



Title: Students Counseling Policy

Code: GU-PL39SCO

Version: 3.1

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Approval Authority: Board of Trustees

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 policies and regulations

1. Purpose

The purpose of this document is to describe principles of students counseling at Gulf University. It provides a framework of planning and management of counseling activities.

2. Scope

This document applies to all students at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
SSU	Student Services Unit
VP ACADEMIC	Vice President for Academic Affairs

4. Definitions

Academic Advisor: Academic Advisor is a faculty member at GU, who is responsible for guiding the students according to University Guidelines and Regulations.

Instructor: Instructor is an individual appointed by GU to teach on its courses.

Student: Student is an individual who has completed the formal procedures necessary to register in a program offered by GU.

Counselor: The Counselor is a specialized staff member at SCO, who provides students with advice on problems and helps troubled students in overcoming their difficulties and problems that affect their academic progress at the University.

5. Policy Statement

- 5.1 Gulf University commits to complying with the HEC academic regulations related to students' counseling.
- 5.2 Gulf University ensures that students' have access to counseling services from a professional counsellor.
- 5.3 Gulf University commits to confidentiality and sensitivity of the counselling process based on individual context and needs.
- 5.4 Gulf University ensures equity of access of all students to counseling opportunities based on identified needs.
- 5.5 Gulf University is committed to support the students in resolving personal, physical, and mental issues along with learning difficulties.
- 5.6 Gulf University commits to refer the critical case to external counsellor if required.
- 5.7 Gulf University commits to support the students in enhancing personal and academic outcome through counselling.

6. Responsibilities

Academic and Administrative Staff are responsible for:

- Following this document appropriately.

HODs and Deans are responsible for:

- Appropriate implementation of this document.

Unit of Student Services is responsible for:

- Ensure all academic staff and students are fully informed of this document.
- Appropriate implementation of this document.

VP Academic is responsible for:

- Ensuring appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7. Related Policies

- Academic Advising Policy

8. Related Procedures

- Academic Advising Procedures
- Students Counseling Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Academic Regulations