



Faculty of Nursing
Mansoura University



Academic Advising Procedures

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2024 - 2025



Academic advising procedures in the faculty

First: Hold a meeting with student group at the beginning of the semester in which:

- Getting acquainted with his students to remove the fear that the student may feel at the beginning of dealing with faculty members, obliging them to write down their data in the form prepared for this and alerting the importance of attendance and discipline during their studies.
- Clarify the advantages of their communication with the academic advisor, and notify them that his job is to provide assistance to them.
- Distribution of papers and publications identifying the study regulations.
- Determine and announce his office hours to answer their inquiries and welcome students' visits to him at the Guidance Center or the Scientific Department.
- Clarifying the importance of the university stage and being the beginning of the road to the future, guiding them to the need to build sound relationships between them and all faculty members based on respect and appreciation, and investing them in good educational achievement.
- Alert students to the need to know the academic year calendar, especially the dates of registration, deletion and addition ... etc.
- Encouraging students to participate in student activities at the faculty and university.
- Monitor and follow up the student's academic progress through the study plan.
- The academic advisor must ensure that all students know the place and time when the lectures begin.
- The academic advisor is the link between the students and the faculty administration to solve any problems that the student may face.

- When any problem occurs between the student and a member of the faculty or the supporting body, the academic advisor intervenes to try to solve this problem.
- The academic advisor acquaints the students with the items of interest to them from the study list, such as the number of course hours - grades of work of the year and work ... etc.

Second: Preparing the academic advising file for each student:

The academic advisor prepares a file for each student. The file includes the following contents:

- A copy of the student's personal data and means of communication (telephone, email)
- A copy of the student's notification of his academic advisor.
- A copy of the student's registration schedule for each semester.
- A copy of the student's semester result.
- A copy of the student's study plan.
- A copy of the student's cumulative record at the beginning of each semester.
- A copy of the add and drop papers for the courses submitted by the student.
- A copy of any decision taken against the student.

Third: Organizing group counseling dates and individual counseling hours:

- The advisor sets a group meeting with his students once every two weeks in which he inspects their academic conditions, listens to their problems, discusses with them the obstacles they raise, and gives them advice.
- He sets the individual counseling hours during which he receives students, announces them at the door of his office, and commits himself to be there as much as possible

Fourth: The procedure of dealing with cases of students' academic stumbling or delaying:

- A stumbling student is the one who fails one course or more, and the student who receives an academic Warning.
- The academic advisor is responsible for identifying defaulting students by reviewing the results of defaulting students in his advising group.
- Each academic advisor prepares a report on cases of defaulting in his group that he is guiding, and by communicating with them via e-mail or through advertisements, meetings are held with these students and identify the causes of stumbling.
- The defaulting reports are studied by the academic guidance coordinators in the programs and the director of the academic advising unit at the faculty, and the needs of the defaulting students are determined.
- The academic coordinator participates with the students in responding to them and listening to their opinions regarding delays or stumbles. He discusses their proposals to develop a plan to improve the academic level and study the reasons that led to stumbles. They are presented to the guidance committee and then to the college council to study and approve what is appropriate for the students.
- The director of the academic advising unit at the faculty, in coordination with the Vice Dean for Student Affairs and the Dean of the faculty, determines and conducts appropriate courses to address the causes of stumbling, especially in developing the self-abilities of defaulting students.
- Each academic advisor, upon the announcement of the exam results, follows up on the improvement in the level of achievement for these students and submits a report to the Counseling Unit with a copy of the report provided to the head of the department.

Fifth: Taking care of excellent exceptional students:

- At the beginning of the semester, the advisor identifies the students who excelled academically by reviewing the results.
- The advisor communicates with his students about their achievements and informs them of the date of their honoring.
- He submits a list of their names to the academic guidance coordinator in the program, and the names of the excellent exceptional students in each program are collected and submitted to the director of the academic guidance unit at the faculty.
- The director of the academic advising unit coordinates with the Vice Dean regarding their honoring.
- The names of the excellent exceptional students are announced on a faculty honor board that contains the names and pictures of the excellent students.
- The first three students have the right to obtain eligibility for external borrowing of books from the library in the number determined by the official or the librarian, and he is given an acquaintance card in this sense.
- Priority is given to the top five excellent exceptional students in attending the training programs held by the Quality and Development Unit at the faculty and the programs held through the committees of the Vice Dean for Student Affairs and for preparing the skills of university students.
- Outstanding students at the last levels can be involved in the academic advising processes in terms of introducing their colleagues to the regulations and courses of each academic group and participating in the reception of new students.

- Priority is given to inviting the first five students to participate in the free or subsidized trips organized by the faculty within the student activities and youth care.

Sixth: The procedure of dealing with gifted and creative students:

- A gifted or creative student is a student who has superior mental abilities or outstanding performance that exceeds his peers in one of the activities or fields supported by the faculty or university.
- At the beginning of each semester, the student activity officer prepares a semester program of activities during study and summer activities in the various faculties, which include cultural, sports, and social activities that will be held during the semester. The academic advisor urges students to participate in the faculty's activities and encourages them to highlight their talents.
- The Student Activity Officer discovers talented and creative people in various aspects and submits their names to the director of the Academic Advising Unit.
- Talented and creative people are encouraged to participate in courses to develop their intellectual, creative, and innovative abilities.
- The student activity officer, in coordination with the director of the academic guidance unit of the faculty, the vice dean for student affairs, and the dean of the faculty, determine the value and type of awards granted to talented and creative students.
- Gifted and creative students are honored in a semester ceremony inside the faculty.
- The names of the creators are announced on the creativity board and in the faculty and university.

Seventh: Procedure for monitoring cases that need special care:

When there are special cases that require a psychological, social, or medical specialist, the academic advisor must submit to the guidance coordinator of the group or

study program a statement of those cases and make a case statement or case study so that the guidance unit coordinates on how to deal with them and develop appropriate solutions for them in consultation with the dean of the college. These cases remain strictly confidential whenever necessary. These cases include the following:

- Sudden drop in academic performance without justified reasons.
- An unjustified request to postpone or withdraw from the faculty.
- Complaints by faculty members about persistent negative behaviors shown by the student.
- Weakness of the student's ability to express or describe his problems clearly.
- Prominent manifestations of deep states of confusion, frustration, apathy, despair, or symptoms and mental illness.

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