



## 1. FOREWORD

- 1.1. Academic advising is an organized efforts to educate and retain students. It should be observed as the central and not just one of the various support services provided for the students.
- 1.2. Academic advising provides guidance in managing the students' studies whilst on-campus and keep them steered in the right direction. The duties and responsibilities of a lecturer are across various teaching and learning activities, scholarships and services to universities, students and the community at large.
- 1.3. Academic advisors are students' personal connection to the university, vital for students' campus experience and should serve as their inspirations throughout their study at the University.
- 1.4. Academic Advisors would be responsible for guiding and monitoring the academic journey of students under their respective supervision to help them graduate and achieve an academic level appropriate to their abilities and potentials. They will guide students to make the best decisions based on their majors and provide information as well as options to assist fulfil their degree requirements.
- 1.5. Academic advisors will assist students recognize and achieve their educational goals; examine study programmes; recognize their academic strengths; and select courses accordingly.

## 2. ROLES OF ACADEMIC ADVISOR

- 2.1. In general, an Academic Advisor's role is to guide and facilitate students towards meeting their academic, and professional goals.
- 2.2. Every undergraduate student should be assigned an Academic Advisor to provide ongoing support and helps to ensure academic success and timely graduation. While students are ultimately responsible for the choices they make, in order to make informed decisions, students need the mentoring and advice of Academic Advisors.
- 2.3. Academic advisors work with students to develop and execute educational plans that are aligned with the student's personal and academic interests, goals, and career plans.
- 2.4. Academic advisors also help students choose (or change), select and register in appropriate courses, get connected with academic support services such as tutoring and success coaching, explore study abroad options, and participate in career exploration through activities such as internships and undergraduate research experiences.

## 3. FUNCTIONS OF AN ACADEMIC ADVISOR

Functions of an Academic Advisor include;

- 3.1. Provide educational guidance and assistance for students through meeting schedules, recommending and determining appropriate courses and education solutions.
- 3.2. Mentor and monitor the students under his / her supervision throughout the study period from admission to graduation (mentor-mentee). This includes student's academic progress to encourage successful and timely completion of degree requirements.
- 3.3. Obtain relevant information needed to carry out his / her duties effectively, such as curriculum structure of the programme / study plan; university policies / SOPs; course categories.



- 3.4. Remind mentees to always update their contact numbers and email addresses in the system through the student portal for effective dissemination of important information from time to time.
- 3.5. Create and assist student in the execution of academic plans. Provide effective academic advice for students to prepare their study plan in proper.
- 3.6. Access and monitor their mentee's academic record system; assist in course registration, add and drop courses, and other related tasks; and review their study plans.
- 3.7. Discuss with mentees about career objectives and studies in accordance with the interests and abilities shown by the student. Assist them to understand the linkage between study programmes, courses, practical training, research and other academic experiences during their studies.
- 3.8. Guide students in planning their studies and to give advice on changes in the course syllabus. This includes the total number of credit hours that may need to be taken as improvement for better achievement and academic performance.
- 3.9. Advise and explain on pre-requisite, compulsory, core and non-core, and elective courses and their differences.
- 3.10. Refer students to other resources or departments if they cannot help students in any particular matters beyond their jurisdiction.
- 3.11. Keep records of student's academic performance under his supervision.
- 3.12. Discuss and liaise with relevant officers to resolve any academic issues regarding students under his supervision.
- 3.13. Participate in training programs or workshops, meetings and activities related to the role and duties of advisors as directed by the Dean / Management.
- 3.14. Academic advisor is encouraged to establish regular communication with the students and monitor the progress throughout the semester. Nevertheless, all contact should be professional as expected of an academic advisor.
- 3.15. Academic advisor shall encourage students to actively participate in talks, workshops, seminars and other academic activities organized by school and university which contributes to soft skill attribute.
- 3.16. Academic advisor shall stay up to date with institutional policies and procedures and enforcing rules when necessary.

#### 4. RESPONSIBILITIES OF ACADEMIC ADVISOR

- 4.1. Advise students in their academic study plan.
- 4.2. Assist students in course registrations.
- 4.3. Provide counselling for students in dealing with difficult courses that may interrupt degree completion.
- 4.4. Effectively communicate the institutional standards and the policies for the students to be able to graduate.
- 4.5. Monitor the student performance progress and advise accordingly:
  - a. advise students relating to course registration and other matters connected therewith and if necessary, certify the course of study before the students register within the Academic Management System.
  - b. help students to understand the curriculum, education system, system registration, examination system, course prerequisites and course exemption;
  - c. provide advice to overcome students' academic problems;
  - d. help students to solve primary academic problem and for other matters refer to the relevant party;
  - e. plan, conduct and monitor activities involving all students under his counsel;



- f. advise students to register for guided courses curriculum of the Study Program followed by the student.
- g. notwithstanding the responsibilities and duties of the academic advisor, obligations for registration, abortion and course exemption lies in the student.

### 5. SUMMARY OF ACADEMIC ADVISOR'S DUTIES

• Exhibit professionalism in mentoring students.
• Assist in registration and advising in curriculum plan.
• Be aware of current university resources and provide students with necessary referrals.
• Be available to students through posted office hours, email and appointment time.
• Provide guidance to students in academic, career and personal goals.
• Understand and communicate curriculum, graduation requirements and university policies and procedures.
• Maintain confidentiality of student records.
• Assist students in enhancing decision-making, problem-solving and communication skills.

### 6. DECLARATION

- 6.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of the academic advising management and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 6.2. Subject to the approval of the Management, these guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the academic advising management.

(Approved in the 40th Senate Meeting No. 6-2021 – 27th October 2021)