

ACADEMIC ADVISING DIRECTIVE

SECTION ONE Purpose, Scope, Legal Basis, and Definitions

1. Short Title

“Arkin University of Creative Arts and Design (ARUCAD) Academic Advising Directive.”

2. Definitions

For the purposes of this Directive, the following terms shall mean;

- a) University: Arkin University of Creative Arts and Design (ARUCAD),
- b) Rector: The Rector of ARUCAD,
- c) Unit: The relevant Faculty, Institute, School, or Vocational School of the University,
- d) Dean: The head of the Unit in Faculties
- e) Director: The head of the Unit in Institutes, Schools, and Vocational Schools,
- f) Academic Advisor: Faculty members appointed to serve as academic advisors,
- g) Academic Advising: The academic advising service provided to ARUCAD students by University faculty members,
- h) Institute: ARUCAD Graduate Education and Research Institute,
- i) Thesis: A master's or doctoral thesis,
- j) Project: A master's graduation project,
- k) Thesis / Project Advisor: Faculty members appointed, in accordance with the principles specified in the Graduate Education and Training Regulation, to guide students enrolled in the Institute during the periods of master's graduation project, master's thesis, doctoral dissertation, and proficiency in art studies,
- l) SCI: Science Citation Index,
- m) SCI-Expanded: Science Citation Index Expanded,
- n) SSCI: Social Science Citation Index,
- o) Web of Science: Web of Science Journals.

3. Purpose

The purpose of this Directive is to determine the principles and procedures regarding the academic advising and thesis advising processes to be provided to students enrolled in associate degree, undergraduate, and graduate programs at ARUCAD, and to regulate the rules and principles to be observed by Units, academic advisors, and students in the conduct of advising activities.

4. Scope

This Directive covers the principles and procedures related to the advising services to be provided to associate degree, undergraduate, and graduate students registered at ARUCAD.

SECTION TWO

Principles Regarding the Conduct of Academic Advising Services

5. Purpose of Academic Advising

- (1) The purpose of academic advising is to guide students in matters such as adaptation to university life, professional development, career planning, and similar issues, and to monitor students throughout their period of study.
- (2) To inform students at the beginning of each semester (including the summer school) during the course selection process,
- (3) To evaluate the student's academic status together with the student and to approve the course or courses that the student is required to take.

6. Appointment of Academic Advisors

- (1) Academic advising activities are carried out under the authority of the Deanship / Directorship of the relevant unit. Advisor appointments are made by the relevant boards.
- (2) An academic advisor is assigned and appointed through the system at the beginning of each academic year for newly enrolled students, or within two weeks from the date of registration for students who enroll late at the University.
- (3) Appointments are primarily made from among the faculty members of the relevant department; in cases where an insufficient number of faculty members is available, appointments are made from among other academic staff in the department.
- (4) In the appointment of academic advisors, the number of students and the number of academic staff members assigned to the unit are taken into consideration.
- (5) The advisor is responsible for monitoring the student until graduation. Unless necessary, the student's advisor shall not be changed.
- (6) A change of advisor is made based on a justified reason, upon the recommendation of the Head of Department, the decision of the Department Board, and the approval of the relevant Administrative Board. Any change of advisor is announced to the student via the Student Information System (SIS).
- (7) Students enrolled in Double Major and/or Minor programs are assigned a separate academic advisor for each program in which they are registered.
- (8) For students participating in exchange programs, academic advising services are provided by the departmental exchange program coordinator or by the Head of the Department in which the student is enrolled under the exchange program.
- (9) No academic advisor is assigned to guest students who take courses during the summer school.
- (10) In cases where a faculty member appointed as an academic advisor is unable to continue advising, they are obliged to transfer all documents related to the students they advise to the newly appointed academic advisor through an official report.
- (11) Academic advising for preparatory class students is carried out by faculty members assigned to the School of Foreign Languages. Once a student transfers to the program for which they have earned the right of primary registration, a new academic advisor is assigned from among the faculty members of that program in accordance with the provisions of this Directive.
- (12) The registration, course selection, and approval processes of graduate students are carried out by the academic advisor appointed by the unit in which the student is enrolled.

7. Duties, Authorities, and Responsibilities of the Academic Advisor

- (1) Duties of the academic advisor during the initial registration and registration renewal process;

- (a) To guide and assist the student during the course selection process; to check whether students who are required to repeat a course or courses have registered for the relevant course(s); and, in cases where there is a scheduling conflict among the courses to be repeated, to recommend that the student register for the course offered in the lowest semester, provided that it is offered in the semester indicated in the curriculum plan,
- (b) To inform students about the content of elective courses and to assist them in course selection,
- (c) To evaluate whether the course selection process complies with the relevant legislation and to approve course registration,
- (d) To record the course registration in written form with the signatures of the relevant parties, to submit this document to the Directorate of Student Affairs for inclusion in the student's file, and to retain a copy thereof,
- (e) To inform students about domestic and international exchange programs, double major/minor programs, and horizontal/vertical transfer opportunities and their conditions,

(2) Duties of the academic advisor during the education and training process;

- (a) To facilitate access to psychological counseling and guidance services for students in need, upon their request,
- (b) To discuss the reasons for academic failure with the student upon the student's application,
- (c) To inform students about changes in legislation and in the academic program,
- (d) To assist students in matters related to professional and career planning,
- (e) To provide guidance in resolving students' problems and to direct students by ensuring communication and coordination with the relevant units,
- (f) To assist students in obtaining information about opportunities related to participation in scientific congresses, writing projects or taking part in projects, participation in international exchange programs, and internships included in their curriculum, if applicable,

(3) Duties of the academic advisor during the graduation stage;

- (a) To verify, in cooperation with the Head of Department, whether the student has fulfilled the graduation requirements,
- (b) To guide the student in post-graduation career planning.

(4) The opinions and feedback provided by the academic advisor during the registration renewal, education process, and graduation stages are advisory in nature, provided that they are in compliance with the relevant legislation.

(5) The choices and actions taken by the student regarding their education and training processes are the student's own responsibility, provided that they do not conflict with the relevant legislation.

(6) While the registration, course selection, and approval processes of graduate students are carried out by the academic advisor appointed by the unit in which the student is enrolled, detailed guidance regarding the determination of the research topic, methodology, data analysis, academic writing, and thesis defense processes is provided by the *thesis advisor*.

8. Duties, Authorities, and Responsibilities of the Thesis Advisor

(1) Individuals who are related to the student by blood or affinity up to and including the third degree, or who have a registered conflict of interest with the student, may not serve as the student's academic advisor or thesis advisor, nor may they take part in juries or thesis monitoring committees.

(2) The total number of theses that a faculty member may supervise simultaneously is limited to 12 in thesis-based master's and doctoral programs and 14 in non-thesis master's programs. In order to ensure a fair distribution of thesis supervision workloads among existing faculty members, the total number of students a faculty member may supervise across thesis-based master's, non-thesis master's, and doctoral programs is limited to 13 students. However, taking into account students who appear to be registered in the graduate program but who have not renewed their registration in the relevant semester due to not having withdrawn from the program, the Institute Administrative Board may increase and/or, with a valid justification, decrease this number upon receiving the opinion of the unit responsible for conducting the program. It is mandatory to monitor the relevant fields and the number of supervisions in order to ensure an equal and fair distribution of supervision workloads. Responsibility for the implementation of these provisions lies with the unit conducting the program.

(3) In order to serve as a thesis advisor in a doctoral program, it is required to have supervised at least one master's thesis or a thesis in medical specialty, dental specialty, or pharmacy specialty, or to have served as a co-advisor for two doctoral theses.

(4) The duties, authorities, and responsibilities of the thesis advisor are as follows;

- (a) Detailed guidance is provided by the thesis advisor during the determination of the research topic, methodology, data analysis, academic writing, and thesis defense processes of graduate students. In addition, specific time periods and regular progress meetings are planned for thesis supervision.
- (b) Thesis advisors provide support to students regarding participation in international conferences, article writing, journal submission processes, and publication strategies. Within this scope, academic career planning, post-doctoral opportunities, and sectoral collaborations are also included among thesis advising services.
- (c) Thesis advisors may provide information and guidance regarding grant applications, scholarships, and access to external funding sources to enable graduate students to continue their research. Guidance may also be provided on issues such as project management, budget planning, and resource allocation.
- (d) The thesis advisor supports the student in preparing the thesis proposal in a timely manner and ensures that thesis monitoring committee meetings are held regularly and that their reports are prepared.
- (e) The thesis advisor supervises the thesis writing process and carries out the necessary reviews to ensure that the thesis is prepared in accordance with ethical rules and the thesis writing guidelines.
- (f) The thesis advisor personally manages the workflow related to the processes before and after the defense, as well as the processes until graduation, for students who have entered the thesis defense stage.
- (g) The thesis advisor guides the student to apply to the Ethics Committee Chairmanship in cases where ethics committee approval is required for the thesis.
- (h) In the event of a change in the thesis title, the thesis advisor prepares the relevant forms together with the student and ensures that they are submitted to the Institute.
- (i) For students who have successfully passed the qualifying examination, the thesis advisor consults with the unit conducting the program and the Institute for the establishment of the Thesis Monitoring Committee. For students whose thesis proposal has been accepted, the Thesis Monitoring Committee convenes twice a year, once between January–June and once between July–December. The advisor organizes the processes before and after the thesis monitoring jury together with the student.
- (j) The thesis advisor reviews a thesis/project that has reached the defense stage in light of the Thesis/Project Writing Guide and principles of scientific ethics, and informs the

Institute that the plagiarism rate of the thesis has been determined and that the formal review has been completed.

- (k) The thesis advisor checks the thesis for compliance with the thesis writing guidelines and submits it to the Institute Directorate, and ensures that the formal corrections requested as a result of the Institute Directorate's review are completed by the student.
- (l) The thesis advisor ensures that the student submits the thesis to the Institute within the relevant time periods starting from the date of entry into the defense examination, and verifies that minor revisions required during the defense are completed by the student.

9. Responsibilities of the Student

- (1) The student is obliged to be informed about ARUCAD's regulations related to education and training, the curriculum of the program in which they are enrolled, and processes such as course add/drop, course withdrawal, course completion, graduation, and similar procedures, as well as the academic calendar.
- (2) Students who are newly enrolled at the University shall hold their first meeting with their assigned academic advisor on the date determined and announced by the advisor.
- (3) The student is responsible for checking the number of local credits, ECTS credits, and courses that must be completed each semester.
- (4) In each academic term, during the course registration renewal periods, the student selects their courses in accordance with the relevant regulations and directives, and completes the course selection in person during the add/drop period by taking into account the recommendations of their Academic Advisor.
- (5) A student who requests a meeting with their advisor shall attend the meeting prepared.
- (6) The student acknowledges that they are responsible for their academic plans and decisions.
- (7) It is essential for the student to be informed about the functioning and practices of the University, the Faculty, and the Department.
- (8) The student is obliged to regularly read all announcements and informational notices issued by the University and, in cases where no response period is specified and a reply is expected, to respond to communications addressed to them within a maximum of two days.
- (9) The accuracy of the language, the overall structure, and the coherence of the final version of the research project or thesis are the responsibility of the master's or doctoral thesis student.
- (10) The graduate student assumes full responsibility for ensuring that the project/thesis contains no plagiarism, that all citations are properly indicated in the references section, and that the reference list is accurate, complete, and consistent.
- (11) Doctoral students are obliged to submit reports to the thesis monitoring jury in a timely manner and to ensure that such reports are delivered to the relevant bodies within the prescribed time limits.

10. Process Management

- (1) Department/Program Heads undertake efforts to resolve the problems encountered by faculty members engaged in academic advising and ensure the proper functioning of the process by holding meetings with advisors before course registration procedures begin.
- (2) Deanships/Directorships take the necessary measures, in line with the characteristics of the units, to improve the functioning of the advising system, based on the requests received from departments and advisors.

SECTION THREE

Other Provisions

16. Cases Not Regulated by the Directive

In cases not regulated by this Directive, the relevant provisions of ARUCAD's other legislation, as well as the decisions of the Board of Trustees, the Senate, or the relevant Administrative Board, shall apply.

17. Entry into Force

This Directive shall enter into force as of the date of its adoption by the Senate of Arkin University of Creative Arts and Design.

18. Authority for Implementation

The provisions of this Directive shall be implemented by the Rector of Arkin University of Creative Arts and Design.