

**KARABÜK UNIVERSITY**  
**REGULATIONS ON STUDENT CONSULTANCY AT ASSOCIATE DEGREE AND**  
**BACHELOR'S DEGREE PROGRAMS**

**BASE**

**Article 1-** These regulations are based on Clause-c of the Article 22 of Higher Education Law No 2547, which regulates duties of faculty members, and Article 20 of Karabük University Education and Examination Regulation.

**AIM AND SCOPE**

**Article 2-** The aim of these regulations is to provide certain regulations and quality for the student consultancy services to be carried out within Karabük University. Consultancy service is offered to all Associate Degree and Bachelor's Degree program students enrolled at Karabük University.

**CONSULTANCY**

**Article 3-** Consultancy is an application offered for the students to conduct regulations and planning for education, overcome the problems they face and designate objectives for their life and profession.

**DUTIES AND RESPONSIBILITIES OF THE ADVISOR**

**Article 4-** Duties and responsibilities of the advisor are stated below:

- a. Compulsory and elective courses that a student has to take are designated together with the student and the academic advisor keeping in mind the student's level of achievement in the program he/she continues, distribution of courses within the program, characteristics and similar technical assessments.
- b. Prior to every academic semester, the advisor checks the courses of the student and makes preliminary preparations for the student to take necessary courses to graduate.
- c. The advisor submits list of the students who cannot complete admission renewal procedures in time to the related Directorate of the Department, the Department Directorates forward the situation to the concerned student affairs' unit.
- ç. During course add and drop periods at the beginning of fall and spring semesters of the final academic year before the graduation of the student, the advisor checks whether the student has taken all required courses in the curriculum for the graduation and gives concerned approval.
- d. Informs students about the regulations of the university and directives of faculty/ and vocational school; follows amendments in the regulations and directives and inform the students about the changes.
- e. Facilitate students to be aware of their rights and responsibilities.
- f. Inform students about scholarships, educational loans, tuition fee, food, shelter and dormitory facilities.
- g. Inform students about the associate degree/bachelor's degree program that he/she is enrolled at.
- ğ. Give students basic information on the compulsory/elective courses and credits required for the graduation.
- h. Assists students to select courses in accordance with their aim, interest and needs.
  1. Tracks academic status of the student.
- i. Inform students about the facilities and conditions of horizontal/vertical transfer and supports them if need be.
- j. Inform students on the conditions of double major and sub-major programs, tracks their applications and supports them if need be.
- k. Inform students about educational exchange programs and opportunities within the country/abroad tracks their applications and supports them if necessary.

- l. Supports students to overcome difficulties that they face in academic life and improve them personally.
- m. Inform students about career and job facilities and working conditions after graduation.
- n. Maintains communication between the students and the academic/administrative units of faculty/vocational school.
- o. In case of disputes between the student and the advisor, the final decision is given by the Head of the Department.
- ö. In order to carry out consultancy in a proper way, student tracking folder on the educational and academic activities as well as sportive and cultural activities of the student is kept at concerned academic units.

## **CONSULTANCY CONDUCT**

**Article 5-** Consultancy is carried out in the following ways:

- a. All consultancy activities are carried out under the supervision of faculty deputy dean in charge of educational activities/assistant director of vocational school.
- b. Office of the Head of Departments assigns one of the academic advisors in the department as “Student Consultancy representative of the Department/Program”.
- c. It is consisted of “Student Consultancy Coordinator ship” formed of “Consultancy Department Representatives” of all the departments at the level of faculty/vocational school.
- ç. Coordinator ship of Consultancy meets twice a year at the commencement of every academic year presided by dean, director or deputies that they assign in order to improve academic consultancies, to solve the problems and give essential information to the academic advisors who are doing consultancy for the first time and collect required documents.
- d. Consultancy appointments are carried out by the academics for each student/class/branch 15 days before the course registrations at the beginning of the academic year by the faculty deanery/directorate of vocational school with the recommendation of concerned Office of the Head of the Departments.
- e. The Advisor conducts consultancy to the students he/she is in charge of until their graduation.
- f. The advisor carries out registration renewal approval for the students he/she is in charge of in accordance with the Article 23 of Karabük University Regulations on Education and Examination.
- g. The advisor sets two hours a week as “Student Consultancy Hour” keeping his/her as well as students’ weekly course schedule and he/she informs students about it. These hours are utilized only for student consultancies.
- h. In addition to weekly consultancy hours, the advisor may get together with the students in group when he/she needs.

## **EFFECTIVENESS**

**Article 6-** These regulations are put into effect following the approval of Karabük University Senate.

## **ENFORCEMENT**

**Article 7-** The provisions in these regulations are enforced by faculty dean/director of vocational schools.

**\*\*\*It has been approved by the Senate Decision no 2012/09-57 dated 17/09/2012.**