



**قرار رئيس الجامعة رقم: ج/ن/ج/٢٥/٢٠١٥**

استناداً إلى النظام الأساسي للجامعة ولائحته التنفيذية وبناءً على ما تقتضيه مصلحة العمل فقد تقرر ما يلي:

مادة (١): تعتمد لائحة الإرشاد الأكاديمي المرفقة.

مادة (٢): يبدأ العمل باللائحة اعتباراً من خريف ٢٠١٥م.

مادة (٣): يسري هذا القرار من تاريخ صدوره.

صدر في يوم الأحد ٢٨ رجب ١٤٣٦هـ الموافق ١٧ مايو ٢٠١٥م.

  
أ.د. أحمد بن خلفان الرواحي  
رئيس الجامعة



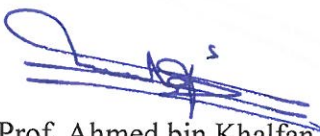
University of Nizwa

Chancellor Office



جامعة نزوى  
مكتب الرئيس

ACADEMIC ADVISING POLICY

  
Approved by: Prof. Ahmed bin Khalfan Al Rawahi  
Chancellor of the University  
17/05/2015

## ACADEMIC ADVISING POLICY

Proposed by: Executive Board for Academic Affairs

Drafted by: Executive Board for Academic Affairs

Approved by the University Executive Board on 26<sup>th</sup> May 2014

Approved by the University Academic Council on 2<sup>nd</sup> June 2014

Policy No.: UoN/AA-1

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## I. INTRODUCTION

The Strategic Plan of the University addresses the need to establish a clearly defined, efficient and effective system of academic advising. It is grounded in the principles of accountability and responsibility to ensure that students are provided with high-quality advising services.

The University of Nizwa (UoN) academic advising mission is to *guide and support students in their pursuit of educational and professional career goals.*

The UoN is committed to assisting students in the development and attainment of academic objectives that are consistent with their life-long learning goals and the educational and professional development opportunities provided by the University. Academic advising contributes to the above-stated goals by identifying relevant curricula and programs of studies and referring students to appropriate University resources and support services. The responsibility for developing educational plans of study and setting degree/diploma attainment targets rests solely with students.

The University of Nizwa follows a credit system, whereby students are required to complete a specific number of credits allotted according to the type of degree (major) in which students are enrolled. In order to assist students, the Foundation Institute Program composed of the Intensive English Language Program, Life Skills course, Digital Literacy courses, University Learning Skills and Pre-Math courses, precedes the Academic Degree/Diploma Program (major). The Degree/Diploma Program includes required courses students need to complete as per the University, college and department requirements, including elective courses. Students are assigned to an Academic Advisor who will assist them in fulfilling their Programs of Study in order to graduate in a timely fashion. Academic advisors are assigned at the Foundation Institute (FI) and then at the college level.

It is worth mentioning that the Academic Advising Policy has evolved from the Academic Advising Handbook which has been utilized for the last ten years at the UoN. This revised policy is building on the foundation that has been in place in the past.

## II. OBJECTIVE

The main objective of the academic advising policy is to enhance students' academic advising services and ensure that they receive proper guidance to pursue educational, and professional career goals.

## III. PURPOSE

The Policy on Academic Advising shall:

1. Support students' academic progression, success, and timely graduation by providing proper academic guidance.
2. Provide information on opportunities and resources that can assist faculty and students in enhancing students' learning and professional development.
3. Establish a monitoring system to assess the academic advising system.
4. Set up rules and regulations on academic advising.

## IV. SCOPE

The policy applies to all the students of the University.

## V. DEFINITIONS

**Academic Advising:** A system of providing guidance by faculty members to students on their academic pursuits.

**Academic Advisor:** A faculty member who is charged with the task of providing academic advising to students.

**Advisees:** Students assigned to an academic advisor.

**Degree Plan:** An approved program composed of a sequence of courses that students need to complete in order to graduate.

**Earned Credit Hours:** Number of course credit hours completed and passed by students.

**Study Plan:** A degree plan organized semester wise, aiming for the timely graduation of students.

**Faculty Office Hours:** The time specified by faculty members to be available in their offices to conduct academic advising and assist students with their coursework.

**CGPA:** Cumulative Grade Point Average

**GPA:** Grade Point Average

**IELP:** Intensive English Language Program

**TOEFL:** Test of English as a Foreign Language

## VI. UoN RELATED POLICIES AND DOCUMENTS

This policy should be read along with:

1. Academic Advising Handbook
2. The Quality Teaching Management System
3. Faculty Performance Evaluation Policy
4. Student Handbook
5. Academic Probation Policy
6. Admission and Registration Policy (to be developed)

## VII. POLICY STATEMENTS

### A. General Academic Advising Policy

1. Students and academic advisors shall assume shared responsibility in the academic advising process. Students shall be personally involved in making decisions about their professional and personal goals.
2. Each college shall appoint a College Academic Advising Officer.
3. Every student shall be assigned an academic advisor upon admission to the University.

4. New students shall be introduced, during the orientation week, to the academic advising system of the University.
5. Workshops shall be organized as necessary in support of academic advising where faculty members shall be encouraged to participate. New faculty members are required to attend at least one training workshop before assuming their first advising responsibility.
6. Assigning or changing of academic advisor shall be done by the concerned Head of Department and to be noted by the College Academic Advising Officer to ensure that advising load is balanced across the College.
7. The College shall ensure that the academic advisor is assigned to no more than 40 advisees. However, if the situation requires additional students to be assigned to a faculty member, this should be considered in accordance with the Workload Regulations.
8. The academic advisor shall follow and vigilantly implement the Academic Probation Policy in regard to advisees under probation.
9. The Foundation Institute shall assign students in their foundation year to their respective advisors.
10. Academic Advisors shall ensure that their advisees meet with them at least twice per semester.
11. Academic advising shall be part of the faculty performance evaluation, in addition to teaching, research and community service.
12. The academic advisors shall implement the registration and monitoring procedure as applicable in the QTMS.
13. The Department Board shall discuss the Department advising status along with other related aspects such as probation at least twice a semester and take necessary actions to ensure effective advising.
14. The College shall establish a College Academic Advising Committee to oversee the academic advising function in the College.
15. The College Board shall discuss the college advising status along with other related aspects such as probation at least twice a semester and take appropriate steps and actions to ensure effective advising.

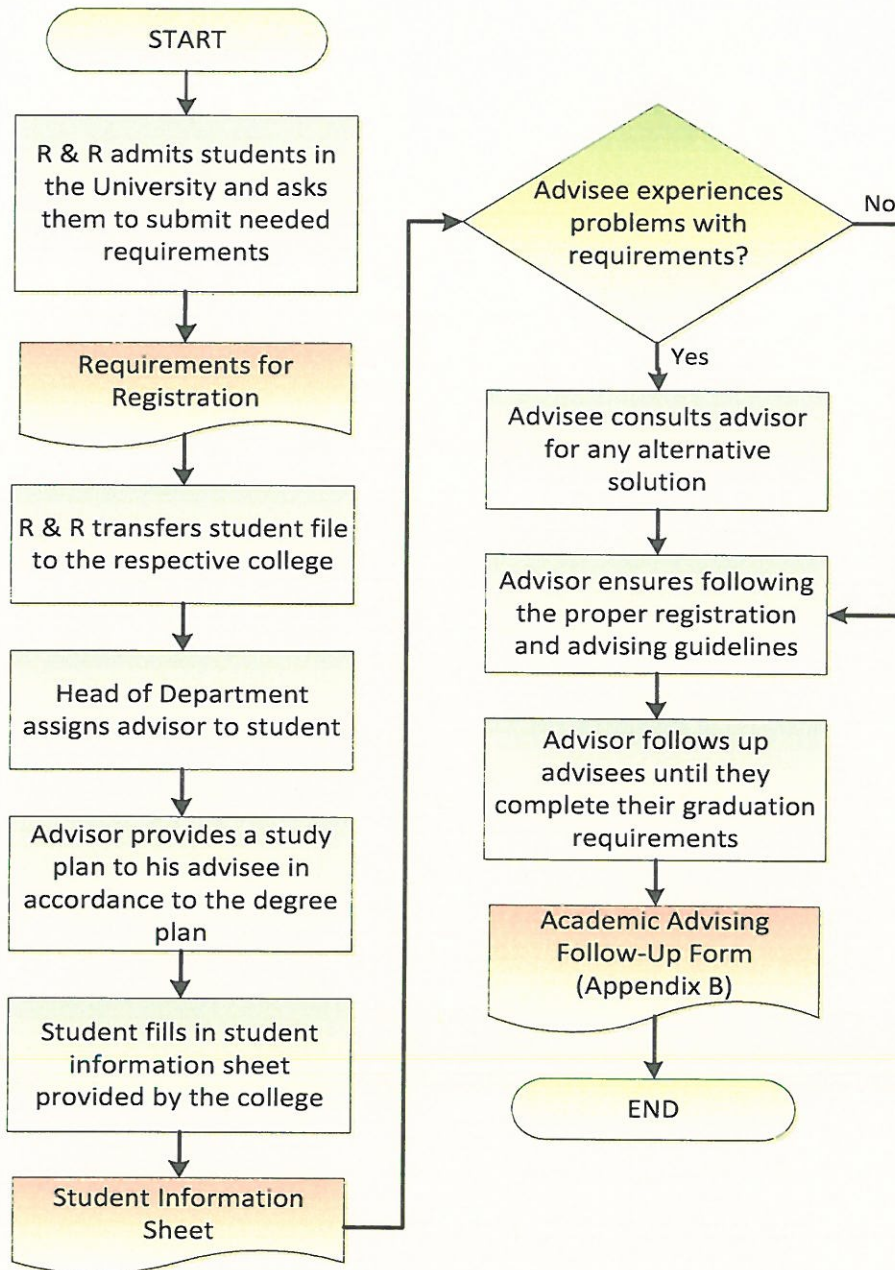
16. The College Dean shall submit a final college advising report to the Vice Chancellor for Academic Affairs (VCAA) before the end of the academic year.
17. The University shall appoint a University Academic Advising Officer who will manage the implementation of the Academic Advising System of the University.
18. The University shall establish the University Academic Advising Steering Committee to oversee the University Academic Advising System.
19. The University shall establish a Center for Student Academic Success and Follow-up.

## **B. Quality Assurance**

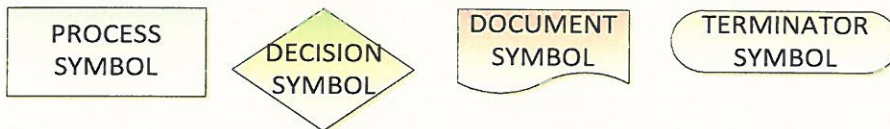
1. Online feedback from students and academic advisors shall be collected to evaluate the existing academic advising services in the University (see Appendix B & C).
2. The College Academic Advising Committee shall review the quality of academic advising services with the view of improvement, and a semester report on the performance of academic advisors shall be submitted to the College Dean for review by the College Board.
3. The assessment of the effectiveness of the academic advising system shall be incorporated in Weave Online for the purpose of generating various reports.
4. Assessment of the academic advising system in each college shall be the responsibility of the Assistant Dean for Academic Affairs who will work in coordination with the College Academic Advising Committee to consolidate the advising services.
5. The Vice-Chancellor for Academic Affairs shall forward to the Executive Board for Academic Affairs and the University Academic Advising Steering Committee assessment results along with the Deans reports. The findings of the EBAA and the analysis of the reports shall be forwarded to the DQM for the purpose of monitoring and evaluation.
6. Academic Advising shall be monitored and evaluated on an annual basis by the DQM.



## VIII. ACADEMIC ADVISING PROCEDURE



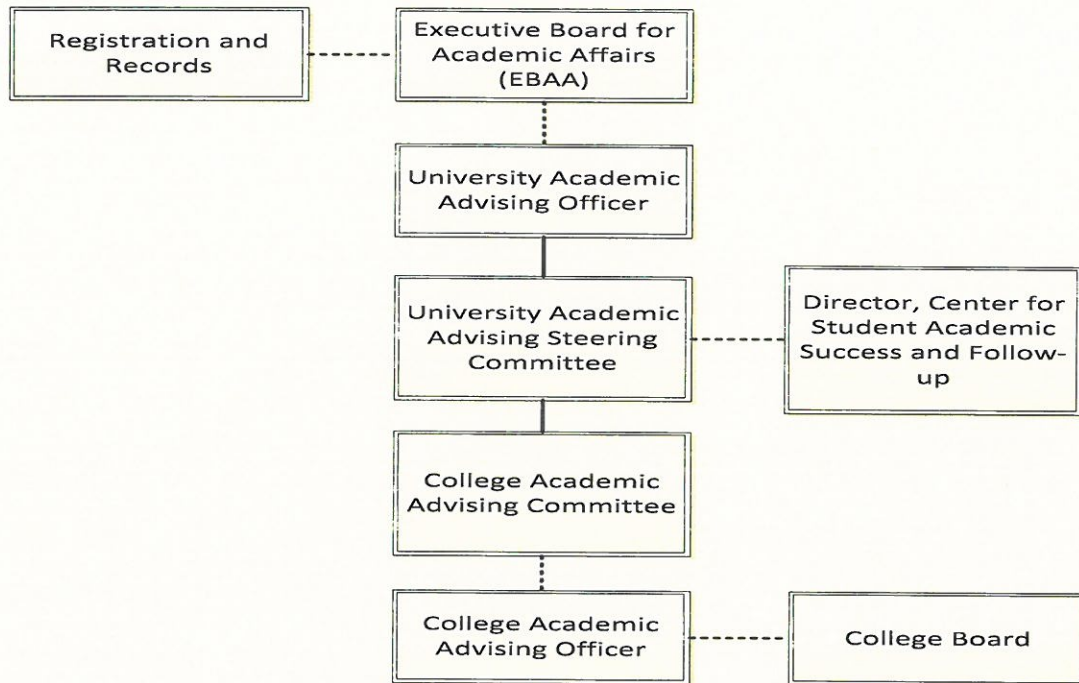
**LEGEND:**



R & R – Registration and Records

## IX. ROLES AND RESPONSIBILITIES

To establish appropriate perception of the roles and responsibilities of the various concerned parties, the following scheme of structure, governance and management of Academic Advising provide shared governance and a collective responsibility of academic advising.



1.1 Discuss and assess academic advising along with other related aspects such as academic probation twice a year ensuring effective advising.

1.2 Review the advising system, when needed and give recommendations to improve current practices.

**2. The University Academic Advising Steering Committee\* shall:**

2.1 Oversee the operation of the academic advising system.

2.2 Develop regulations and procedures to implement and monitor the academic advising system.

\* For the composition of this committee, please see Appendix E.

- 2.3 Discuss the College reports and assess the University academic advising status as instructed by the Vice Chancellor for Academic Affairs (VCAA).
  - 2.4 Propose programs, mechanisms, and regulations to ensure the activation of the various aspects of academic advising.
  - 2.5 Develop guidelines for acknowledging and rewarding academic advising excellence.
  - 2.6 Oversee the implementation of approved policies and programs.
  - 2.7 Receive reports from the College Advising Committees or the College Academic Advising Officers and from Center for Academic Advising and Student Success.
  - 2.8 Submit a report to the Executive Board for Academic Affairs (EBAA) on the academic advising matter and matters that affect students' success.
- 3. The University Academic Advising Officer shall:**
- 3.1 Oversee the activities of the University Academic Advising Steering Committee.
  - 3.2 Work with the Deans, R & R, and Assistant Deans for AA and College Advising Officers on all issues related to academic advising.
  - 3.3 Report issues and concerns regarding advising to the Vice-Chancellor for Academic Affairs.
  - 3.4 Monitor the database on student retention, attrition, and academic success.
  - 3.5 Act on student' suggestions, comments, and appeals with respect to academic advising issues.
  - 3.6 Meet with all academic advisors at least once per semester and submit a report to the VCAA on the effectiveness of the University Academic Advising Services.
  - 3.7 Follow-up on the implementation and regular evaluation of the Academic Advising Policy.
  - 3.8 Update the list of students who are on academic probation and/or under academic suspension, and act on addressing these matters to enhance student success.
  - 3.9 Perform other related tasks as assigned by the Vice-Chancellor for Academic Affairs.

**4. The College Board shall:**

- 4.1 Discuss the College academic advising status along with other related aspects such as student probation.
- 4.2 Contribute effectively to the implementation of the University academic advising policy.
- 4.3 Review the advising system, when needed and give recommendations to improve current practices.

**5. The College Academic Advising Committee\* shall:**

- 5.1 Ensure that academic advisors help students to achieve their academic goals.
- 5.2 Receive any academic matters or complaints that may affect students' success.
- 5.3 Prepare updated lists of students on-probation and students who might fall in probation.
- 5.4 Provide academic support to help students under probation raise their CGPA to 2.0.
- 5.5 Endorse the list of academic advisors and forward it to the Assistant Dean for Academic Affairs and R&R.
- 5.6 Oversee the implementation of policies and procedures related to academic advising.
- 5.7 Raise any suggestions or complaints that may affect students' success from faculty or academic advisors.
- 5.8 Submit a biannual report to the College Board related to academic advising and academic probation.

**6. The Registration and Records shall:**

- 6.1 Provide the required information and support to the University Academic Advising Steering Committee in matters related to academic advising and student progress.

\* For the composition of this committee, please see Appendix F.

6.2 Assist the University Academic Advising Officer and the Director of the Center for Academic Advising and Student Success in fulfilling their functions, when needed.

**7. The Assistant Dean for Academic Affairs shall:**

7.1 Work with the HODs, College Academic Advising Officer and Academic Advisors on all issues related to academic advising in the College.

7.2 Forward the list of academic advisors to Registration and Records (R & R).

7.3 Conduct assessment of academic advising in the College and work with the Dean, the College Board and the College Academic Advising Officer to deal effectively with academic advising.

**8. The Director, Center for Student Academic Success and Follow-up shall:**

8.1 Coordinate with the University Academic Advising Officer on matters related to academic success.

8.2 Communicate with students' guardians to help students achieve their goals.

8.3 Prepare probation statistical reports for early intervention to prevent students falling under probation and develop retention plans.

8.4 Cooperate with the Center for Student Counseling when needed to exchange information about the student status to come up with remedial plans.

8.5 Follow-up students of normal and outstanding status to give them further guidance and support.

8.6 Perform other related tasks assigned by the Pro-Vice-Chancellor for Academic Support Services.

**9. The College Academic Advising Officer shall:**

9.1 Oversee the activities of the College Academic Advising and Student Success Committee.

9.2 Report issues and concerns regarding academic advising to the College Board.

- 9.3 Coordinate with the HoDs and academic advisors on all issues related to academic advising.
- 9.4 Maintain college database on students' progress, performance and CGPA.
- 9.5 Respond to students' suggestions, comments, and appeals with respect to academic advising issues.
- 9.6 Assist in student academic advising.
- 9.7 Follow up faculty on academic advising issues.
- 9.8 Suggest issuing warnings to students under probation.
- 9.9 Meet all academic advisors at least twice per year and submit a report to the Dean and the University Academic Advising Officer.
- 9.10 Follow up on the implementation of the Academic Advising Policy.
- 9.11 Update the list of on probation students.
- 9.12 Conduct surveys to get advisees /advisors feedback for continuous improvement.
- 9.13 Carry out any other task assigned by the Dean.

**10. The Department Board shall:**

- 10.1 Discuss Department's academic advising status along with other related academic aspects such as student probation twice a semester.
- 10.2 Contribute effectively to the implementation of the University academic advising policy.
- 10.3 Review the advising system, when needed and give recommendations to improve current practices.

**11. The Head of Department shall:**

- 11.1 Assign advisors to student.
- 11.2 Ensure effective academic advising in the Department.

**12. The Department Academic Advising Officer shall**

- 12.1 Oversee the academic advising activities at the Department level.
- 12.2 Report issues and concerns related to advising to the Department Board.
- 12.3 Coordinate with Department HOD, and prepare a biannual report to the Department Board regarding the academic advising and student probation status.
- 12.4 Ensure that all academic advisors maintain an advising file where all advising interactions are recorded and documented.

**13. The Academic Advisors shall:**

- 12.1 Maintain an accurate record for their advisees which could easily be retrieved and updated in accordance with the checklist included in Appendix A.
- 12.2 Discuss the University policies and procedures with their advisees and also provide them with the following information:
  - a. Study Plan and degree plan
  - b. Course and Specialization Requirements/Academic Standing, Probation, Absence warnings, Curricular Structure, Course Withdrawal, and the like.
  - c. Student records.
  - d. Responsibilities of the Advisor
  - e. Responsibilities of the Student
  - f. University Advising Services
  - g. Academic Support Facilities
  - h. Registration Process
  - i. Advisor's Information (Office Hours, Office Room No., etc.)
- 12.3 Monitor the academic progress of their advisees by regularly examining their academic profile.
- 12.4 Evaluate and approve the class/class schedule of their advisees.
- 12.5 Document advising interactions by recording it in a logbook and advising contacts by maintaining students' records in a student file.(see Appendix A for the Academic Advisors Checklist for Maintaining Accurate Records).
- 12.6 Acquaint the advisees with the study plans and the available University resources.

- 12.7 Provide accurate and timely information to students about academic progress and degree requirements.
- 12.8 Encourage advisees to meet on a regular basis to discuss any academic problems.
- 12.9 Prepare plans for academic progress for students who are under probation.
- 12.10 Advise students who have academic or personal issues to seek assistance from other University support centers, when needed.
- 12.11 Provide feedback about the academic advising system (see Appendix D)

**14. The Advisees shall:**

- 12.1 Take a responsible personal involvement in regard to their advising-
- 12.2 Discuss study plans and coursework with their advisors.
- 12.3 Seek advise and assistance regarding academics from their academic advisors.
- 12.4 Familiarize themselves with academic policies and procedures of the University.
- 12.5 Provide feedback on the academic advising system. (see Appendix C)
- 12.6 Provide parents/guardians and sponsors with timely information about their academic status, strengths, weaknesses, and any other pertinent information regarding their studies in the University.



## X. HISTORICAL RECORDS

1. The Academic Advising Board developed the Academic Advising Handbook (2004-2011).
2. The Academic Development Officer of the Office of the VCAA developed the Academic Advising Policy under the direct supervision of the Vice-Chancellor for Academic Affairs in April 2013 based on the Academic Advising Handbook.
3. A series of reviews were made with extensive discussions by the EBAA in 2013-2014.
4. The policy document was sent to the University Executive Board for approval on 6 March 2014. It was approved by the UEB on 26 May 2014.
5. The policy was approved by the University Academic Council in meeting 2/S2014, 2<sup>nd</sup> June 2014.

## XI. APPENDICES



### APPENDIX A

#### ACADEMIC ADVISORS CHECKLIST FOR MAINTAINING ACCURATE RECORDS

The academic advisor shall document advising interactions by recording it in a logbook and advising contacts by maintaining students' records in a student file/academic advising file. The file should contain the following:

- a. **Student Transcript:** Updated copies of transcript from EDUWAVE
- b. **Study Plan:** A copy of the approved study plan according to the Major and Degree (Diploma, Bachelors and Master)
- c. **Degree Plan:** A copy of the degree plan according to the Major (Diploma, Bachelors and Master)
- d. **Follow-Up Form:** Meetings with the student should be documented in the Follow-Up Form. Signature of students should be obtained. (see Appendix B for the Academic Advising Follow-Up Form)
- e. **Warnings:** include Absentee warnings (5%, 10%, 15% and 25%). Any misbehavior, etc.
- f. **Advising Logbook.** Record and document academic advising interactions.
- g. **Rewards,** if any
- h. **Other Records:** This includes approved medical leave reports, documents pertaining to transfer of students from the colleges and universities.

APPENDIX B



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محادثة القبول و التسجيل  
Registration & Records

ACADEMIC ADVISING FOLLOW-UP FORM

SECTION 1. STUDENT INFORMATION			
Student Name		Student ID	
College		Department	
Major		CGPA	
Academic Year		Semester	
Date		Session No	
SECTION 2. FOR ACADEMIC ADVISOR USE ONLY			
Date: _____		Student Status: _____	
Remarks: _____			
Proposed Remedial Actions: _____			
_____			
Academic Advisor's Name: _____		Signature: _____	
Remarks:			
College Academic Advising Officer's Name: _____			
Signature: _____		Date: _____	
College Stamp:			
Received by:			
Student's Signature: _____		Date: _____	

## APPENDIX C



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### STUDENTS FEEDBACK ON ACADEMIC ADVISING SYSTEM (To be uploaded on EDUWAVE and filled out by STUDENTS)

\_\_\_\_\_ Semester, Academic Year \_\_\_\_\_ - \_\_\_\_\_

**Direction:** This online survey form seeks to gather your comments and suggestions to improve the quality of advising services of the University.

College		Department	
Age		Specialization	
Degree		Gender	
Academic Advisor		CGPA	

- Academic Level:**  1<sup>st</sup> Year  2<sup>nd</sup> Year  3<sup>rd</sup> Year  4<sup>th</sup> Year  
 5<sup>th</sup> year or more  Transferred Student
- Academic Status:**  Normal  Outstanding  
 Under Probation  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

**Instruction:** Put a tick (✓) mark in the box corresponding to your observation and judgment on the academic advising services of the University using the scale below.

5 – Strongly Agree	4 – Agree	3 - Undecided	2 – Disagree	1 – Strongly Disagree
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ASSESSMENT ELEMENTS	5	4	3	2	1
<b>A. Academic Advisor</b>					
1. My academic advisor provided me information about the academic requirements and regulations.					
2. My academic advisor suggested courses selection with my degree/study plan and R & R regulations for registration.					
3. My academic advisor was always available during office hours.					
4. My academic advisor provided me with a clear plan on my academic progress and/or to raise my CGPA.					
5. My academic advisor treated me with respect.					
6. My academic advisor had at least 2 advising sessions with me during the semester.					

ASSESSMENT ELEMENTS	5	4	3	2	1
7. My academic advisor spent at least 15 minutes in each advising session.					
8. My academic advisor maintains an academic advising file for academic advising record.					
9. My academic advisor is in my specialization and very familiar with my degree plan.					
10. My academic advisor was very keen to provide advice and show enthusiasm.					
11. My academic advisor approves my registration on time.					
12. My academic advisor informed me about the University support centers/services.					
<b><i>B. Academic Advising Process</i></b>					
1. The University academic advising process is systematic, organized and efficient.					
2. I am properly guided by the University bodies involved in the academic advising process (University Support Centers, etc.)					
3. The academic advising information is available on the university website, notice boards, etc.					
4. There are always enough courses for me to register.					
5. EDUWAVE is an efficient tool in facilitating smooth and systematic advising and registration process.					
6. EDUWAVE provides updated copies of transcript.					
7. I am always updated with the latest information on new policies and procedures on advising.					
<b><i>C. Overall, I am satisfied with the academic advising system at UoN</i></b>					

*Thank you for taking your time to complete this questionnaire.*

## APPENDIX D



### ACADEMIC ADVISORS FEEDBACK ON ACADEMIC ADVISING SYSTEM (To be uploaded on EDUWAVE and filled out by ACADEMIC ADVISORS)

\_\_\_\_\_ Semester, Academic Year \_\_\_\_\_ - \_\_\_\_\_

This online survey form seeks to gather your comments and suggestions to improve the quality of advising services of the University.

College		Department	
Academic Advisor		Specialization	
No. of Years at UoN		Gender	
No. of Current Advisees			

**Instruction:** Put a tick (✓) mark in the box corresponding your observation and judgment on the academic advising services of the University using the Likert scale below.

5 – Strongly Agree	4 – Agree	3 - Undecided	2 – Disagree	1 – Strongly Disagree
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ASSESSMENT ELEMENTS	5	4	3	2	1
<b>A. Academic Advising Process</b>					
1. The University academic advising process is systematic, organized and efficient.					
2. I am properly supported by the University bodies involved in academic advising.					
3. The academic advising information is available on the University website, notice boards, etc.					
4. EDUWAVE is an efficient tool in facilitating smooth academic advising.					
5. I am always updated with the latest information on new policies and procedures related to academic advising.					
<b>B. Students' Attitude Towards Academic Advising</b>					

1. My advisees often keep appointments.					
2. My advisees appreciate the role of academic advising.					
3. My advisees come in pairs when I schedule him/her for an appointment.					
4. My advisees follow the study plans I prepare for them.					
<b>C. Academic Advisor's Attitude Towards the Academic Advising Process at UoN</b>					
1. I find advising rewarding and fulfilling.					
2. I find advising effective in promoting student success and retention.					
3. I find it easy to orient and acquaint my advisees with the degree plan/study plan and other academic resources/regulations available at UoN.					
4. I can effectively manage up to 40 advisees and efficiently carry out my task as academic advisor.					
5. I find 15-20 minutes enough in each advising session with each student.					
6. I give accurate and sufficient information with regard to advisees specializations and career choice and help them make good decisions.					
7. I encourage my advisees to focus on their studies to raise their CGPA.					
8. I encourage my advisees to strictly follow the study plan I prepare for them.					
9. I suggest courses to department so that my advisees have a sufficient no. of classes to register in order to graduate in a timely fashion.					
10. I ensure that my advisees treat me with respect.					
11. I recommend my advisees who have academic or personal issues to seek assistance from other University services/centers, when needed.					
12. I keep records/grade matrix for each advisee and regularly update my academic advising file.					
<b>D. Overall, I am satisfied with the academic advising system at UoN.</b>					

Please give your candid answers to the following questions:

**1. What are the strengths of the advising services of the University?**

--

**2. What are the advising services that need improvement?**

--

*Thank you for taking your time to complete this questionnaire.*



## **APPENDIX E**

### **The University Academic Advising Steering Committee Composition**

The University Academic Advising Steering Committee is composed of the following:

1. University Academic Advising Officer (Chairman)
2. Director of the Center for Student Academic Success and Follow-Up
3. Members of the College Academic Advising and Student Success Committee

## **APPENDIX F**

### **The College Academic Advising Committee Composition**

The College Academic Advising Committee is composed of the following:

1. College Academic Advising Officer (Chairman)
2. Department Academic Advising Officers

## APPENDIX G

### Student Guide

#### لائحة الإرشاد الأكاديمي:

#### دليل الطالب

#### \* مقدمة

تنبثق هذه اللائحة من تجربة الجامعة في تطبيق نظام الإرشاد الأكاديمي خلال الأعوام العشرة الماضية، فترمي إلى تقويم النظام وتعزيزه، بأسطة مبادئه، محدّدة بوضوح مهام الأطراف كافة في هذه العملية الحيوية، كل ذلك انطلاقاً من الخطة الاستراتيجية للجامعة فمن خلال الإرشاد الأكاديمي، تهدف جامعة نزوى إلى تقديم الدعم والتوجيه للطالب من أجل تحقيق غاياته التعليمية و تطلعاته المهنية، ولكي يتخرج بنجاح في الفترة الزمنية التي تحددها الخطة الإرشادية للتخصص.

ويبدأ الطالب مشواره التعليمي الجامعي بدراسة البرنامج التأسيسي حيث يتزوّد بمهارات اللغة الإنجليزية والحاسوب والرياضيات فضلاً عن مهارات الحياة، لكي يمتلك التكوين السليم الذي يؤهله للانطلاق لدراسة مادة التخصص. ويتلقى في هذه الفترة التوجيه والدعم من المرشد الأكاديمي الذي يعينه له معهد التأسيس. ثم يمضي الطالب لدراسة التخصص، فتقوم كليته بتعيين مرشد أكاديمي له يساعده، فضلاً بعد فصل، في تصميم خطته الدراسية، ويدله على ماتتوقر في الجامعة من موارد تدعمه، كما يزوده بإضاءات حول النظم واللوائح الجامعية التي ينبغي على مجتمع الجامعة، أساتذة وطلاباً، الالتزام بها، وصولاً إلى الغايات الاستراتيجية التي وضعتها الجامعة.

في مجمل القول: إن هذه اللائحة ووضعها موضع التنفيذ يمثل ركناً أساساً في منظومة الجامعة الرامية إلى توفير البيئة التعليمية الحافزة على تعلم الطالب، الداعمة لجهوده الذاتية، الموفرة لأسباب تفوقه. وإن نظام الإرشاد الأكاديمي يمثل دعامة هامة للطالب وهو يسعى لتحقيق أهدافه وتطلعاته.

#### \* الهدف من اللائحة

تهدف اللائحة لتعزيز خدمات الإرشاد الأكاديمي التي تقدمها الجامعة لطلابها، والتأكد من حصولهم على التوجيه السليم في مسيرتهم نحو تحقيق أهدافهم التعليمية والمهنية.

#### \* على من تنطبق اللائحة

تنطبق اللائحة على جميع الطلاب في الجامعة وعلى الهيئة التدريسية والإدارية ذات الصلة.

#### \* نصوص اللائحة

#### (أ) النصوص العامة

(1). يتحمل الطالب والمرشد الأكاديمي مسؤولية مشتركة في عملية الإرشاد الأكاديمي.

- (٢). تقوم اللجنة الموجهة للإرشاد الأكاديمي بالجامعة بوضع النظم واللوائح والجراءات الخاصة بتطبيق ورصد نظام الإرشاد الأكاديمي.
- (٣). تتابع اللجنة الموجهة للإرشاد الأكاديمي تطبيق نظام الإرشاد الأكاديمي ضماناً لنجاحه.
- (٤). تقوم كل كلية بتعيين مشرف على الإرشاد الأكاديمي بالكلية.
- (٥). تقوم كل كلية بتشكيل لجنة للإرشاد الأكاديمي.
- (٦). يتم تعيين مرشد أكاديمي للطالب عند التحاقه بالجامعة.
- (٧). تقوم الجامعة في الأسبوع التعريفي بتعريف الطلاب الجدد بنظام الإرشاد الأكاديمي.
- (٨). يتم تنظيم ورش عمل دعماً للإرشاد الأكاديمي، ويشجع الأساتذة على حضورها. ويطلب من الأساتذة الجدد حضور ورشة عمل واحدة على الأقل قبل تولي مسؤولية الإرشاد الأكاديمي.
- (٩). يقوم مركز النجاح الأكاديمي والمتابعة في القبول والتسجيل بمتابعة الطلبة والتواصل مع أولياء الأمور.
- (١٠). تقع صلاحية تغيير المرشد الأكاديمي على عاتق رئيس القسم.
- (١١). تقوم الكلية بإسناد ما لا يزيد عن (٤٠) طالباً للمرشد الأكاديمي. أما إذا اقتضى الوضع في الكلية تجاوز هذا العدد، فيتم تعويض المرشد وفقاً للائحة العتب الوظيفي للعاملين بالجامعة.
- (١٢). يحتفظ المرشد الأكاديمي بسجل دقيق لطلابه.
- (١٣). يطبق المرشد الأكاديمي اجراءات تسجيل المساقات والرصد وفقاً لما جاء في نظام إدارة جودة التدريس.
- (١٤). يتبع المرشد الأكاديمي قواعد لائحة الملاحظة الأكاديمية فيما يخص الطلاب الواقعين تحت الملاحظة الأكاديمية.
- (١٥). تقوم عمادة القبول والتسجيل بتوفير المعلومات اللازمة للمشرف الأكاديمي للجامعة ومدير مركز النجاح الأكاديمي والمتابعة.
- (١٦). يتولى معهد التأسيس مهمة تعيين مرشد أكاديمي لكل طالب جديد في المعهد.
- (١٧). يتولى رئيس القسم المعني مهمة تعيين مرشد أكاديمي للطالب وفقاً للتخصص، ويرسل مساعد العميد قائمة المرشدين الأكاديميين لإدارة القبول والتسجيل.
- (١٨). يتوخى المرشد الأكاديمي مقابلة كل من طلابه مرتين على الأقل في الفصل الدراسي.
- (١٩). يشكل الإرشاد الأكاديمي جزءاً من تقييم أداء الأستاذ، فضلاً عن التدريس، والبحث العلمي، وخدمة المجتمع.

(ب) ضمان الجودة

- ١). يتم جمع التغذية الراجعة لتقييم خدمات الإرشاد الأكاديمي في الجامعة.
- ٢). تقع على عاتق مساعد العميد للشؤون الأكاديمية مهمة تقييم نظام الإرشاد الأكاديمي في كليته، فيرفع تقريراً فعلياً بأداء المرشدين الأكاديميين.
- ٣). تقوم عمادة إدارة الجودة بترصد الإرشاد الأكاديمي بالجامعة، وتجري تقييماً سنوياً له.
- ٤). تقوم اللجنة الموجهة للإرشاد الأكاديمي بإعداد ضوابط لتحديد المرشدين الأكاديميين المتميزين وكيفية مكافأتهم، كما أنها تعد موجّهات بشأن التطوير المهني للأساتذة.
- ٥). يتم إدخال تقييم فعالية نظام الإرشاد الأكاديمي في برنامج WEAVE Online، وذلك بغرض الحصول على شتى التقارير ضماناً لتقويم وتحسين النظام.

\* المهام والمسؤوليات

(أ) المرشد الأكاديمي:

- ١). يتولى شرح مخطط الدراسة لطلابه كما يطلعهم على موارد الجامعة المتاحة.
- ٢). يوفر لطلابه معلومات دقيقة، في وقتها، حول تقدمهم في الدراسة ومتطلبات التخصص.
- ٣). يشجع طلابه على مقابله بانتظام لمناقشة أية مشاكل أكاديمية.
- ٤). يقوم بإعداد خطط للتقدم في الدراسة، لطلابه الواقعين تحت الملاحظة الأكاديمية.
- ٥). يوجه طلابه الذين يواجهون مشاكل أكاديمية أو شخصية بطلب العون من مراكز الدعم بالجامعة.

(ب) مسؤوليات الطالب

- ١). (أ) مناقشة خطة الدراسة والأداء في الأعمال الفصلية مع المرشد الأكاديمي.
- (ب) طلب الإرشاد والمساعدة فيما يتعلق بالدراسة من المرشد الأكاديمي.
- ٢). (أ) الإلمام باللوائح والإجراءات الأكاديمية للجامعة.
- (ب) موافاة الجامعة بالتغذية الراجعة حول خدمات الإرشاد الأكاديمي.
- (ج) موافاة الآباء/أولياء الأمور، بالمعلومات اللازمة، وبدون تأخير، حول وضع الطالب الأكاديمي، وجوانب القوة والضعف لديه، وأية معلومات إضافية هامة.