



PURPOSE

Article 1

This policy determines the coverage of the Academic Advising to be provided to registered Koç University students, the responsibilities of the Academic Advisor and those of the student receiving advising, as well as the principles and methods that shall be applied.

SCOPE

Article 2

These procedures cover Koç University students, academic personnel, the units and persons responsible for the carrying out of the process.

REFERENCES

Article 3

These procedures have been prepared based on the legislation and documentation listed below.

- Koç University Regulation for Undergraduate Teaching and Learning
- Relevant decisions of Koç University Academic Council
- Decisions of Koç University President and Vice President for Academic Affairs
- Program Competency principles established by TYYÇ (National Qualifications Framework for Higher Education in Turkey) and MÜDEK (Association for Evaluation and Accreditation of Engineering Programs)

DEFINITION OF ACADEMIC ADVISOR


Article 4

Starting in the ELC year and continuing throughout the educational life of students, the Academic Advising service provides information on academic issues such as courses, graduation credits, transfers, double major or additional courses, so that students can plan their education in line with their interests and talents; in addition it provides them leadership on the path they have drawn to reach their careers, and support for actualizing their plans. In situations where the academic advisors deem it necessary, they may refer the student to the relevant units of the University.

POLICY FOR ACADEMIC ADVISING

Article 5

“Awareness of shared responsibility between student and advisor” forms the basis of our policy for academic advising. Koç University’s teaching and learning philosophy considers that our students possess the competence to shoulder the responsibility of the plan they have developed to reach their goals in the long run and the responsibility of the decisions they made. During this process, the duty of the Academic Advisor is to provide help so that the student benefits most from the educational options and opportunities available. In the context of Koç University’s Continuous Improvement process, the Academic Advisor evaluates the feedback received via student advisees and thus contributes to the development of education. Hence, to make it possible for the student and the Academic Advisor to contribute to each other during the Academic Advising process, the responsibilities of the Academic Advisor and the student have been separately defined.

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Article 6

RESPONSIBILITIES OF THE ACADEMIC ADVISOR

Academic advising issues and responsibilities towards the student:

- The advisor provides information, guidance, and opinions to the student concerning the rationale of the education and competency area, academic and professional opportunities,
- During course registrations and add-drop for Fall, Spring and Summer semesters (should the student select courses in the summer semester), the advisor supports the student on issues such as preparation of the weekly schedule, selection of courses from the higher semesters, so that the student can create the best conditions in line with their selections.
- Before the Fall and Spring semester course registrations begin, the advisor meets with the student, and provides to the student necessary approvals on KUSIS. (See related video available at <https://registrar.ku.edu.tr/gerekli-bilgiler/nasil-yapilir-videolari/#1490441302133-3332875c-30ca>)
- When the advisor deems it necessary, they shall refer the student to various University resources and services,
- In the context of Koç University’s Continuous Improvement process, the advisor evaluates the feedback acquired via student advisees and forwards this to the relevant Program Council and contributes to the development of education.

RESPONSIBILITIES OF THE STUDENT

- Especially during busy course registration periods, the student sets up meetings with the academic advisor by sending e-mails in advance,
- The student shows up for meetings on time and notifies the advisor in advance if they will not be able to attend,
- The student comes to meetings prepared. The student is aware of the importance of showing up for meetings with the academic advisor, particularly during course registration periods, having prepared a list of courses that the student plans to take in the upcoming semester,
- The students know that they need to take responsibility for their own plans and decisions,
- The students prepare a “priority” plan concerning what they need to do to reach their aims, and prepare an alternative “plan B,”
- The student is informed about the policies, procedures, and practices of the University, the college and the department, and develops positive relationships with the faculty and the personnel of the University, the college, and the department.
- The student regularly reads all announcements and notifications from the University, answers emails within 2 days if necessary.
- The student is informed about all the professional development resources the University offers.

METHOD

Article 7

- The Academic Advisor is assigned to every student of the colleges who newly registers to Koç University by the Office of the Dean of Students, considering the common aspects and interest areas of the students and advisors.
- Double major students have two Academic Advisors, one from each department.



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UNIVERSITY**

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STY-001**

Date: 5 January 2018
Update: 1
Responsible Unit: Academic
Planning and Development
Directorate
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- The Office of the Dean shall find the most appropriate method for student advisees when their Academic Advisor is on a long-term academic leave. Students shall meet with their Academic Advisors at least once during the semester.

REVISION

Article 8

The responsibility of revising and updating these procedures falls on the Academic Planning and Development Directorate. The revision shall take place in the month of November of every year.

ARTICLES FOR WHICH THERE ARE NO PROVISIONS

Article 10

For situations not covered by provisions in this procedure; the provisions of other relevant legislations, YÖK, University Academic Council, University Executive Council and relevant College Council decisions shall be carried out.