

 KOÇ ÜNİVERSİTESİ SCHOOL OF MEDICINE	KOÇ UNIVERSITY SCHOOL OF MEDICINE PROCEDURES FOR STUDENT ADVISING	Effective Date 20.09.2018
		Update Date 20.09.2019

KOÇ UNIVERSITY SCHOOL OF MEDICINE PROCEDURES FOR STUDENT ADVISING

SECTION ONE

Purpose, Coverage, Legal Basis, and Definition of Terms

Purpose

Article 1. The purpose of this directive is to regulate the principles concerning the advising provided to current students of Koç University School Medicine.

Coverage

Article 2. This directive covers the procedures concerning the advising services provided to current students of Koç University School Medicine.

Legal Basis

Article 3. This directive has been prepared based on Article 22 of the Law of Higher Education number 2547, and on Koç University Regulation Concerning Undergraduate Education.

Definition of Terms

Article 4.

The terms that appear in this directive shall refer to the following;

KUSOM: Koç University School of Medicine

Dean: The Dean of KUSOM

Advisor: Faculty members and lecturers employed at Koç University School of Medicine

Advisee: Current students of KUSOM receiving advising services

Student: Students of Koç University School of Medicine

Mentor Student: The student who is advising a group of 8 to 10 students in their first year at the School of Medicine

Clinical Mentor Student: The 5th or 6th year student who is advising a group of 4 to 6 students in their fourth year at the School of Medicine

SECTION TWO

Appointment, Duties, and Responsibilities of the Advisor

Article 5.

Mentor Students

At the stage of registration, students who are just starting the University shall be placed in groups of 8 to 10 students lead by a student (mentor student) from a higher year, and accompanied by “new student advisors,” and they shall receive advising during the first year. These mentor students shall be determined by the University’s Newcomer Advising Office, and first year students shall be assigned to them.

Students who start their fourth year at the Koç University Hospital shall be placed in groups of 8 to 10 students lead by a 5th year student (clinical mentor student), and they shall receive

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advising. Clinical mentor students shall be determined by the Office of the Dean, and fourth year students shall be assigned to them.

Article 6.

Appointment of the Advisor

Starting from their first year for every student, the Office of the Dean shall appoint 2 faculty members as advisors: one from basic sciences, and the other from clinical sciences. The academic staff members appointed from basic sciences shall be those individuals designated by the Office of the Dean for the first-year mandatory course “UNIV 101 Introduction to the University.” The aim for this is to create a continuous and unified understanding of “first-year student advising” throughout the University. Generally, a basic sciences faculty member shall undertake advising duties in the 1st, 2nd, and 3rd years, and a clinical sciences faculty member in the 4th, 5th, and 6th years.

Article 7.

The duty of the advisor shall continue until the student permanently leaves the University. A new advisor shall be appointed in situations where the advisor temporarily or permanently leaves their University position or takes a sabbatical leave that lasts longer than one semester. The academic advisor of the student shall not be changed unless absolutely necessary.

Article 8.

Implementation of Advising

- a) During the first month of the academic year, advisors shall invite their advisees and have face-to-face meetings to get to know them. They shall also determine the communication channels that will be used during the year and establish meeting calendars.
- b) The meeting calendar shall provide for at least one face-to-face meeting for every semester.
- c) Through KEYPS, student feedback concerning advisors shall be communicated to the Office of the Dean at the end of every semester. The results of these evaluations shall be considered by the Dean during the evaluations of academic performance, and for appointments or for promotions.
- d) Through KEYPS, advisors shall submit to the Office of the Dean of the School of Medicine a report summarizing their evaluations on their advisees, at the end of each semester.

Article 9.

The Duties and the Responsibilities of the Advisor

- a) Meeting with the newly registered student appointed by the Office of the Dean of the School of Medicine, informing the student on issues concerning adaptation to their new city and university life, and orienting the student in line with their needs in order to facilitate their adaptation process,
- b) Providing support to the advisee concerning difficulties they encounter in their academic life, and supporting them in their personal development,
- c) Monitoring the success of the student in their courses, providing feedback, looking into the reasons any failures and attempting to resolve these,

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- d) Notifying the Office of the Dean of the School of Medicine and the Office of the Dean of Students concerning issues of the student that cannot be resolved,
- e) Informing the student concerning domestic or international student exchange programs and educational opportunities and providing any necessary support; starting from first year School of Medicine, referring the student to “the Committee for Career in Medicine” to acquire information concerning career options after graduation from the School of Medicine,
- f) When necessary, ensuring that the student receives guidance and psychological counseling services, referring the student to the Guidance and Psychological Services Center of the University,
- g) Consulting with the Guidance and Psychological Services Center for situations which constitute a risk for the student academically and socially, and which could be deemed dangerous for the student’s proper functioning; notifying the Office of the Dean of Students and the School of Medicine concerning the condition of the student.

SECTION THREE

Sundry and Final Provisions

Validity

Article 10. This directive shall enter into effect following its approval by the Board of the Koç University School of Medicine.

Execution

Article 11. The provisions of this regulation shall be executed by Dean of Koç University School of Medicine.