# GULF UNIVERSITY

**Title: Academic Advising Procedures**

**Code:** GU-PR12SAA

**Version:** 3.1

**Date of Issue:** 2023

**Effective Date:** November 2023

**Approval Authority:** University Council

**Document Owner:** Vice President for Academic Affairs

**Review:** The procedures are subject to periodic reviews as per amendments of University Policies and Regulations

## 1. Purpose

The purpose of this document is to describe the procedures to be followed by all Gulf University staff, involved in academic advising activities across all Colleges, Departments and programs.

## 2. Scope

The document applies to all Students, Colleges, Departments, Units, and Academic and Administrative staff involved in the provision of Academic Advising.

## 3. Acronyms

| BQA | Education and Training Quality Authority |
|-----|------------------------------------------|
| CGPA | Cumulative Grade Point Average |
| NQF | National Qualifications Framework |

## 4. Definitions

**Academic Advisor:** The academic advisor is a faculty member at Gulf University, who is responsible for guiding the students according to University policies, procedures and regulations.

**Instructor:** An instructor is an individual appointed by Gulf University to teach on its courses.

**Student:** A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

## 5. Procedures Details

Academic advising aims to supervise and monitor student guidance along with their path till they are awarded the degree. The procedures involve the following activities:

5.1 Head of Academic Department shall assign academic advisors from faculty members in the department for students in each offered program.

5.2 Academic Advisors shall organize a file for Academic Advising consisting of relevant information for each student.

5.3 Advisors shall fill the "Academic Advising Meeting Form, for every meeting they conduct with their students, (GU-PR12SAA-F1), shall take necessary actions needed (if any) according to the outcomes of the meetings. Academic

advisors shall do advising via Camus System (SIS) for course registration and for other regular matters.

5.4 Academic Advisors shall provide their students with advice and guidance throughout their study period.

5.5 Academic Advisors shall meet with their assigned students prior to registration days each semester to provide them with induction, advice and guidance on their course sequence.

5.6 Academic Advisors shall guide students to follow the "Students Enrolment Procedures" in course enrolment every semester.

5.7 Academic Advisors shall consider both preparatory and prerequisite courses for their students prior to their enrollment every semester.

5.8 Academic Advisors shall review students' progression regularly, shall invite students (prior to enrolment) to discuss their career plans and goals to ensure alignment between internship (particularly phase 2), elective courses and graduation projects.

5.9 Academic advisors shall follow up with students who either failed in many courses or failed more than once in a course.

5.10 Academic advisor shall follow-up students with decreasing CGPA and guide them to overcome the difficulties.

5.11 Academic Advisors shall discuss with their students with disability (if any) their cases, needs and support, shall coordinate with relevant Instructors, Unit of Admission and Registration, Examination Committee, and Unit of Students Services for follow-up with students with disability, as needed.

5.12 Academic advisors shall continue to discharge responsibilities through email, digital platform and social media during distance education.

5.13 Each academic advisor shall create a class/group and communicate with the students in the digital platform for enrolment and other relevant information or activities.

5.14 Academic advisor shall meet students in the digital platform formally for mentoring and guidance and shall implement relevant meeting forms.

5.15 Students shall contact and communicate with the advisor via digital platform within the working hours and beyond the working hours for academic and non-academic issue.

5.16 Academic advisors shall take good care of the special need students via digital platform to ensure their needs are addressed during distance education.

5.17 Academic advisor shall reply to the concerned students electronically within 24 hours and shall provide required support.

## 6. Responsibilities

**Instructors are responsible for:**

- following these procedures appropriately.

**Academic Advisors are responsible for:**

- following these procedures appropriately.

**Students are responsible for:**
- following these procedures appropriately.

**Unit of Students Services is responsible for:**
- following these procedures appropriately.

**Unit of Admission and Registration is responsible for:**
- following these procedures appropriately.

**Examination Committee is responsible for:**
- following these procedures appropriately.

**Heads of Departments are responsible for:**

- ensuring that all faculty members and students are fully informed of these procedures.

- ensuring that these procedures are appropriately implemented.

**Deans are responsible for:**
- ensuring that all faculty members and students follow these procedures.

- ensuring that these procedures are appropriately implemented.

**Vice President for Academic Affairs is responsible for:**

- ensuring that these procedures are appropriately implemented.

**University Policy Development and Review Committee is responsible for:**
- systematic review of the effectiveness of this document.

## 7.  Related Policies

- Assessment Policy
- Disability Policy
- Internship Policy
- Program Design, Development and Approval Policy
- Program Review and Development Policy
- Student Enrolment Policy

## 8.  Related Procedures

- Assessment Procedures
- Disability Procedures

- Graduation Projects Procedures
- Internship Procedures
- Program Design, Development and Approval Procedures
- Program Review and Development Procedures
- Student Enrolment Procedures

## 9.  Related References and Standards

| BQA | Institutional Review Handbook |
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| **BQA** | National Qualifications Framework Handbook |
| **BQA** | Programs-within-College Reviews Handbook |