

IZMIR INSTITUTE OF TECHNOLOGY
UNDERGRADUATE PROGRAM STUDENT ACADEMIC ADVISING DIRECTIVE

SECTION I

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this directive is to regulate the academic advising services provided to the students enrolled in the undergraduate programs of Izmir Institute of Technology.

Scope

ARTICLE 2 – (1) This directive encompasses the procedures and principles related to academic advising services provided to students who have successfully completed the English preparatory class and are enrolled in undergraduate programs at Izmir Institute of Technology.

Basis

ARTICLE 3 – (1) This directive has been prepared based on Articles 14 and 22 of Law No. 2547 on Higher Education.

Definitions

ARTICLE 4 – (1) In this directive:

- a) Academic Unit Manager: Refers to the relevant faculty dean, department chair,
- b) Academic Advisor: Refers to the faculty members assigned to perform academic advising,
- c) Student: Refers to students enrolled in the undergraduate programs of Izmir Institute of Technology,
- c) Rector: Refers to the Rector of Izmir Institute of Technology,
- d) Senate: Refers to the Senate of Izmir Institute of Technology,
- e) Institute: Refers to Izmir Institute of Technology.

SECTION II

Appointment, Duties, and Responsibilities of Academic Advisors

Appointment of Academic Advisors

ARTICLE 5 – (1) At the beginning of each academic year, an academic advisor is appointed by the department chair for students who have successfully completed the English preparatory class and are starting the program.

(2) The term of office for an academic advisor continues until the student's relationship with the Institute is terminated. In the event of the temporary or permanent termination of the advisor's relationship with the Institute, a new advisor is appointed. Unless such situations arise, the student's academic advisor remains unchanged. In case of any changes, the department chair informs both the academic advisor and the student.

(3) Academic advisor entries on the Student Information System are made by the relevant department secretariat.

Duties and Responsibilities of Academic Advisors

ARTICLE 6 – (1) Academic Advisor:

- a) Designates at least two hours per week as "Student Advisory Hours" and announces it to the students.
- b) Informs new students to the institute, at the beginning of the academic year, about relevant regulations, educational plans, the undergraduate program in which the student is enrolled, the department, faculty, and the Institute.
- c) Guides students during the course registration process, providing information on the requirements for graduation from the enrolled program and details about compulsory and elective courses in the curriculum.
- c) Monitors and guides the academic progress of the students for whom they are providing academic advising.
- d) Guides the student on academic issues such as course equivalency and course exemption.
- e) Checks whether the student who needs to retake a course has registered for the relevant course or courses.
- f) Verifies the student's selected course or courses each semester or in summer school and approves them in the Student Information System.
- g) Identifies students who have completed the maximum duration of education, determines those eligible for two additional exams, and reports their status to the department secretariat before terminating their affiliation.
- h) Provides information to students about exchange programs and internship opportunities and offers assistance.
- i) Approves forms/petitions requiring the approval of the Academic Advisor.
- j) Informs students about professional development and career planning and guides them. Refers students to the İYTE Career Center for counseling services in this regard.
- k) Checks whether a student approaching graduation has completed all compulsory and elective courses in their educational plan and whether there are any academic impediments to graduation.

SECTION III

Miscellaneous and Final Provisions

In Cases not Covered by the Regulation

ARTICLE 7- (1) In cases not covered by this regulation, relevant provisions of other legislation and decisions of the Senate shall apply.

Effective Date

ARTICLE 8- (1) This Regulation shall enter into force on 13.02.2024, the date it was approved by the Institute Senate.

Execution

ARTICLE 9 - (1) The provisions of this Regulation shall be executed by the Rector of Izmir Institute of Technology.

The regulation has been approved by the Izmir Institute of Technology Senate on 13.02.2024 with decision number 06/2. (Ref: E.2300009743)