first week of classes, including information and guidance on the education system, University services, social life in the city, housing, nutrition, scholarship opportunities, and the institution's values and principles.

b) Share responsibility with the student for ensuring accurate and timely course selection. In this context, the advisor reviews the student's selected courses for the fall, spring, and summer terms via the **Electronic Student Information System (EÖBS)** within the announced period, directs the student in case of any deficiencies, ensures correct and timely course selection, and approves the verified course selection in the system.

c) Organize group meetings at least once per semester with their advisees to listen to their issues and assist in resolving any problems. Advisors also provide information to ensure that

students meet the graduation requirements of their program and guide them regarding mandatory and elective courses within the curriculum.

ç) Dedicate two hours per week as advising hours to support their advisees, and announce these hours at the office and via the **Electronic Student Information System (EÖBS)**. Upon student request, meetings may also be conducted online through the **OnlineBeykoz** platform.

d) Monitor changes in regulations and directives relevant to students and share these updates with their advisees.

e) Assist students in understanding the structure and purpose of higher education.

f) Guide students on academic matters such as adaptation procedures, course equivalencies, and exemptions.

g) Continuously monitor, evaluate, and provide feedback on the academic development of their advisees.

ğ) Encourage active participation of students in campus activities and courses.

h) Monitor the academic progress of their advisees and encourage them to avoid semester/year failures. Alert students regarding factors that may lead to academic failure.

ı) Inform, guide, and track the progress of students participating in international student exchange programs.

i) Consult with the **Beykoz University Career Centre Directorate** to assist students in individual career planning and provide guidance accordingly.

j) Assist students in addressing academic and other related issues, provide necessary guidance, and monitor the progress of the process.

k) For students approaching graduation, verify and certify that they have completed all mandatory and elective courses in the curriculum, confirming that there is no academic obstacle to graduation. This verification is done in coordination with the program chair and another faculty member assigned to the graduation committee by reviewing the student's transcript. The minutes are submitted to the secretariat of the relevant academic unit.

l) For students who are approaching the maximum duration of study and are at risk of dismissal, the Rectorate assigns Student Success Tracking Personnel to monitor the process together with the academic advisor, ensuring that the students do not lose their right to graduate.

m) Academic advising is supported by the **Student Success Tracking Unit**, which monitors students' academic performance throughout their studies, supports their success and development, and works in coordination with academic units and academic advisors.

n) In graduate programs, student advising, master's term project supervision, and master's/doctoral thesis supervision are considered separate duties. The role of the graduate student advisor continues even after the assignment of a term project or thesis supervisor.

o) Deans/Directors hold meetings with advisors at least once a month to evaluate the advising services and address student issues.

ö) The academic advising services provided by advisors are evaluated by students at the end of each academic year. The results of these evaluations are taken into account by the relevant dean/director in academic performance assessments.

p) Advisors communicate with students who have not renewed their registration, wish to withdraw, or request a horizontal transfer, seek to understand their issues, and take steps to address them.

r) Advisors record the details of meetings held with students in the **Electronic Student Information System (EÖBS)**.

Advisors perform the responsibilities described above as part of their academic duties.

Responsibilities of Students in the Advising System

Article 6 – (1) Students must be aware of and comply with all regulations and directives related to academic processes, including course enrolment, graduation requirements, and other relevant procedures.

(2) Students are responsible for maintaining effective communication with their academic advisors.

(3) Students are obliged to adhere to the institution's regulations, values, and principles.

(4) Especially during busy registration periods, students should request appointments in advance with their academic advisor via the **Electronic Student Information System (EÖBS)**.

(5) Students must attend scheduled meetings on time, and if unable to attend, notify their advisor in advance.

(6) Students should come prepared to meetings. Particularly during registration periods, bringing a list of courses planned for the upcoming term is important for proper planning of future terms.

(7) Students must take responsibility for their own plans and decisions.

(8) Students are expected to regularly follow all announcements and notifications from the University and fulfil their responsibilities accordingly.

(9) Students must communicate with their advisor at least once every semester.

CHAPTER THREE

Final Provisions

Responsibility and Supervision

Article 7 – (1) Academic advising services are conducted under the responsibility of the deans and directors of the relevant academic units, through the department/program head and the appointed academic advisor.

(2) At the beginning of each academic year, the advisor reports on their activities within the scope of the academic semester and submits these reports to the relevant academic unit's secretariat for archiving.

(3) Based on the submitted reports, academic unit administrators, department/program heads, and academic advisors may collaboratively plan activities to ensure the successful implementation of the academic advising process.

(4) Advisors may request additional measures from the relevant academic unit administrators to improve the effectiveness of the advising system and inform the department/program head of any student issues they are unable to resolve.

Cases Not Covered by the Regulation

Article 8 – (1) In cases not covered by this Directive, the relevant regulations and directives of Beykoz University, as well as Senate decisions, shall apply.

Repealed Directive

Article 9 – (1) The “Beykoz University Academic Advising Directive,” which was adopted at the Senate meeting dated 19.12.2019 and numbered 20219/13, has been repealed.

Entry into Force

Article 10 – (1) This Directive shall enter into force as of the date it is approved by the Senate of Beykoz University.

Execution

Article 11 – (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.