

# FACULTY OF MEDICINE / DIRECTIVE ON STUDENT ADVISING

## Purpose

**Article 1** – The purpose of this Directive is to define the procedures and principles of the student advising process carried out to support the academic, professional, and personal development of students of the Yeditepe University Faculty of Medicine, to assist in addressing the problems they may encounter, and to guide them in being educated as ethical physicians.

## Scope

**Article 2** – This Directive covers all students registered at the Faculty of Medicine and all faculty members assigned to undertake student advising duties.

## Definitions

**Article 3** – For the purposes of this Directive, the following terms shall mean: Advisor: A faculty member appointed by the Faculty to support students in their academic and personal development.

Student Advising: A planned, structured, reciprocal, and confidential developmental process established between the advisor and the student, aimed at maximizing the student's academic and professional success by focusing on the student's goals.

## Objectives of the Advising Process

**Article 4**- The main objectives of the student advising system are as follows:

- To inform students about the university, faculty, and available resources and opportunities.
- To monitor academic performance and, in cases of academic failure, to identify underlying causes and develop appropriate solutions.
- To provide guidance in course selection and support students in career planning.
- To contribute to the development of lifelong learning skills.
- To serve as a role model in professional sensitivity, ethical values, and intellectual responsibility.
- To contribute to the enhancement of students' general culture and professional knowledge.

## Article 5- Advisor Assignment and Transfer

- Advisors who are faculty members shall be appointed and announced (by whom) following the finalization of class lists by the Student Affairs Directorate.
- For the first three semesters (Preclinical / Basic Medical Sciences period), advisors shall be appointed from among faculty members of the Basic Medical Sciences.
- For the final three years (Clinical Sciences period), students shall be transferred to advisors appointed from among faculty members of the Clinical Sciences.

## Article 6- Duties and Responsibilities of the Advisor

The main areas in which the advisor faculty member shall provide guidance include the following:

- To inform the student about the university, faculty, education program, courses, and the Education, Training, and Examination Regulations.
- To regularly monitor the student's course attendance and academic performance.
- To investigate the causes of academic failure and work collaboratively with the student to overcome such difficulties.
- To guide the student in course selection.
- To provide guidance on professional development and career planning.
- To encourage the development of lifelong learning habits.

- To serve as a role model in professional values, ethics, and professional conduct.
- When necessary, to refer the student to the University Psychological Counseling and Guidance Unit.
- Emergency Situations In emergency situations that threaten the student's well-being or safety, the advisor shall immediately refer the student to the relevant specialized units of the University (Psychological Counseling and Guidance Unit, Health Center).

### **Operation of the Advising Process**

**Article 7-** The operation of the advising process is planned in detail as outlined below.

**7.1. Meeting Frequency** The advisor and the student shall meet **at least twice each academic semester**. Meetings shall be conducted face-to-face in the campus or hospital setting.

**7.2. Use of the Education Management System (EMS)**

- The advisor shall create appointment records for the advised student through the Education Management System (EMS).
- During the first meeting, the student's basic information shall be recorded in the relevant section of the EMS.
- Following each meeting, the "Appointment Evaluation Form" in the EMS shall be completed.

**7.3. Reporting and Communication**

- Students exhibiting absenteeism or academic failure shall be reported via e-mail to the Chief Coordinator and the Term Coordinator either during the academic term or at the end of each semester.
- Student feedback requiring urgent educational intervention shall be communicated immediately, while general feedback shall be communicated at the end of the term via e-mail to the Chief Coordinator, the Education Officer of the Department of Medical Education, and the Term Coordinator.

### **Responsibilities of the Student**

**Article 8-** For the advising relationship to be effective, students are expected to:

- Contact their assigned advisor following the official announcement of the advisor assignment.
- Maintain regular communication with their advisor and attend scheduled meetings as notified.
- Actively participate in the advising process regarding matters that concern them, thereby contributing to increased satisfaction with the process.
- Communicate with the units to which they are referred by the advisor and inform the advisor about the progress of such processes.
- Inform the advisor in a timely manner of any situations requiring social, economic, or academic support.
- Clearly share their expectations regarding education and the department with their advisor.
- Provide feedback to their advisor regarding the advising services.

### **Principle of Confidentiality**

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- The student's academic status, personal information, and disclosures related to psychological, social, or health matters may not be shared with third parties without the student's explicit consent.
- Confidential information may be shared only with the student's explicit consent or, in emergency situations that threaten the safety of the student or others, and solely with the relevant specialized units (Psychological Counseling and Guidance Unit, Health Center, and relevant administrative units), limited to the extent necessary.
- Records related to the advising process and information stored in the Education Management System (EMS) shall be accessible only to authorized persons and shall be stored in compliance with legislation on the protection of personal data.
- The advisor and the student are mutually obliged to adhere to the principle of confidentiality.

### **Evaluation of the System**

**Article 10-** In order to continuously improve the effectiveness and quality of the advising system, anonymous feedback shall be collected from students and advisors at the end of each academic year. The system shall be reviewed and updated in line with the feedback received.

### **Effective Date**

**Article 11-** This Directive shall enter into force on the date it is approved by the Faculty Board.

### **Execution**

**Article 12-** The provisions of this Directive shall be executed by the Dean of the Faculty of Medicine.