

SAKARYA UNIVERSITY COUNSELING DIRECTIVE

PART ONE

Purpose and Scope, Reference and Definitions

Purpose

Article 1 – (1) The purpose of this Directive is to determine the codes of practice regarding the counseling services to be provided to undergraduate and associate degree students of Sakarya University and to set out the procedures and principles that departments, counselors, and students must follow in the provision of counseling services.

Scope

Article 2 – (1) This Directive covers the working procedures and principles on the purpose and activity areas of counseling services to be provided to undergraduate and associate degree students registered at Sakarya University.

Reference

Article 3 – (1) This Directive is based on the relevant provisions of the ‘Regulation on Education, Training, and Exam at Sakarya University Graduate and Associate Degree.’

Definitions

Article 4 - (1) The terms used in this Directive shall have the following definitions:

- a) University: Sakarya University,
- b) The Rector: Rector of Sakarya University,
- c) The Senate: Sakarya University Senate
- d) Unit: Sakarya University’s faculty, conservatory, college, vocational school,
- e) ECTS: the European Credit Transfer System,
- f) Counselor: The instructor assigned by the committee for the proposal of the program in which students are enrolled to address their education, training, and other problems,
- g) Course Selection Confirmation: Approval proving that the student’s course selection process is approved by her/his counselor supervisor for the relevant period,
- h) Student Affairs Unit: Sakarya University’s faculty, conservatory, college, vocational school, student affairs department
- i) SABİS: Sakarya University Information System,
- i) The Relevant Board of Directors: faculty board at faculties, college board at colleges, conservatory board at the conservatory, vocational school board at vocational schools.

PART TWO

General Principles Regarding the Performance of Counseling Services

Purpose of Counseling

Article 5 - (1) The purpose of counseling is to direct the student towards compliance with university life, professional development, career, and other similar matters and to monitor them throughout their education; inform the student of course selection at the beginning of each semester (including summer school); to approve the course(s) to be taken by evaluating the academic situation of the student together with the student.

(2) The consultant helps students plan their education and training, sets goals related to their professions, and provides guidance in social and cultural matters.

Assignment of Counselors

Article 6 - (1) A counselor assignment shall be made from among the academics of the relevant department by the department boards upon the suggestion of the department head, at the beginning of each academic year for the students who recently enrolled at Sakarya University, or within two weeks as of enrolment date for the students enrolled in the university late. The counselor is assigned over the system at least one week before the students' enrolment dates. The assignments made are approved by the related board of directors.

(2) The counselor is responsible to monitor the student until she/he graduates. The student's counselor cannot be changed unless it is mandatory.

(3) Change of counselor is made upon the recommendation of the department head and the decision of the department board and the approval of the relevant board of directors. The counselor change will be announced to the student through SABİS.

(4) Students enrolled in the double major and/or minor programs will be assigned a separate counselor for each program they are enrolled in.

(5) The department exchange programs coordinator shall provide counseling services to the students who arrive under the exchange program.

(6) For students who are qualified as special students, engineering completion students, or equivalency students, a counselor assignment shall be made from among the department instructors with the proposal of the department head, decision of the department board, and approval of the relevant board of directors.

(7) The guest students attending summer schools do not have a counselor assignment.

Duties, powers, and responsibilities of the counselor

Article 7 – (1) The duties, authorities, and responsibilities of the counselor are specified as follows.

During the re-registration period:

- a) Guides and assists the student in the course selection process.
- b) Assesses the compliance of course selection with the relevant legislation and grants a 'Course Selection Approval.'
- c) Approves the associate degree and undergraduate students' requests to withdraw from or enter the course at 'Excusable Course Registration' and 'Add-Drop Week.'
- d) Provide advice on the elective subjects the student should take depending on her/his field of interest.

During the study period:

- a) Encourages the student to develop the habit of lifelong learning and research.
- b) In case of failure, direct the student to the relevant units to receive social and psychological counseling regarding the reasons and solutions for the failure.
- c) Inform the student about the administrative and academic units of the university.
- d) Inform the student of changes in legislation and program.
- e) Informs and guides the student about domestic and abroad exchange programs, double major/minor, horizontal/vertical transition opportunities, and conditions.
- f) Inform and guide the student about career planning.

- g) The counseling is the responsibility of the assigned instructor. However, if the relevant instructor cannot carry out the consulting activities due to force majeure, the instructor authorized by the relevant counselor instructor through the Sakarya University Information System shall act as counselor or support.

Process Management

Article 8 – (1) Department/program heads carry out work to solve problems faced by counseling instructors; she/he meets the consultants at least twice a year before the commencement of the course registration processes and ensures that the process remains functional.

(2) Dean's offices/directorates shall take the necessary measures based on requests from departments and counselors according to the characteristics of the units to improve the counseling system.

PART THREE

Miscellaneous and Last Provisions

Situations for which there are no provision

Article 9 - In cases where there is no provision in this Directive, the relevant legislative provisions, and senate decisions shall apply.

Effective date

Article 10 - This Directive shall be effective as of the date of its approval by the Senate.

Enforcement

Article 11 - The provisions of this Directive shall be executed by the Rector of Sakarya University.