



**Title:** Academic Advising Policy

**Code:** GU-PL12SAA

**Version:** 3.1

**Date of Issue:** 2023

**Effective Date:** July 2023

**Approval Authority:** University Council

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

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of University policies and regulations



## 1. Purpose

The purpose of this document is to describe advising to students at Gulf University. It details principles to accomplish fair, transparent and robust advising activities across all Colleges, Departments and programs.

## 2. Scope

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

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>CGPA</b>	Cumulative Grade Point Average
<b>HEC</b>	Higher Education Council
<b>NQF</b>	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 Guidelines 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. Policy Statement

The policy involves the following activities:

- 5.1 GU ensures that all students are assigned to an academic advisor with whom they will be in direct contact throughout their studies.
- 5.2 GU ensures that academic advisors support students in registration,

assist in planning to meet degree requirements and selecting courses, monitor academic progress, clarify academic opportunities, look after their wellbeing, and answer any queries regarding policies and procedures.

- 5.3 GU recognizes students are ultimately responsible for the decisions they make, and role of academic advisor is to provide guidance and support.
- 5.4 GU ensures that academic advisors are appropriately assigned for each offered program.
- 5.5 GU commits that academic advisors communicate with the students about their career and learning progression regularly.
- 5.6 GU ensures that academic advisors maintain file for each assigned student.
- 5.7 GU ensures that academic advisors meet with their assigned students and assist them with relevant guidance.
- 5.8 GU ensures that academic advisors follow the University Academic Regulations in course enrollment every semester.
- 5.9 GU ensures that Academic advisors follow-up with both regular students and those with decreasing CGPA and guide them to overcome the difficulties.

## **6. Policy details:**

Gulf University ensures systematic review and full compliance of its academic advising criteria with the Higher Education Council's regulations. Academic advising policy aims to supervise and monitor student guidance along with their path till they are awarded the degree.

## **7. Responsibilities**

### **Instructors are responsible for:**

- Following this document appropriately.

### **Academic Advisors are responsible for:**

- Following this document appropriately.

### **Students are responsible for:**

- Following this document appropriately.

**Heads of Departments are responsible for:**

- Ensuring that all faculty members and students are fully informed of this document.
- Ensuring that this document is appropriately implemented.

**Deans are responsible for:**

- Ensuring that all faculty members and students follow this document.
- Ensuring that this document is appropriately implemented.

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

- Systematic review of the effectiveness of this document as custodian.

## **8. Related Policies**

- Assessment Policy
- Internship Policy
- Program Design, Development and Approval Policy
- Program Review and Development Policy

## **9. Related Procedures**

- Assessment Procedures
- Internship Procedures
- Program Design, Development and Approval Procedures
- Program Review and Development Procedures

## **10. Related References and Standards**

<b>BQA</b>	National Qualifications Framework Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook
<b>HEC</b>	Institutional Accreditation Handbook