T.C. NİŞANTAŞI UNIVERSITY

STUDENT COUNSELING GUIDELINES

Aim-Scope-Basis-Definitions Objective

Article 1- (1) The purpose of this Directive is to regulate the principles regarding the fields of activity, functioning, management bodies and duties of all kinds of student counselling services to be provided to Nişantaşı University students.

Scope

Article 2- (1) This directive covers all kinds of student counselling services to be provided to Nişantaşı University students and the principles of implementation of these services.

Basis

Article 3- (1) This directive has been prepared based on subparagraph (c) of Article 22 of Law No. 2547 and the relevant articles of Nişantaşı University Undergraduate and associate degree Education and Examination Regulations.

Definitions

Article 4- (1) this directive,

a) Advisor: The academic staff assigned by the head of the relevant department/programme (if they are primarily selected from among the faculty members and lecturers) among the academic staff of the department/programme,

b) Department/Programme: Nişantaşı University faculty / college, department / programmes,

c) Department/Programme Head: Nişantaşı University faculty / school department / programme heads,

d) Board of Advisors: The board consisting of the advisors in the department under the chairmanship of the head of the department,

d) Dean/Director: The deans of Nişantaşı University faculties and school directors,

e) Faculty / School: Nişantaşı University faculties and schools,

f) Student Students within the scope of Nişantaşı University Undergraduate Education and Training Regulations,

g) Rectorate: Nişantaşı University Rectorate,

h) Senate : Nişantaşı University Senate

i) University Nişantaşı University

j) Directive: Student Counselling Directive

PART TWO

Execution of Counselling Services

Definition of Student Counselling

Article 5- (1) Student Counselling is to help students in solving the problems they will encounter, especially in education and training issues, to guide students, to guide them professionally, to inform them about the University and Faculty / School opportunities, to monitor their success and to guide them in case of failure, to help them in course selection.

Duties of Faculty Dean / School Directors

Article 6-

(1) To carry out necessary studies and measures to solve problems related to counselling.

(2) At the end of each academic year, to evaluate the results of the "Board of Advisors Report" submitted by the department/programme chairs at the Faculty Academic Board and to report the results to the Rectorate.

(3) To provide better student counselling services, to develop forms to monitor student satisfaction and student success and to identify problems in each academic year and to notify the relevant departments. In these developed forms;

(a) Determining the level of satisfaction of students with their departments and eliminating the conditions that cause dissatisfaction,

(b) Obtaining information about the expectations from the departments,

(c) Topics such as whether the students the counselling service they receive sufficient or not, and if they find it insufficient, in which subjects they would like more counselling services be included.

(4) To inform all Faculty / School lecturers who are responsible for providing student counselling service about the importance of student counselling service, filling out and evaluating the relevant forms.

Duties of Department/Programme Heads

Article 7- (1) At the beginning of each academic year, to appoint counsellors

(2) To solve problems communicated by counsellors in the department,

(3) To supervise the work of the consultants to ensure that the consultancy services are carried out in accordance with the Directive and to ensure the functioning of the consultancy service,

(4) To chair the Board of Counsellors and to report the report prepared by the Board of Counsellors to the faculty/school administration to resolve the problems identified by the Board of Counsellors,

(5) To ensure that the meeting times determined by the counsellors are announced to the students.

Duties of the Board of Counsellors

Article 8- (1) The Board of Advisors is chaired by the head of the department in faculties and the director in colleges, and consists of the advisors in the department/programme, convenes at least once before each year/semester course registration and exchanges information about the advisory service.

(2) At the end of each academic year, it prepares a report containing problems and suggestions about counselling services to be submitted to the dean of the faculty / school directorate.

Appointment and Term of Office of Counsellors

Article 9- (1) The advisor is assigned by the head of the relevant department/programme in faculties and colleges at the latest one week before the students' course registration dates. If necessary, the appointment of the counsellor can be changed by the same procedure.

(2) The duties of the lecturer assigned as an advisor continue until the students they advise graduate. In case of graduation or dismissal of the student, the counsellor delivers these files to the Department / Programme Head.

(3) The counsellor whose counselling duty has ended must hand over the student file to the next appointed counsellor.

Duties of the Counsellor

Article 10- (1) To be present in his/her office at the beginning of each academic year/semester during the course registration, add-drop and withdrawal dates, to delegate his/her duty to another instructor with the approval of the head of the department/programme when he/she cannot be present due to a valid excuse, and to announce the situation to the students at least one day before the course registration, add-drop and withdrawal dates of that year/semester,

(2) To inform students about the University, faculty/school and department/programme,

(3) To guide students on alternative occupations and career planning that they can do after graduating from their departments,

(4) To inform students about the courses, help them choose the courses,

(5) To inform students about the relevant regulations and directives of the University,

(6) To monitor the course success of students, in case of failure, to investigate the reasons leading to failure and to try to find solutions,

(7) To inform the department/programme heads about the unresolved problems of the students,

(8) To direct students to the Guidance and Psychological Counselling Centre within the University to receive guidance and psychological counselling services when deemed necessary,

(9) Participating in the Board of Advisors,

(10) Each academic year / semester, course registrations, course registrations, course add-drop, course withdrawal dates, the courses that students enrolled, added, dropped, withdrawn from the course, if it is in accordance with Nişantaşı University Undergraduate Education and Training Regulations, to finalise the course registrations, to give the relevant documents to the Registrar's Office and the student in writing and to keep them in their student file.

(11) Counsellors create a file for each student. This file contains information about the student, academic status tracking form, transcript and course software forms showing the courses that the student enrolled in each semester under the guidance of the counsellors. In case of a change in the student's information, the information in the file is updated.

(12) In co-operation with the relevant units of the university, it tries to provide students with the habit of lifelong learning, to contribute to their mental and cultural development and to prepare opportunities and environments for this.

(13) Helping students find internship placements in departments that require internships. To inform students about exchange programmes and study abroad opportunities.

Students' Tasks

Article 11- (1) To be informed about the relevant regulations and directives of Nişantaşı University regarding their rights and responsibilities and to act in accordance with them,

(2) To comply with the announced meeting days and hours share their problems with their counsellor between the specified hours,

(3) Each academic year / semester, course registration, course drop-out-addition, course withdrawal dates, in accordance with Nişantaşı University Undergraduate Education and Training Regulations, to choose, add-drop, withdraw from the course and to ensure that the selected, added-dropped, withdrawn courses are determined and finalized in person (face-to-face) with the advisor.