

**REPUBLIC of TURKEY**  
**HAKKARI UNIVERSITY STUDENT ADVISORY DIRECTIVE**  
**OBJECTIVE**

**Article 1-** In line with the objectives and principles of the Higher Education Law No. 2547, Hakkari University Associate and Undergraduate students are required to determine the principles of application for academic consultancy services to be carried out in order to gain the necessary knowledge and skills in order to be more successful in the education process and professions.

**SCOPE**

**Article 2-** This Directive covers the provisions regarding the purpose, fields of activity, duties, working procedures and principles of operation of academic consultancy services to be given to hakkari University students.

**BASIS**

**Article 3-** This Directive was prepared on the basis of Article 22 of the Higher Education Law No. 2547 and Article 10 of Hakkari University Associate and Undergraduate Education and Examination Regulation.

**DEFINITIONS**

**Article 4- (1) In this directives, following terms shall have the meaning next to them;**

- a) Head of Department;** Hakkari University Faculty and Faculty Department Heads
- b) Program Coordinator:** Program coordinator in Vocational Schools
- c) Consultant:** Faculty among the relevant Department/Program faculty members for each class with the recommendation of the Head of the Department/Program Coordinator. Faculty members appointed by the Board of Directors of the College and Vocational School,
- d) Board of Advisors:** The board consisting of Student Advisors and Student Representatives in the department/program under the chairmanship of the Head of the Department,
- e) Dean/Director:** Deans of Hakkari University Faculties, Principals of The School and Vocational School,
- f) Faculty/College/Vocational School:** Hakkari University Faculty, College and Vocational Schools,
- g) Rectorate:** Hakkari University Rectorate,
- h) Department/Program Student Representative:** Department/Program Student representatives of Faculties, Colleges and Vocational Schools where education and training is carried out at associate and undergraduate level (including dual education) at Hakkari University
- i) University** Hakkari University.

**The Consultancy Service**

**Article 5-** Academic counseling is services that include helping students plan their own education, guiding them in social and cultural issues, guiding them professionally and providing guidance.

Academic consultancy service; It is carried out in order to prepare the appropriate environment for the development of the student's personality as a whole with its mental, social and emotional aspects.

**Appointment of Consultant**

**Article 6-** For students who have just enrolled at Hakkari University, consultants are appointed by the Boards of Directors of Undergraduate Education Programs among the faculty members of the relevant department and among the faculty members in the units that do not have faculty members, taking into account the recommendation of the heads of the departments at the beginning of each academic year. In Associate Degree Education Programs, consultants are appointed among the faculty members/faculty members taking into account the recommendation of the Program Coordinator. Information about students and

consultants is sent to the Student Affairs Department. The advisor monitors the student throughout his/her education. Unless required, the student's academic advisor is not changed.

### **Appointment of a Temporary Consultant**

**Article 7-** The consultant who cannot be found at the university due to a valid excuse shall report this situation to the dean's office/directorate in a letter. The Dean/Principal appoints a temporary advisor instead of this advisor and announces this to the relevant students. With the appointment of the advisor, the temporary advisor's term ends.

### **Advisor's Tasks**

**Article 8-** The task of the consultants is to enlighten and guide the students in the following subjects. These tasks include;

- a) To inform and guide students about the applicable Regulations, guidelines, principles and principles,
- b) To guide,
- c) University. To inform about faculty/college/vocational school and department/program opportunities,
- d) To keep a personal file for each student and to keep it in;
- I) To have special information such as photo resume, family status, home addresses, telephone etc.,
- II) To have the "Grade Status Statement" (Transcript), which shows the curriculum that the student is obliged to follow and the grades he/she has taken from the courses up to that point,
- III) To have copies of academic and disciplinary decisions about the student and a copy of the student course registration forms and copies of the schedule and tuition account document (account document) indicating the student's tuition status as of the date of registration or documents indicating the student's tuition status,
- IV) In case of graduation of the student, to have the approval and signature of the advisor in the certificate of dismissal of the student,
- e) To submit these files to the Department/Program Coordinator in case the student graduates or is dismissed. To submit a report on the success, social and economic status of the students he consulted at the end of the semester to the Department/Program Coordinatorship,
- f) To continuously monitor the success, failure and attendance of the student in the courses and to guide the student in order to continue his/her education successfully and to complete it within the time stipulated in the law,
- g) To investigate the causes of failure and absence,
- h) To warn students about the factors that cause failure and absenteeism,
- i) To follow the course dropout procedures of the students and to investigate the reasons,
- j) To enlighten students about elective course subjects and to help them with course selection, to check and approve course registration forms,
- k) Meeting students at least once a month within a program that they will prepare in advance, individually or collectively, as well as a specific weekly interview time to make interviews by ensuring that it is seen at the door of its office for a period/year,
- 1) As a result of the interviews with the students; to learn about problems in education, education and other subjects; to communicate these problems to the relevant units (Department Head/Program Coordinator) when necessary,
- m) To inform the Head of the Department/Program Coordinator in order to direct the students to receive psychological counseling and guidance services in case of necessity,
- n) To ensure that the forms submitted by the Faculty /College/Vocational School Management are filled out,
- o) To carry out the consultancy program determined by the Head of the Department/Program Coordinator,

- p) To join the advisory board and to inform the Department President/Program Coordinator about the problems and measures to be taken by the students he/she is a consultant at the end of each academic term,
- q) To make necessary initiatives for students with financial problems to benefit from the benefits,
- r) To assist students in career and career planning and to carry out similar tasks.

#### **Advisory Board and Duties**

**Article 9-** The Board of Advisors consists of student advisors and student representatives in the relevant unit under the chairmanship of the Head/Program Coordinator of the Department. The Board of Advisors meets at least twice a year at the beginning of the semester, exchanges information about the student counseling services they provide, prepares a report on problems and recommendations and submits it to the Department Head/Program Coordinator for evaluation to the faculty dean/college/vocational school directorate.

#### **Department/Program Student Representative's Consultancy Duties**

**Article 10-** Department /Program student representative's duties related to consultancy are as follows:

- a) To help his fellow students by working in harmony with the advisors of the class he represents.
- b) To communicate the problems communicated to him by the students to the advisors,
- c) Attending advisory board meetings.

#### **Duties of The Head of the Department/Program Coordinator**

**Article 11-** The duties of the heads of departments/programs within the scope of student consultancy services are determined below;

- a) To recommend class advisors to the management of faculty/college/vocational school at the beginning of each academic year,
- b) To communicate the problems communicated to them by student advisors to the management of the faculty/college/vocational school,
- c) To supervise the work of the student advisors in order to fulfill the consultancy service properly, to carry out studies to solve the problems they face and to ensure the functioning of the system,
- d) To ensure the filling out of the Student Information Forms issued by the faculty/college/vocational school administration for each student they consult with by the consultants, to collect these forms in a file,
- e) To chair the advisory board and to report the report prepared for the elimination of student problems determined by this board to the management of the faculty/college/vocational school,
- f) To ensure that the problems encountered in the execution of consultancy services under an additional agenda item are discussed at the academic Department/Program Board meetings held at the end of each semester and during the semester; to receive suggestions and evaluations on this subject.

#### **Duties of The Dean of the Faculty/The Director and Management of the School of**

**Education/Vocational School Article 12-** The duties of the dean of the faculty/the director of the college/vocational school and the management within the scope of student counseling services are as follows:

- a) In order to better fulfill the student consultancy service, develop forms to monitor student satisfaction, student success status and identify problems during each academic year and to inform the relevant departments/programs. In these forms developed;

**1-** To determine the level of satisfaction of the students with their departments/programs and to ensure that the conditions that cause dissatisfaction are eliminated,

**2-** To determine the social and economic status of the students,

**3-** To determine the expectations of the departments/programs,

**4-** There should be issues such as whether the students find the counseling services they receive sufficient and what subjects they want to be provided with more counseling services if they find it inadequate.

**b** To inform all faculty/college/vocational school faculty members who have responsibility in the execution of student consultancy services about filling out and evaluating the forms related to the importance of student counseling service,

**f** To carry out the necessary studies to resolve the student complaints and problems submitted by the Department/Program presidencies and to take measures when necessary,

**d** To inform the Rectorate in a report about the "Advisory Board Report" submitted by the Department President/Program Coordinator at the end of each academic year by convening the board of directors of the faculty/college/vocational school.

#### **AUDITING**

**Article 13-** The audit of consultancy duties and activities is carried out by the head of the department of the relevant Faculty and College or the Program Coordinators of the Vocational School.

**Article 14-** Consultancies may request additional measures to make the advisory system work better.

#### **EFFECTIVE**

**Article 15-** This Directive takes effect on the date it is adopted by the University Senate.

#### **EXECUTION**

**Article 16-** This directive is carried out by the Rector of Hakkari University.