



**ALTINBAŞ CYPRUS UNIVERSITY
(WORLD PEACE UNIVERSITY)**

STUDENT COUNSELLING GUIDELINES

Purpose

- 1 The purpose of Altınbaş Cyprus University's "Student Counselling" is to assist students in resolving issues they may encounter, primarily related to education and teaching, to guide students, to provide career guidance, to inform them about the opportunities available at the University and Faculty/Preparatory School, to monitor their academic performance and provide guidance in case of failure, and to assist them in course selection.

**Counsellor and
Responsibilities**

- 2 The counsellor is appointed by the relevant department chairperson from among the teaching staff of the relevant programme for each student no later than one week before the first day of registration.
- 3 The faculty member appointed as an advisor continues in this role until the students, they advise graduate.
- 4 The role of Student Advisors is to inform and guide students on the following matters:
 - a. To guide students professionally,
 - b. Providing guidance,
 - c. Informing them about the opportunities available at the university, faculty/school and department, Monitoring their academic performance in classes,
 - d. Monitoring students' attendance in classes,
 - e. Investigating the reasons for failure in cases of poor performance,
 - f. Warn students about the factors causing failure,
 - g. Monitoring students' course withdrawal procedures and investigating the reasons for them,
 - h. To enlighten students about elective course topics and assist them in course selection,
 - i. In necessary cases, informing the department chair to refer students to the University's "Psychological Counselling and Guidance Centre" to receive psychological counselling and guidance services,
 - j. Ensuring that forms communicated by the Faculty and

Duties of Department Heads Related to Counselling	5	<p>Preparatory School administration are completed,</p> <ul style="list-style-type: none"> k. To inform the department chair about student issues that cannot be resolved, l. Participating in the counsellors' committee and reporting the problems of the students they advise and the measures to be taken to the department chair at the end of each academic term.
		<ul style="list-style-type: none"> a) Assigning student advisors at the beginning of each academic year. b) Forwarding issues communicated to them by Student Advisors to the Faculty/School administration. c) To supervise the work of the "Student Advisors" to ensure that the advisory service is carried out as required, to work towards resolving any problems they encounter, and to ensure that the system is kept operational. d) Ensuring that advisors complete the forms provided by the faculty administration for each student they advise. e) Ensuring that problems encountered in the provision of counselling services are discussed under an additional agenda item at the "Academic Department Board" meetings held at the end of each semester and during the term. Receiving suggestions and evaluations on this subject.
Duties of the Faculty Dean's Office or Preparatory School Directorate Regarding Advising	6	<ul style="list-style-type: none"> a) To develop forms to monitor student satisfaction and performance and identify problems, and to report these to the relevant departments, with the aim of improving the provision of student counselling services during each academic year. These forms should: <ul style="list-style-type: none"> i. Determine the level of satisfaction students feel about their departments and address the conditions causing dissatisfaction, ii. Gathering information about students' social and economic situations, iii. Gathering information about students' expectations from their departments, iv. Whether students find the counselling services they receive sufficient, and if they find them insufficient, what areas they would like to receive more counselling services in. b) Informing all Faculty/School teaching staff responsible for providing student counselling services about the importance of student counselling services and the completion and evaluation of the relevant forms. c) Undertake the necessary work to resolve student complaints and issues communicated by department heads and take measures when necessary.