



Assiut University



Accredited Faculty by the National Authority for
Quality Assurance of Education and Accreditation

Objectives of the Academic Advising and Student Support Unit

- 1 Preparing the student to get to know and adapt to university life.
 - 2 Providing the student with the correct information about the college, educational policies, resources and the study program.
 - 3 - Enhancing the academic achievement of female students, raising their abilities and overcoming the obstacles they face during their achievement.
- Scientific.
- 4- Reducing the chances of academic failure
 - 5- Providing advice and assistance to college students with academic problems.
 - 6 - Caring for students with low or faltering academic achievement, paying attention to them, and following up on them until they improve their academic level.

Mechanisms of work in the Academic Advising and Student Support Unit

- 1- The Academic Advising Unit submits a request to receive the final lists from the Student Affairs Administration/Student Affairs since the beginning of the academic year.
- 2- The Academic Advising and Student Support Unit submits a request to receive lists of faculty members and supporting staff.

At the helm of the college's personnel affairs department

3- The unit director distributes each of the students, faculty members, and supporting staff to the student (as a guide).

Academic in coordination with the College Vice Dean for Education and Student Affairs (in groups of a maximum of 55 students

4- The office hours of each faculty member are announced on the department bulletin board - on the member's desk for an interview.

The student according to agreement with the announcement to the student.

5 Each academic advisor receives a file for each student (an introduction form - a personal photo of the student - a clarification form).

Problems, if any, are filled out by the student and the data is reviewed by the responsible faculty member

Mechanisms of the academic advisor's work

1- The college's dean for education and student affairs determines the number of academic advisors.

2- The student is assigned to the academic advisors

3- Introducing the student to the academic advising system and the duties of the academic advisor through an induction program at the beginning of the year.

Academic year for new students, first year.

4- Announcing the name of the academic advisor, his department, and his office, specifying his office hours.

5- Make a prior announcement about the meeting with the student and place the announcement where the students are located.

6-Issuing a monthly or periodic report and submitting it to the college dean for education and student affairs.

7 The college's dean for education and student affairs issues a monthly report to the academic advisors who have not submitted their

The Dean to take the necessary measures towards them.

8 - The opinion of the academic advisor is advisory and not obligatory for the student until the end of the student's study of the courses.

Contact the academic advisor if there are additional questions or inquiries.