



جامعة الإمام عبد الرحمن بن فيصل
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وكالة الجامعة للشؤون الأكاديمية
Vice Presidency for Academic Affairs



Procedural Handbook of Academic Supervision

1444H - 2023AD

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

Table of Contents:

07	Introduction
10	Terms
12	College Academic Supervision Unit
13	• Vision
13	• Mission
13	• Objectives
14	• Organizational Structure
15	• Operational Plan
28	• Unit Head Responsibilities
28	• Department Head Responsibilities
29	• Academic Supervision Coordinator Responsibilities
29	• Student Advisor's Responsibilities
30	Academic Supervisor
31	• Academic Supervisor Skills
33	• Academic Supervisor's Responsibilities and Duties
38	• Academic Supervision Tools
40	• Time Plan for Academic Supervisor's Duties
45	• Rights and Responsibilities of Student (Advisee)
46	Academic Supervision Programs
47	• Orientation Programs
48	• Counseling Programs
48	- Low-Achieving Students Program
50	- Poor-Performance Students' Support Program
51	- Excellent Students Support Program

52	Online-Based Academic Supervision System
53	• Advantages
53	• Objectives
54	• Criteria
55	• Permissions
57	Academic Supervision-Related Bodies Services
58	1. Deanship of Admission and Registration Services
60	2. Deanship of Student Affairs Services
61	3. University Counseling Center Services
63	Appendices
64	1. Assigning Academic Supervisors Mechanism
65	2. Supervisor Students
66	3. Tutoring Lessons- Peer-Tutoring
67	4. Aspects to Help Students Improve Level of Achievement
68	5. Responding to Requests and Referrals Mechanism
69	Forms
70	1. Individual Counseling Case Form
71	2. Group Counseling Case Form
72	3. Courses Proposed for Registration Form
73	4. Recommendation Form (Peer-Tutoring)



Introduction

Building on the university's concern for and interest in its students and meeting the requirements of program and institutional accreditation, the Vice President's Office for Academic Affairs has made every effort in the Student Support Initiative to support students, and due to the importance of the academic supervision and its sustainability at colleges, decision No. 69876 of 11.11.1442H on the establishment of (the Academic Supervision Unit) was issued to support the educational process, establish rules for exchange and interaction, and make decisions to build person able of facing the ever-changing future.

Thus, the system of academic supervision imposes responsibility on both parties of the educational process: the educational institution and the student, which is clearly apparent in all the administrative, technical and academic rules and regulations that govern the educational process with its results. Academic supervision plays a crucial role in providing the general image of academic life and explaining its various aspects to students.

In accordance with this approach, the University's interest in the student being a main component of the educational process, under an effective administration that takes an effective approach in dealing with the different aspects and dimensions of the educational process, has led the university to always work to guide and follow the student and evaluate his/her performance and continue to help him/her explore any obstacles that he/she may face or that may hinder his/her progress through a specialized unit that effectively performs tasks of supervision.



The academic supervision contributes to achieving criteria set for the institutional and program accreditation:

1. Institutional Accreditation Standards

First Standard: Mission, Vision & Strategic Planning:

1.2 vision & Strategic Planning

- 1.2.5** The institution adopts the operational and executive plans required for all its units as the strategic plan represents framework of reference for these plans.

Fourth Standard: Students

4.4 Advising & Counseling

- 4-4-1** The institution adopts a comprehensively effective system to provide the advising and counseling services according to specified plans and programs and through adequately qualified and sufficient cadres and then develops the appropriate mechanisms to track them.
- 4-4-2** The institution provides an orientation program for fresh students to ensure that they fully understand all types of services and opportunities available to them and their rights and responsibilities.
- 4-4-3** The institution provides effective academic advising and career counseling service programs appropriate to students and their needs.
- 4-4-4** The institution adopts an appropriate system to know the talented, gifted, excellent, creative, and low-achieving students and develops a program of care for each category including, motivation and support.
- 4-4-5** The institution provides psychological, behavioral and social counseling services to students in simple, flexible and confidential procedures through specialized units.
- 4-4-6** The institution adopts periodical means to assess students satisfaction with counseling and advising services and to continually improve them.

2. Program Accreditation Standards

Fourth Standard: Students

- 4-5** The program provides a comprehensive orientation to fresh students to ensure that they fully understand all available services and opportunities.
- 4-6** The program familiarizes students with their rights and responsibilities, code of conduct, procedures of grievance, complaint, and disciplinary procedures and applies them equitably and fairly.
- 4-7** Students in the program receive effective services for academic, professional, psychological, and social counseling and advising from adequately qualified cadres.
- 4-8** Appropriate mechanisms are applied to nurture the gifted, talented, excellent, and low-achieving program students and, in addition, appropriate programs are provided to mentor, motivate, and support each category.

Academic Supervision requires the following essential elements as components to ensure its success and efficiency.

01

A clear policy for the academic supervision systems and procedures.

02

Training academic supervisors and assessing their performance.

03

Availability of sufficient information on students and their academic achievement.

04

Availability of an assessment method to evaluate academic supervision consistently and regularly.

05

Importance of assessing students' satisfaction with academic supervision.

06

Informing the supervisor about the advisee students' academic movements (postponement, excuse, withdrawal...).

07

Motivating the academic supervisors.

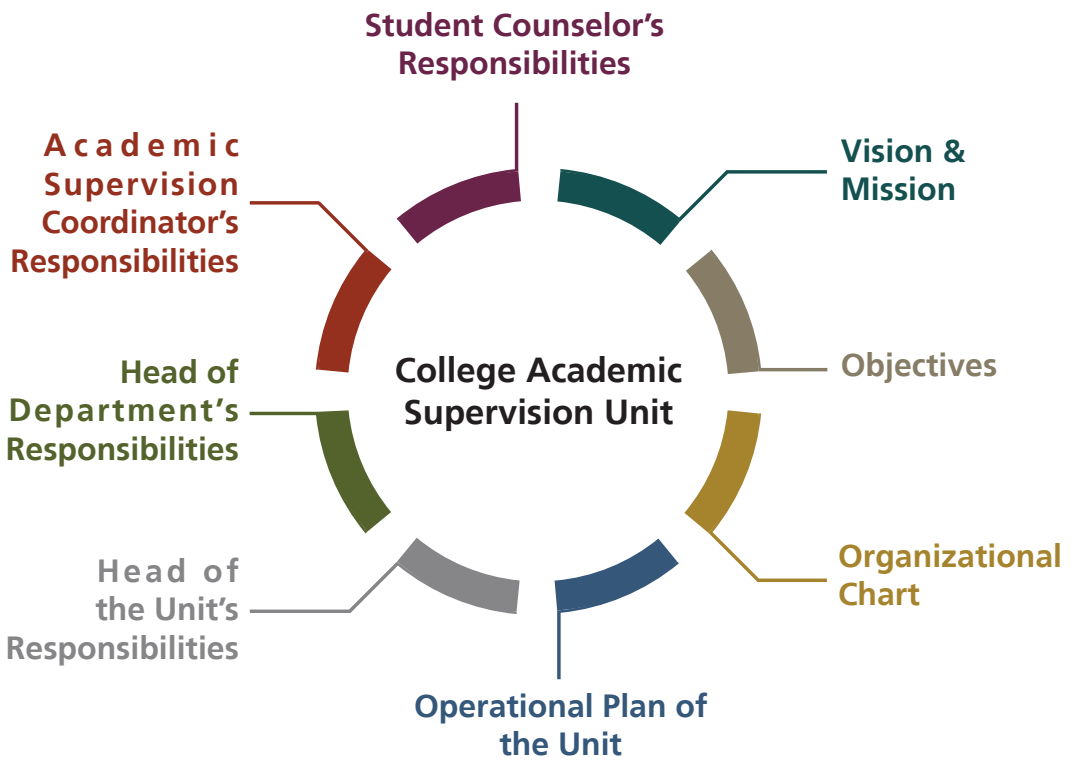


Terms

Common Terms in Academic Supervision:

1. **Academic Supervision:** means the counseling services of the academic supervisor and student advisor to develop the student cognitively, academically, and professionally, and to resolve any problems that may hinder his or her academic progress.
2. **Departmental Academic Supervision Committee:** a group of members of the department that organizes, manages, and tracks the performance of academic supervisors.
3. **Departmental Academic Supervision Coordinator:** a staff member charged with coordinating the process of academic support and following up its implementation, and monitoring the support services provided by academic support to students in a particular program.
4. **Academic Supervisor:** one of the staff or faculty members assigned by the department to provide academic support to a group of students in the department from the time of their admission to the college until their graduation.
5. **Advisee:** the student associated with the academic supervisor.
6. **Supervising Student:** an experienced student who helps his or her peers by sharing his or her to share his experience and providing guidance and advice to help them to complete their studies within the specified time limit.
7. **Study Plan:** A set of required, elective, and free academic courses, the number of units of which constitute the degree requirements and which the student must successfully complete in order to receive the academic degree of a particular program.
8. **Academic Record:** a transcript that explains the student's academic progress, including the courses studied each semester with their codes, numbers, and units, as well as the grades received and the codes and values of those grades; it also explains the semester and cumulative GPA and academic transcript, as well as the courses from which the student has been exempted.
9. **Academic Level:** an indicator of how far the student has progressed in the academic program according to the adopted study plans.
10. **Academic Load:** number of units students can register for a semester/academic year according to their GPA.
11. **GPA:** quotient of the total number of points earned by a student in all courses taken since admission to the university and the total number of units in those courses.
12. **Semester GPA:** quotient of the total points earned by a student in all courses taken in the current semester and the total number of units in those courses.

- 13. Statutory Academic Period:** the period of study required for graduation as specified in the degree plan approved by the University Council.
- 14. Maximum Graduation Limit:** means the student must complete the degree requirements within no more than one half of the statutory period for graduation .
- 15. Denial:** means that the student is not admitted to the degree prevent from taking the final exam due to his lower rate of lecture attendance than the minimum set in the study & exams regulation as well as the executive rules thereof.
- 16. Academic Probation:** means that the student's GPA falls below the minimum level specified in the Academic and Testing Regulations.
- 17. Academic Dismissal:** means that the student is dismissed from the university in accordance with the Twentieth Article of the Academic and Testing Regulations.
- 18. Dropout:** means that a student does not take a course in a semester or an academic year without having permission to defer studies and does not meet the deadline for graduation set by the university's regulations.
- 19. Deferral:** means that a student does not register any courses in one of the semesters in any academic year as he applied for a deferral, and the deferral period does not count toward the statutory period of graduation.
- 20. Deregistration:** means the termination of a student's relationship with the university, whether by dismissal, de-registration, or withdrawal.
- 21. Grade:** a description in alphabetic symbol of the final grade earned by the student in any course.
- 22. Incomplete Grade:** an automatically entered grade for a course for which the student was unable fulfill its requirements by the set period and which is be coded in the academic record as (IC).
- 23. In-Progress Grade:** A temporarily entered grade for such a course whose nature of study requires more than one semester to complete and is coded (IP).



This unit is devoted to receive and guide fresh students and acquaint them with the college and its various departments, and instruct them in their study and university life; it further counsels and advises them academically, psychologically, socially, and vocationally; and also give close attention and care for low-achieving, poor achieving, talented and gifted students.

Vision:

Excellence and creativity in providing quality academic advising services.

Mission:

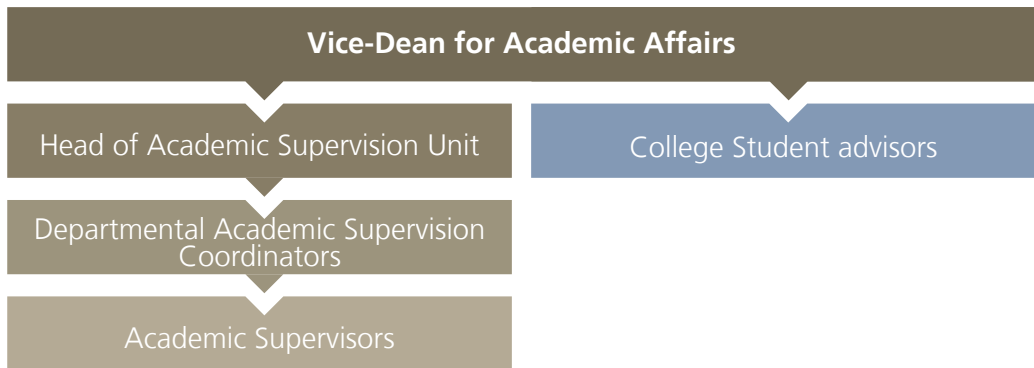
Providing academic support and counselling to college students and working upon developing their skills and stimulating them to excel academically and graduate within the statutory period of study, having gained academic experience and practical skills that will enable them to engage in job market.

Objectives:

1. Orient new students in adapting to university life.
2. Provide suitable environment to achieve normal student growth.
3. Provide students with correct information about the university, rules and regulations, resources, and academic programs.
4. Promote students' academic achievement, develop their skills, and continue to overcome obstacles they may face during their studies.
5. Reduces possibility of academic low-achievement (preventive counseling).
6. Provide counselling and support to students experiencing academic problems.
7. To take care of students on probation, with poor performance and mentor them to prevent them from low performance.
8. To take care of the excellent and talented students and provide them with what will enhance their abilities and creativity.
9. To take care of and support students in social, financial, health, psychological and professional aspects in coordination with the relevant authorities at the college/university.

Organizational Chart:

The academic supervision unit at each college is formed under Vice-Deanship for Academic Affairs and consists of the head of the academic supervision unit and membership of coordinators of academic supervision, the academic departmental supervisors and student counselors within the college. Head of the unit is the person responsible for the academic supervision unit performance within the college. The departmental academic supervision coordinator chairs “the departmental academic supervision committee” as he/she follows up implementation of the action plan and the performance of the academic supervisors within his or her department.



Operational Plan:

The unit’s operational plan consists of such activities and procedures that contribute to achieving criteria of some of the institutional and program accreditation standards.

Activities & Procedures:

Activity 1: Mechanism of Committees & Meetings

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> Assigning the departmental academic supervision committees (coordinators and members). Identifying members of the college academic supervision committee (the departmental academic supervision coordinators- student advisors...) 	Start of first semester	<ul style="list-style-type: none"> - Number of meetings - Number of recommendation 	<ul style="list-style-type: none"> - Minutes of meetings - Reports of the unit
	<ul style="list-style-type: none"> Holding the first meeting of the committee to determine: Committee’s working mechanism Coordinators’ tasks at academic departments. Semester operational plan and following up its implementation. Holding regular meetings to monitor the work of the committee and discuss periodical reports submitted by the coordinators on the academic supervision at departments and the college student counselors to handle any obstacles and make use of any recommendations for improvement and further improve the quality performance of services during the current/upcoming semester. 	During the semester		

Activity 2: Care of Excellent and Talented Students

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> To enumerate the excellent and talented students To organize the meeting and provide registration in the Student Support System- student activities. To announce the honoring ceremony and the invitation to register through the system on all social media. To physically honor the excellent and talented students. Too honor the excellent and talented students incorporeally/corporeally. To hold a semester meeting to learn about aspirations, difficulties, needs and recommendations. To evaluate the meeting through the Student Support System - evaluation of system services. 	Fifth-sixth week	<ul style="list-style-type: none"> - Ratio of attendees - Ratio of beneficiaries 	Meeting reports

Activity 3: Orientation of Fresh and Transferred Students

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> • To welcome students to the college through all mass media and motivate them to start an academic year enthusiastically crowned with success. • To organize the meeting and provide registration in the Student Support System - student activities. • To announce the orientation meeting and invite registration on all social media through the system. • To hold an orientation meeting with fresh and transferred students encompasses: <ul style="list-style-type: none"> • To introduce dean and deputy-dean of the college, heads of the departments, head of the academic supervision unit, the academic supervision coordinators at the departments, the college student counselors, deputy-dean of the Deanship of Student Affairs... • To introduce the university vision, mission, departments, programs, study plans, academic calendar, and class schedules. • To acquaint them with university student's rights and responsibilities, student's charter, code of ethics, procedures of grievance, complaint and discipline, general services at the university and the college and how to make use of them. • To introduce the electronic systems and their necessary activation <ul style="list-style-type: none"> • Student Information System (SIS) and its services. • Student Support System and its services • To distribute using technology brochures and guidebooks that explain related rules and regulations for students. • To identify the important facilities of the college such as administrative offices, the library, learning resources, laboratories, counseling services unit, the medical clinic...and identify the services these facilities provide. • To evaluate the meeting via the Student Support System - evaluation of the system services. 	Sec- ond-third week	- Ratio of attendees - Ratio of beneficiaries	- Meeting report - Attendance sheet

Activity 4: Holding Orientation Meetings for Students

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> • To arrange the meeting and provide registration in the Student Support System - student activities. • To announce the orientation meeting and invite registration on all social media through the system • To hold an orientation meeting for students, including: • To identify the importance of academic supervision, academic supervisor's tasks and student's role and responsibilities. • To identify the academic support e-services available at SIS and encourage students to activate them when communicating with the academic supervisor <ul style="list-style-type: none"> • To review and reply the academic supervision requests. • To review supervisions' information to get acquainted with the academic supervisor and student counselor. • To identify the e-services of the Student Support System and urge students to activate. • To urge students to consult the academic supervisors within the set forth supervision hours and make their inquiries. • To necessarily prepare initial schedule for the next semester with the academic supervisor. • To consult the academic supervisor in case of any problem (psychological/ social/familial/financial/ healthy/academic) that may affect study. • To urge students to visit the webpage of Deanship of Admission & Registration in order to get acquainted with the academic calendar, registration plan, procedures of the academic processes (withdrawal, transfer, visit, rewards, GPA and grades...) and the guidebooks. • To identify the counseling services rendered by the university counseling center (psychological-social- family-career) and need to attend classes, programs, workshops, and events offered by the center. • To identify services offered by Vice-Deanship of Student Affairs. • To increase student awareness of health services offered by the university and the college. • To remind the importance of activating e-mail and updating information on SIS. • To evaluate the meeting on the Student Support System - evaluation of the system services. 	Sec- ond-third week	- Ratio of attendees - Ratio of beneficiaries	- Meeting report - Attendance sheet

Activity 5: Optimization of Supervisor Student’s Role

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head Department Academic Supervision Coordinator	<p>To form a advising team of students to provide counseling, advising and assistance to their colleagues, spread awareness and knowledge, and to collaborate effectively with academic supervision unit through participating in the unit/department counseling programs, events and activities through the following:</p> <ul style="list-style-type: none"> • Announcing about nomination of the supervisor student. • Selecting the supervisor student according to established rules and standards. • Making interviews with nomination candidates. • Holding a meeting with nominees to identify regulations, duties, and benefits. • Following up supervisor students on regular basis and providing necessary support to them. • (for more details, please see the academic supervision unit handbook) 	During the semester	<ul style="list-style-type: none"> - No. of supervisor students - No. of activities & events 	Activities & events repor

Activity 6: Optimization of Training Courses & Programs for Academic Supervisors.

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head Department Academic Supervision Coordinator	<ul style="list-style-type: none"> • To identify the program of academic supervisor competences and its objectives and invite members to enroll in said program. • To conduct counseling courses and workshops to develop supervisor skills in collaboration with the University Counseling Center. • To survey academic supervisors’ satisfaction with the programs offered. 	As per the announcement	<ul style="list-style-type: none"> - Rate of attendees - Ratio of satisfaction 	<ul style="list-style-type: none"> - Attendance sheet - Satisfaction survey - Attendance certificates
Academic Supervisor	To register in the academic supervisor competences program, the counseling courses and workshops			

Activity 7: Activation of Academic Supervisors & Student Counselors’ Data Service

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head Department Academic Supervision Coordinator	<ul style="list-style-type: none"> To instruct members and academic supervisors to update and enter supervisor data (office- academic supervision hours- academic mail- phone number-...) through the student Information system (SIS) using the guidebook to apply service of adding the academic supervisors’ data. To track the data entry of all academic supervisor on the system by creating an academic supervisor data entry report. 	Sec- ond-third week	Entry rate	Academic supervisors’ data entry report
Academic Supervisor	<ul style="list-style-type: none"> To allocate two supervision hours for counselees by adding supervision hours and office address on the SIS through supervisor data service. 			
Unit Head	<ul style="list-style-type: none"> To ensure data entry is 100%. complete with all supervisors and student advisors. To announce on all social media of both the department and the college about availability of supervisors’ data for students to learn about the academic supervisor and student advisor. 			

Activity 8: Connecting Students to Academic Supervisors

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> To review the guidebook of the specific service To obtain the file of for distributing students to the academic supervisors from the departmental academic supervision coordinators To ensure that students are distributed evenly so that each student is assigned an academic supervisor. To instruct the appropriate authorities to connect the academic supervisor to student via the SIS To ensure that students are 100% electronically connected . 	Sec- ond-third week	Student connection rate	Student connection to academic supervisors report

Activity 9: Activation of Services Rendered by the Counseling Center

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> • To establish effective channels of communication with the University Counseling Center through its representatives at the colleges to make use of counselling, programs and services offered by the center. • To encourage students to attend courses and counselling programs offered by the center through posting the University Counseling Center’s announcements and explaining services rendered. • To hold regular meetings with the center college representatives to: <ul style="list-style-type: none"> • Present the plan submitted by the center intended to be optimized at the college. • Specify the college affiliates’- members and students- need and aspects of cooperation. • Discuss students’ status and the remedial plans adequate to each case • To classify the courses (preventive/remedial/developmental) and workshops and events within the student support system- university counseling by assistant counselor at the college or the unit. • To inform about the courses and event on all available channels. • To evaluate the counseling services offered by the center through the Student Support System - system services evaluation. 	During the semester	<ul style="list-style-type: none"> - Number of preventive/remedial/developmental courses and workshops - The beneficiary students satisfaction rate 	<ul style="list-style-type: none"> - Report on training courses & workshops within the Student Support System - Counseling services unit report

Activity 10: Measuring Students’ Satisfaction with Supervision

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> To conduct survey of student’s satisfaction on the academic supervision/supervisor. To obtain the survey results from appropriate authorities. To send analysis of the survey results to the academic departments after sorting each department separately to present during the regular councils/meetings and make a plan for improvement for the next semester. 	Thirteenth Fourteenth Fifteenth week	<ul style="list-style-type: none"> - Response rate - Satisfaction rate 	<ul style="list-style-type: none"> - Survey analysis report - Improvement plan based on results
Department Academic Supervision Coordinator	<ul style="list-style-type: none"> To review survey results during regular department meetings. To discuss points of improvement and development items. To create and follow a plan for improvement. 	start/end of semester	<ul style="list-style-type: none"> - Points of improvement 	

Activity 11: Activation of Academic Supervision E-Services

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head	<ul style="list-style-type: none"> To extract list the of low-achievement students according to GPA or semester GPA from academic supervision system and create and send requests to academic supervisors. To extract lists of low-achievement students by absence rate in order to create requests to the supervisors for those who have been absent for in all classes in registered courses in consecutive weeks. To review course assignments scores to assist low-achievement students who obtained less than 60% on the assignment as the supervisor is automatically notified. To review academic supervision requests created and follow up or forward as appropriate. To create and send individual academic supervision requests as needed. To extract reports (reports of academic supervision requests according to case and standard/late academic supervision requests/ student supervisors’ report as appropriate to the student’s case) 	Third-fourth week During the semester	No. of open and closed requests	Request report on SIS

Activity 12: Optimizing Peer-Assisted Teaching (PAT)

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head Academic Supervision Coordinator in Departmental	<ul style="list-style-type: none"> • Activate face to face and virtual peer teaching lessons through the Student Support System. • Enumerate students in need of peer teaching. <ul style="list-style-type: none"> • List names of courses • Enumerate peer instructors. <ul style="list-style-type: none"> • List the courses peer instructors desire to teach • Set suitable time for teaching • Get recommendation from staff member. • Follow-up by staff member • Schedule tutoring lessons for courses with higher rate of fail- as necessary • Open registration • Announce on all social media the link for registration of peer teaching lessons. • Evaluate students' satisfaction with peer teaching. 	During the semester	<ul style="list-style-type: none"> - No. of peer instructors - No. of learners - Rate of satisfaction 	Evaluation of lessons

Activity 13: Spreading Culture & Importance of Academic Supervision

Responsible Person	Action	Implementation Period	KPIs	Evidence
Unit Head Academic Supervision Coordinator in Departmental	<p>Prepare materials that raise awareness and increase knowledge and the culture of academic supervision and its importance (using technology)</p> <ul style="list-style-type: none"> • Articulate the role of students and their responsibilities in academic supervision. • Show the Importance of communication with the academic supervisor. • Identify e-services of the academic supervision within SIS (to learn about the advisor and student counselor- to create and reply to requests) • Introduce Student Support System and its services. • Highlighting the importance of activating the university e-mail and updating data. • Identify general services available at the university and the college and show how to access them. • Identify services rendered by the University Counseling Center and highlight the importance of attending training courses. • Raise students' awareness about medical services offered by the college and the university. • Stress on the importance of learning about rules and regulations and handbooks. • Identify the webpage of Deanship of Admission & Registration (academic calendar- registration plan- academic processes (registration- withdrawal and excuse- postponement- transfer- visiting....), guidebooks of SIS and its services. 	During the semester	No. of activities and publications	reports of activities- events- campaigns

Activity 14: Holding Meetings with Academic A.

Responsible Person	Action	Implementation Period	KPIs	Evidence
Academic Supervision Coordinator in Departmental	<p>Hold periodical meetings to spread awareness and knowledge among academic advisors by giving academic and counseling information that contribute to the effectiveness of academic supervisor.</p> <ul style="list-style-type: none"> • Explain the role of the academic advisor in the process of registration. <ul style="list-style-type: none"> • Provide registration instructions and guidelines. • Create FAQs and list common problems and show how to deal with them. • Provide registration schedules. • Create study plans. • List the names of the Members of registration committee and how to contact them and their contact information to consult them if necessary. • Highlight the importance of academic supervision. • Articulate academic supervisor's tasks and his/her role in supporting students to ensure their success in their studies. • List the academic supervisor's tools. • Urge supervisors to activate the e-services of academic supervision within the SIS <ul style="list-style-type: none"> • To view, reply, send, and close requests. • To create requests of counselees. • To update and enter supervisors' data. • Urge supervisors to seek students' financial need and direct them to Vice-Deanship of Student Affairs as per rules followed to provide assistance and track their situation. • Refer students who suffer from psychological/ social/familial difficulties to the University Counseling Center via the system and track their situation. • Hold group counseling meetings for students and fill out group counseling form to get acquainted with their needs and any difficulties they may encounter. • Hold individual counseling meetings for those students who are on academic probation and those with low-achievement and listen to their difficulties and struggles and advise them accordingly. Fill out individual counseling forms and track the progress of the students in a manner adequate to their academic situation and difficulties they may encounter and track theirs. • Evaluate the meeting. 	Start of semester	<ul style="list-style-type: none"> - Attendee rate - Beneficiaries rate 	meeting report/minutes

Activity 15: Designating an Academic Supervisor to Each Student

Responsible Person	Action	Implementation Period	KPIs	Evidence
Academic Supervision Coordinator in Departmental	<ul style="list-style-type: none"> • Obtain an updated file from the supervisory unit at the college to connect students with their academic supervisors. • Enumerate academic supervisors at the department. • Distribute all incoming students to their academic advisors in equal proportions so that an academic supervisor is designated to each student heeding the following: • Maintain student's former supervisor unless he/she is on leave • Replace all academic supervisors who are off duty (on scholarship- on vacation- resignation- retirement...) • Ensure that the supervisor's specialization is as close as possible to the student's major in order to maximize the benefits of supervision. • Appoint academic supervisors from the department to transfer students the from inside or outside the college. • Refer to the appropriate unit (Registration Unit/ Vice-Deanship for Academic Affairs) to connect students to supervisors within the SIS and ensure from entries is made on the system. • Notify the academic supervisors the completion of the linking for order to start communicating with students. 	Sec- ond-third week	Rate of Students to academic supervisors	Report on the connec- tion of students to academic supervisors' connection report

Activity 16: Optimization of Group Meetings with Counselees

Responsible Person	Action	Implementation Period	KPIs	Evidence
Academic Supervisor	<ul style="list-style-type: none"> • Send meeting invitations via the e-services of academic supervision within the SIS. • Hold a group (collective) counseling session to get acquainted with the students and their needs and any difficulties they may encounter. • Fill out the group counseling form. • Monitor students during the semester via the e-services of academic supervision within the SIS to support and refer as well as for arranging for meetings. 	Sec- ond-third week	<ul style="list-style-type: none"> - No. of attendees - Satisfaction rate 	Group counseling forms

Activity 17: Providing special care for Students on Academic Probation and Low-Performing Students

Responsible Person	Action	Implementation Period	KPIs	Evidence
<p style="text-align: center;">Academic Supervisor Academic Supervision Coordinator in Departmental</p>	<ul style="list-style-type: none"> • Send via the e-services of academic supervision within the SIS an invitation for an individual meeting with each student's. • View students' academic information (follow-up report) • Hold an individual counseling session with each student's to discuss the reasons behind their low performance and to fill out individual counseling forms. • Direct them in a manner adequate to their academic situation and the difficulties they may face (psychological/social/academic/financial / health) in collaboration with (University Counseling Center/ Vice-Deanship of Student Affairs/ Academic Supervision Coordinator...) • Psychological/Social/Familial Situation: Refer students, via the system, to student counseling in case low performance is due to psychological/social/familial reasons and monitor their case. • Financial Situation: In case low performance is due to financial reasons, he/she shall be referred to Vice-Deanship of Student Affairs as per rules and regulations and his/her case should be monitored. • Health Situation: In case low performance is due to health reasons, the case shall be discussed with Head of the unit to take the appropriate action and monitor the case. • Academic Situation: <ul style="list-style-type: none"> • Guide students to make use of office the hours. • Guide students to register in peer-teaching classes. • Guide student to make use of self-learning resources. • Assist students in preparing the semester course schedulee and specify courses that raise the GPA in order to overcome low achievement. • Assist students in the process of registration. • Follow-up TClosely follow up what has been accomplished with students who are on academic probation and those suffering from low performance and trace the positive effects on their studies through holding periodical meetings with the stedents to monitor their academic progress during the semester. Any referral should be made via the e-services of academic supervision within the SIS in addition to virtual and face-to-face meetings. 	<p style="text-align: center;">sec- ond-third week</p>	<ul style="list-style-type: none"> - No. of attendees - satisfaction rate 	<ul style="list-style-type: none"> - Individual counseling forms - Follow-up reports

Head of the Unit's Responsibilities:

1. To implement the unit's operational plan.
2. To follow up on the tasks of the departmental academic supervision .
3. To support incoming and transferred students.
4. To support excellent and talented students.
5. To support for students on academic probation and those with low achievement.
6. To activate the role of student supervisor.
7. To follow-up on the activation of student support system services in forums, workshops, events, training courses, student activities & services and additional lessons (peer tutorials).
8. To activate the e-services of the academic supervision on the SIS
9. To provide support and assistance to the departmental academic supervision coordinators.
10. To measure the effectiveness of the academic supervision and counseling services and develop plans for improvement based upon results.
11. To spread the culture and the importance of academic supervision on forums, bulletins, awareness campaigns (competitions- activities- events- illuminations- videos...).
12. To activate the academic supervisor competencies program, training courses and workshops for faculty members in collaboration with the organizing agencies.
13. To help students overcome difficulties as well as health/psychological/social/financial/academic problems during their academic study in cooperation with the concerned authorities.
14. To consider all what is referred from Vice-Deanship for Academic Affairs regarding cases of postponement, excuse, withdrawal, and low achievement.
15. To hold periodical meetings in order to discuss reports submitted by the departmental academic supervision coordinators and student counselors to handle difficulties and make use of any recommendations for development to improve performance quality during the current/upcoming semester.
16. To prepare semester/yearly reports outlining the unit's accomplishments, difficulties, and recommendations.

Head of Department's Responsibilities:

1. To follow up the implementation of the academic supervision plan at the department.
2. To provide support and assistance to the academic supervision coordinators with their assigned tasks.
3. To follow-up on the courses of the department (according to the third criterion) when term coursework grades are less than 60% to take actions necessary to improve level of achievement and improve quality of outputs in order to achieve course LOs.
4. To ensure that information about all the academic supervisors at the department has been entered through data entry report.
SIS » reporting tools » Query report viewer » ADV_AVALBTY.

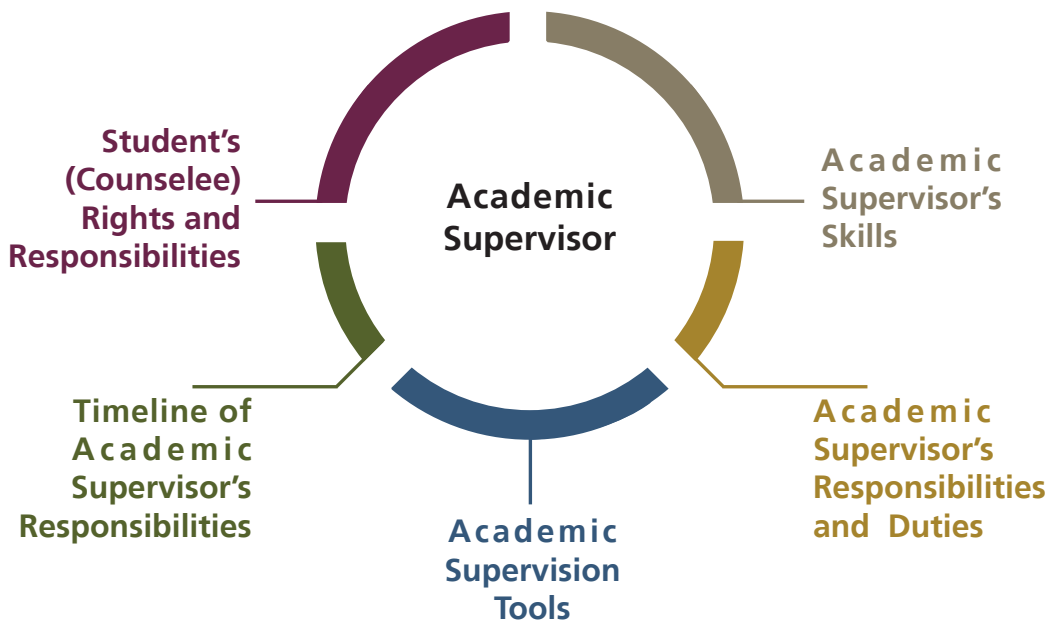
Academic Supervision Coordinator's Responsibilities in Departmental:

1. To activate student support systems in forums, workshops, events, training courses, student activities & services and additional lessons (peer tutorials).
2. To monitor academic supervisors in activating e-services of the academic supervision within the SIS.
3. To activate, monitor and support the role of student supervisors.
4. To designate an academic supervisor for each student.
5. To distribute incoming students to the academic advisors in the department.
6. To review term/yearly survey results of students' satisfaction with academic supervisors and discuss points for improvement.
7. To hold counseling courses for academic supervisors on advising and counseling and explain tasks designated to them, the nature of the work process and method of assessment.
8. To hold periodical meetings with academic supervisors to monitor the progress of academic supervision in the department.
9. To receive recommendations and proposals on developing the process of academic supervision and refer them to the academic supervision unit.
10. To submit academic supervisors and students' need for workshops and training courses to the academic supervision unit.
11. To prepare semester reports on the process of academic supervision in the department based upon the supervisors' reports.
12. To oversee the registration committees in each semester and submit a report on the pros and cons, recommendations, and suggestions as well as accomplishments achieved during the period of registration.

Student Counselor's Responsibilities:

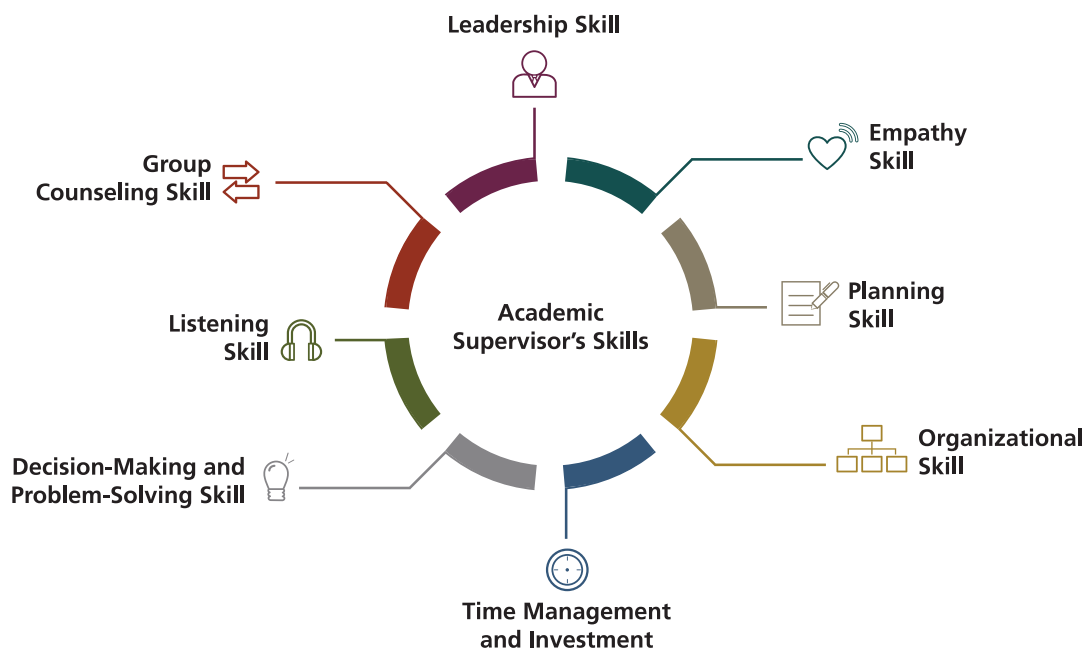
1. To activate the e-services of academic supervision within the SIS.
2. To hold training courses and workshops that help the academic supervisors perform their duties.
3. To receive cases referred from the academic supervision unit or the academic supervisor or faculty members regarding the psychological, social, and familial problems of students and take appropriate actions.
4. To help students by creating an atmosphere that enables them to adapt in the college.
5. To develop student's skills in self-reliance, commitment, responsibilities and how to deal with different psychological and social pressures.
6. To help student by providing consultations and solutions to any problems he/she may face inside or outside the college whether they are psychological, social, behavioral, or financial and to do so in confidentiality.
7. To help students in self-development and changing any undesired habits and behaviors in complete confidentiality.

Academic Supervisor



Academic Supervisor's Skills:

The successful supervisor is a person who is able to effectively communicate with his students, identifies their needs, listens to their concerns, understands and cares about them, cooperates with them and involves them in planning their study and further invests in their experience and trust their capabilities. Hence, one may identify some skills which academic supervisor should embody in order to achieve the goals set for supervision, among of which are the following:



- **Leadership Skill** the ability to create a positive relationship with students to influence them and help them achieve planned goals.
- **Empathy Skill:** the ability to promote students to share their emotions and feelings in order to create a close relationship with them which in turn helps them accept advice and consultations.
- **Planning Skill:** the ability to identify goals and turning them into achievable tasks like helping a student select his/her major or preparing a plan to improve his/her GPA.
- **Organizational Skill:** the ability to organize and arrange supervisory tasks in order to achieve the utmost benefit.
- **Time Management and Investment Skill:** the ability to make use of time in planning, organizing, and identifying priorities using technical and non-technical means in order to increase productivity and achieve tasks expediently.

- **Decision-Making and Problem-Solving Skill:** the ability to listen to students' views and discussing them to identify problems they may face and then helping them take appropriate decisions to solve their problems, which include: course management- time management- study skills and habits- test-taking skills.
- **Listening Skill:** the ability to listen intently to students in order to intensify the advisor/ advisee relationship.
- **Group Counseling Skill:** the ability to deal with common issues students face such as ignorance of rules and regulations, academic delay, absence...etc.,

Academic Supervisor's Responsibilities and Duties:

Academic supervision is considered one of the faculty member's duties and activities supplementary to his main teaching, research and administrative ones.

Academic Supervisor's Responsibilities:

- To activate the procedural time plan of the academic supervisor's duties.
- To activate the e-services of academic supervision on the SIS.
- To be acquainted with the university rules and regulations (study, exam regulation and rules - policies & procedures of assessment and exams handbook- student behavior regulation- student's rights and responsibilities) available on the university's website.
- To view the registration plan and academic calendar announced by Deanship of Admission & Registration so that he/she could be acquainted with the dates of the academic processes such as registration- dropping a course- adding a course- deferral- excuse- transfer- visit...etc.,
- To learn about the procedures followed in the academic processes such as deferral- excuse- transfer- visit- withdrawal...and any consequences thereof through a guidebook.
- To be acquainted with the program study plan as well as the university, college and graduation requirements and the statutory and maximum period of graduation.
- To ensure that student's schedule complies with the program study plan.
- To ensure confidentiality in organizing the academic advisory sessions.
- To keep advisees' personal, general, and academic information confidential.
- To build a good relationship with students so that they could accept advice and consultation.
- To assign hours for academic supervision and announce them via the system SIS.
SIS » Supervisors Center » supervisions' Information<< Supervisor details.

Academic Supervisor's General Responsibilities & Duties:

- To allocate hours for academic supervision to meet with students and discuss the challenges they may face during their study and recommend suitable solutions.
- To help students in preparing the proposed schedule of next semester, if necessary.
- To provide help and assistance to students in case of any difficulty during registration or conflict in some courses.
- To follow up the academic achievement of students and provide academic assistance and support.
- To urge students to necessarily attend training courses and workshops offered by the University Counseling Center so that they can acquire the skills necessary to face and solve problems they may encounter.
- To stimulate and encourage students to attend training courses and workshops offered by the Deanship of Student Affairs and Alumni Unit.
- To raise students' awareness about the importance of using resources and benefitting from them such as the e-learning website and the digital library.
- To urge students to participate in curricular and extra-curricular activities.
- To underline the importance of attendance and discipline during study.

Academic Supervisor's Duties and Responsibilities to Incoming and Transfer Students:

Holding a collective meeting with fresh Supervisors at the start of the semester:

- To welcome them, introduce them and present the action plan.
- To explain the importance of communicating with the academic supervisor and student counselor and letting them know that they are available to help to them.
- To learn about the academic supervisor's contact information, academic supervision hours and the student counselor via the SIS.
SIS » Supervisors Center » supervisions' Information » Supervisor details.
- To introduce the e-services of academic supervision within SIS and show how to communicate electronically with the supervisor through creating notes and replying to open requests.
- To introduce the webpage of academic supervision on the university's website and its content including university evidence and regulations.
- To advise on the importance of building a good relationship with all faculty members based on respect and appreciation which helps them become academically successful.
- To urge them on the necessity of learning about academic calendar especially dates related to registration, dropping, and adding courses.
- To help them understand the study plan and select suitable major.
- To acquaint them with the services and student support provided by the university and show how to access them (financial support - student services).

Academic Supervisor's Duties and Responsibilities to Regular Students:

- To hold periodical group meetings with students most importantly at the start of every semester and the period after the end of the midterm exams; listen to them, discuss and advise them regarding their academic achievement and any challenges they may face.
- To fill out the group counselling forms after each meeting.
- To study each student's case through follow-up report and the academic record to ensure that every student advances according to the study plan in order to achieve graduation within the statutory period of study.
- To take their suggestions and recommendations into consideration and ways of support.

Academic Supervisor's Duties and Responsibilities to Low-Performing Students:

- To study the case of each student through follow-up report- academic record- academic information in the SIS.
- To organize individual meetings with low-achieving student at the start of the semester to discuss the reasons of delay and advise them on the best ways to improve their academic level in order to help them overcome any obstacles and achieve desired success.
- To listen to their suggestions and needs in terms of training and support so that they could overcome their problems.
- To develop a remedial plan for each student in consultation with the academic supervision coordinator, the head of the college academic supervision unit and student counselor if needed.
- To fill out the individual counselling forms after each meeting.
- To monitor and follow up students' academic progress through follow-up reports and study plans or via assignments and grades.
- To urge students on attending training courses and workshops on preventive counseling offered by the University Counseling Center in order to acquire necessary academic skills such as time management, planning and managing priorities.
- To help students in preparing proposed schedule for the next semester according to the availability of courses and discuss their various options such as changing major, withdrawal, transfer, visit, excuse, deferral...etc.,
- To prepare a file for each student containing individual counseling forms, courses proposed for registration in each semester, academic processes forms (withdrawal- deferral- excuse...) which include student information, the topics discussed and results of discussion and recommendations of the academic supervisor as well as the prevention plan.

Academic Supervisor's Duties and Responsibilities to Low-Achieving Students:

- To study the case of each student through follow-up report- academic record- academic information in the system SIS.
- To organize individual meetings with low-achieving counselee at the start of the semester to discuss the reasons of delay and advise them on the best ways to improve their academic level in order to help them overcome any obstacles and achieve desired success.
- To listen to their suggestions and needs in terms of training and support so that they could overcome their problems.
- To develop a remedial plan for each student in consultation with the academic supervision coordinator, the head of the college academic supervision unit and student counselor if needed.
- To fill out the individual counselling forms after each meeting.
- To monitor and follow up students' academic progress through assignments and grades reports or via direct communication and meetings.
- To urge advisees in attending training courses and workshops on preventive counseling offered by the University Counseling Center in order to acquire necessary academic skills.
- To inform them on the necessity of registering academic counseling courses as a requisite to registering academic courses.
- To help advisees in preparing proposed schedule for the next semester according to the availability of courses and discuss their various options such as changing major, withdrawal, transfer, visit, excuse, deferral...etc.,
- To prepare a file for each advisee containing individual counseling forms, courses proposed for registration in each semester, academic processes forms (withdrawal- deferral- excuse...) which include advisee's information, the topics discussed and results of discussion and recommendations of the academic advisor as well as the prevention plan.

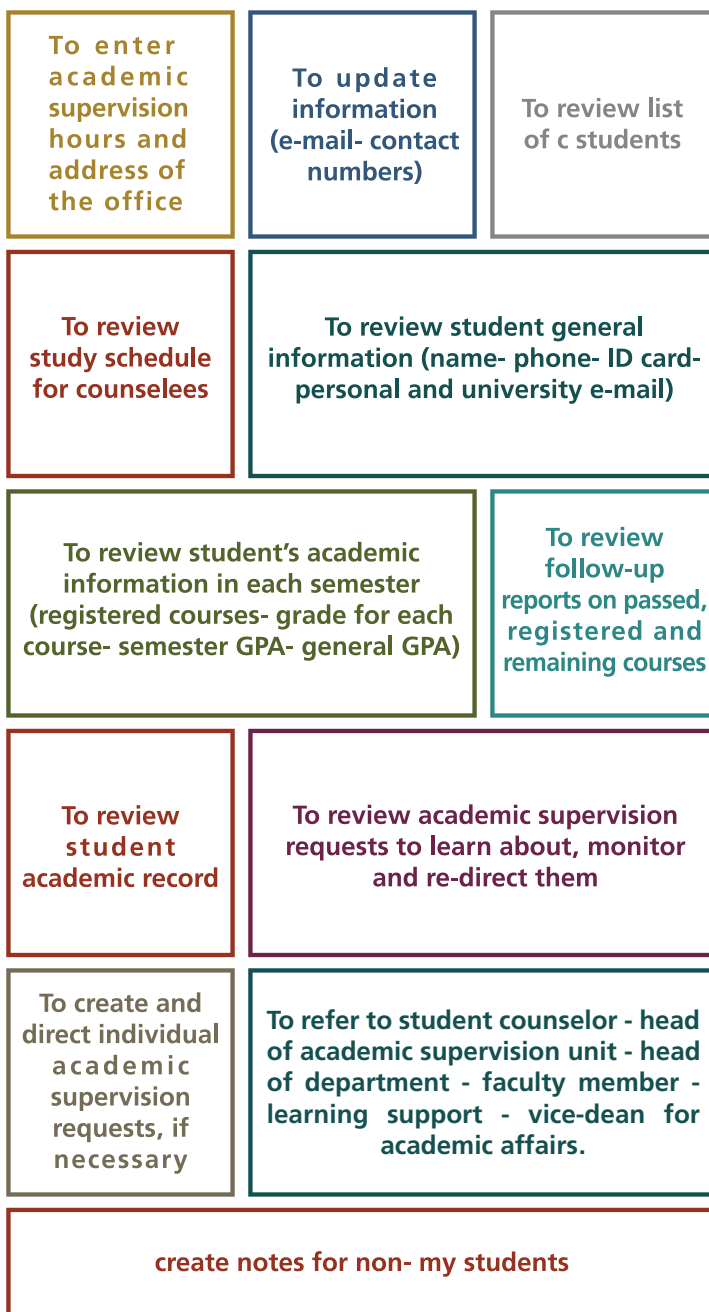
Academic Supervision Tools:

The supervisor should have some important tools to be able to perform his/her duties properly and achieve the planned aim of supervision, among which are the following:



E-Services “SIS”

The academic supervision system provides to the academic supervisor the following e-services:



Time Plan for Academic A supervisor’s Duties

1. Faculty members work engagement.	
Action	Inserting and updating the academic supervisor information on the SIS
Implementation Mechanism	To follow the steps set in the guidebook of the e-services of academic supervision on the SIS- academic supervisor’s account. Log in to the Student Records System >> Advisor Center >> Supervision info >> Supervisor details >> (Inserting the academic supervisor information)
Support	<ul style="list-style-type: none"> • Handbook of adding the academic advisor and student counselor’s data on the SIS. • Academic supervision coordinator/head of the academic supervision unit.

2. Week of registration and processing of registration	
Action	Providing help to the students in registering, deleting, and adding courses according to the time plan set in the academic calendar by Deanship of Admission & Registration.
Implementation Mechanism	To inform students about where to find the supervisor and how to communicate with him if need any help along with the following attachments: <ul style="list-style-type: none"> • Registration committee instructions • Registration plan • Simplified handbook of registration • Waai Initiative handbook (the guidebook of the e-services on the system SIS).
Support	<ul style="list-style-type: none"> • Registration plan • Simplified registration handbook • Waai Initiative handbook (the guidebook of the e-services on the SIS). • Academic supervision coordinator • College registration committee <p>The handbooks and forms are available on Academic Supervisor Portfolio college Main page » Quick links » Academic supervision » academic supervision portfolios</p>

3. The first week	
Action	Follow-up requests for postponement in the student records system submitted by students for recommendation.
Implementation Mechanism	Log in to the Student Records System >> E-Services >> Student Academic Status >> Postponement of Study >> Search >> (View applications for study and recommendation)
Support	Academic Supervisor Portfolio

4. From the second week to the eighth week	
Action	Follow-up requests to withdraw from studying in the student records system submitted by students for recommendation.
Implementation Mechanism	Log in to the Student Records System >> E-Services >> Student Academic Status >> Excuse for Studying >> Search >> (View applications for study and recommendation)
Support	Academic Supervisor Portfolio

5. From the third week to the seventh week	
Action	Follow-up requests for withdrawal from a course in the student records system submitted by students for recommendation.
Implementation Mechanism	Log in to the Student Records System >> E-Services >> Registration Requests >> Course Withdrawal Form >> Search >> (View applications for study and recommendation)

6. Third week - During semester	
Action	<p>Third week:</p> <ul style="list-style-type: none"> • Replying to the academic supervision requests • Holding the first individual advising meeting for those students being on academic probation and low performing (direct/online). <hr/> <p>During semester: Following up the advisees’ academic progress through the Third Standard ‘assignments and grades’ requirements.</p>
Implementation Mechanism	<p>Implementation Mechanism Log in to SIS » Advisor Center » Advising Note student summary</p> <ol style="list-style-type: none"> 1. view Supervising Note (request) of each student and complete the request. <ol style="list-style-type: none"> 1.1. Subject: an invitation to hold an individual advising meeting 1.2. Assigned to: student. 1.3. Advisee Access: yes 1.4. Comment: a discussion of the academic status and methods to provide support. 1.5. Attachments: attach an attachment, if necessary 1.6. Note status: closed. 1.7. submit. 2. Student’s academic situation shall be studied before the meeting through the academic record / follow-up report. <p>3. The meeting</p> <ol style="list-style-type: none"> 3.1. In case the meeting will be held <ol style="list-style-type: none"> 3.1.1. To direct student to log in to the system and refer the request. 3.1.2. To learn about student’s social, familial, financial and health status and discuss reasons beyond low performance and offer successful solutions. 3.1.3. To fill out an individual advising case form (template1) for student based upon the meeting. <p>A) case no need to refer the request.</p> <ol style="list-style-type: none"> 3.1.4. log in to SIS. <ol style="list-style-type: none"> 3.1.4.1. view the request and select ‘update Note’. 3.1.4.2. Subject: holding an individual counselling meeting 3.1.4.3. Assigned to: the supervisor. 3.1.4.4. Advisee Access: yes 3.1.4.5. Comment: attaching the individual advising form and the recommendations. 3.1.4.6. Attachments: upload an individual advising form 3.1.4.7. Note status: closed >> submit. <p>B) case a need to refer the request. In case student in need to be referred to other entities such as (student counselor- learning support centre- a faculty member)</p> <ol style="list-style-type: none"> 3.1.5. log in to SIS. (To complete information as per student’s case) (see mechanism to reply to and refer the requests) <ol style="list-style-type: none"> 3.1.5.1. view the request and select ‘update Note’. 3.1.5.2. Category & sub-category: (based upon the request) 3.1.5.3. Assigned to: based upon student’s situation 3.1.5.4. Subject: based upon student’s situation 3.1.5.5. Advisee Access: yes 3.1.5.6. Note status: open. 3.1.5.7. submit. 3.1.5.8. To communicate with the assigned person to reply to the request after processing. The assigned to person shall log in to the request. 3.1.5.9. update a note then select assigned to ‘the academic supervisor’, status ‘open’ then submit. 3.1.5.10. The supervisor to log in to the request. 3.1.5.11. select ‘update a note’ and add ‘comment’ and ‘Note status’ close then submit.

	<p>3.1.6. To follow up with the entities to which the request referred, if necessary.</p> <p>3.2. In case the meeting will not be held</p> <p>3.2.1. Log in to SIS » Advisor Center.</p> <p>3.2.2. Select My Advisees</p> <p>3.2.3. Select 'student-related Advising Notes.</p> <p>3.2.4. Select 'create a note'.</p> <p>3.2.4.1. Subject: holding counseling meeting with student</p> <p>3.2.4.2. Assigned to: sender of the request</p> <p>3.2.4.3. Advisee Access: yes</p> <p>3.2.4.4. Comment: student not coming to the meeting</p> <p>3.2.4.5. Note status: closed.</p> <p>3.2.4.6. Submit</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Support</p>	<ul style="list-style-type: none"> • Guidebook of the e-services of academic supervision system (academic supervisor) • Procedural handbook of academic supervision <ul style="list-style-type: none"> • Academic advisor's duties and responsibilities to the low-performing students, p.36 • Support for low-performing students, p.48 • Mechanism to reply to and refer requests, p. 66 • Individual advising case form (Template1) <p>The handbooks and forms are available on Academic Supervisor Portfolio college Main page » Quick links » Academic supervision » academic supervision portfolios » academic supervisor portfolio »</p>

7. Fourth week	
Action	Holding group meetings with students (in-person/online)
Implementation Mechanism	<ol style="list-style-type: none"> 1. Log in to SIS » advisor center. 2. Select my advisees. 3. Select notify all advisees. 4. Message Text: Inform all students about holding a group meeting with academic supervisor. 5. Send notification. 6. Fill out the group counselling case form (Form 2)
Support	<ul style="list-style-type: none"> • Guidebook of the e-services of academic supervision system (academic advisor) • Procedural handbook of academic supervision <ul style="list-style-type: none"> • Academic advisor's duties and responsibilities to the fresh and transferred students, p. 35 • Orientation programs, p. 45 • Group advising\$ case form (template2) <p>The handbooks and forms are available on Academic Supervisor Portfolio college Main page» Quick links» Academic supervision » academic supervision portfolios</p>

8. End of semester	
Action	Meeting with the advisees particularly those on academic probation/ low performing / graduates to prepare the academic timetable proposed for the next semester and discuss adequate options.
Implementation Mechanism	<ol style="list-style-type: none"> 1. Send a notification to each student individually. 2. To discuss adequate options for preparing the academic timetable proposed for the next semester. 3. Filling out form (3): the form for academic courses proposed for the next semester. 4. From list of my advisees select 'supervision notes' for student. <ol style="list-style-type: none"> 4.1. Select 'create a note ' 4.2. Subject: academic timetable proposed for next semester 4.3. Add attachment: the form (3) proposed for student. 4.4. Note status: closed. 4.5. Submit 5. To send a copy of 'Form (3)' to the departmental timetables officer to consider the possibility to schedule those academic courses student desires to study during a semester other than the one in which it is scheduled. 6. To follow up with student as needed.

Student Rights and Responsibilities:

Student Rights:

- To discuss with the academic supervisor in previous academic achievement, current academic status and the action plan for the next semester specifically and their general academic future
- To communicate directly or indirectly with the academic supervisor via formal channels of communication.
- To receive guidance and advice when preparing the academic schedule for upcoming semesters and during periods of course registration.
- To receive constant and consistent support, assistance, advice and until graduate
- To be introduced to university and college student support services and channels
- To deal with their files and information confidentially and privately

Student Responsibilities:

- Students are primarily responsible for their academic performance while the supervisor's role is to assist, advise and suggest possible solutions.
- Students are responsible for meeting with the academic supervisor to help them work out upcoming schedules and choose appropriate courses with their academic status.
- To follow up and reply to the electronic academic supervision requests on the system SIS.
- To be familiar with the university rules and regulations, program study plan, the university and college requirements for graduation, registration plan and academic schedules through: evidence, the college and university's website, and the academic supervisor.
- To know the details and dates of the academic calendar with regards to academic processes such as (registration, withdrawal, excuses, postponement...).
- To be acquainted with the academic supervisor and the means of communication him (office- e-mail- office phone number).
- To adhere to schedule of meetings with the supervisor as per the appointments agreed upon and to attend announced individual/group meetings.
- To consult the academic supervisor to develop an alternative study plan in case of emergencies such as (withdrawal- failure- changing major) to ensure completing all graduation requirements within the set period.
- To inform the supervisor of any changes or difficulties (financial/ academic/ health/ psychological/ social/ familial) that may affect their academic performance.

Academic Supervision Programs ---



Academic Supervision Programs Consist of Two Types:

1. Orientation Programs

These are programs offered at the beginning of the semester that target freshman students and transferred students both from within and/or outside the university and offered at the beginning of semester.

Objectives of the Program:

- To help students adapt to university studies.
- To help students become familiar with academic and exam rules and regulations.
- To make sure students are familiar with the types of available student services and channels. and how to gain access to them.
- To identify students' rights and obligations.

Procedures of Implementation:

Hold an orientation meeting for freshman students at the beginning of semester to:

- Introduce dean, vice-dean of the college, heads of academic departments, head of the academic supervision unit, the departmental academic supervision coordinators, the college student advisors and the university vice-dean of student affairs.
- Introduce the webpages of Deanship of Admission & Registration, Deanship of Student Affairs, and the University Counseling Center.
- Identify the college's vision, mission, departments, academic programs and plans, academic assessment systems, guidelines for studies, exams as well as the general university rules and regulations.
- Acquaint students with their rights, duties, code of conduct, procedures for grievance and complaints and disciplinary actions. Familiarize them with available services rendered by the university and the colleges and how to obtain access.
- Identify important facilities at the college such as administrative offices, libraries, labs, counseling services unit, academic affairs units, and medical clinics and the services rendered by these facilities.
- Distribute university rules and regulations guide books
- Carry out a tour of the college facilities such as administrative offices, libraries, labs and classes.

2. Counseling Programs

Low-Achieving Students' Support Program

This program provides support and guidance to struggling students to help them overcome their academic, psychological, social, health and financial problems.

Objectives of the Program:

- To diagnose reasons for student's low-scores.
- To provide distinctive psychological, academic, healthy and financial care for to help overcome their obstacles and problems.
- To raise their scores and improve their progress so that students are removed from the academic probation list.

Procedures for Implementation:

The University Counseling Center's Role:

- Sort the names of students sent from the Deanship of Admission & Registration and distribute them to student advisors at the concerned colleges.
- Follow up probated students' registration of academic counseling courses as per type of probation.
- Reach out to the probated students registered on the SIS.
- Enrol probated students in the academic counseling program (the remedial program) on two levels:
 1. **First Level: Related to First Probation Students**, consists of a set of training workshops such as those on: motivation, academic responsibility, skills set, facing stress, positivity and problem solving and preparing for exam without anxiety.
 2. **Second Level- Related to Second Probation Students**, consists of a set of training workshops such as my skills- facing stress- positive dealing with problems and preparing for exams without anxiety.
- Open registration for probated students after passing the above programs.
- Assess students' performance and provide feedback through monitoring: their GPA- before/after exams, performance quality program, tracing students' cumulative achievement.

The College's Role:

- To extract a list of probated students as per the semester or general GPA and refer it to the departmental academic supervision coordinators.
- To connect probated students with to the departmental academic supervision coordinators for direct supervision and follow-up from the head of the academic supervision unit.
- To study students' academic status through available academic information, follow-up reports and academic records within the SIS system.
- To help students prepare semester schedules and identify courses which potentially could contribute to improving their GPAs according to their capabilities (Form 3). Ensure they register in such courses.
- To hold individual counseling sessions to identify actual reasons for academic low achievement whether they be : social/psychological/familial/financial/ aca-

demic and fill out individual counseling forms (form 1).

- To urge students to adhere to meetings with the academic supervisor seek motivation, advice and counseling.
- To urge student to attend training courses, workshops and events offered by the academic services unit/the University Counseling Center to acquire necessary academic skills such as time management, planning..., and avoiding negative behaviors.
- To advise student to make use of self-learning resources.
- To advise student of the importance of utilizing instructors' announced office hours to discuss concepts and problems that may encounter them during studying and to take appropriate action to help students improve academic achievement as per the Handbook on Assessment and Examination Policies & Procedures.
- To advise student to register in extra tutorials (peer tutorials) in order to improve their academic achievement.
- To follow up students' academic achievement till they improve their low performance.
- To prepare a file for low-achieving students including : individual and group advisory forms, proposed courses for each semester's registration which include advisee's information, topics discussed and the results of such discussions, and the recommendations of the academic supervisor.

Poor-Performance Students' Support Program

The program provides care and concern for such category to help them overcome their problems and poor performance.

Objectives of the Program:

- To diagnose reasons for student's poor-performance.
- To provide distinctive psychological, academic, health and financial care for them so that they can overcome their obstacles and problems.
- To improve students' academic achievements and to raise their levels to protect them from being put on academic probation.

Procedures of Implementation:

- To connect all college students with the academic supervisors.
- To activate the electronic e-lesson plan, assignments and grading.
- To extract a list of poorly-performing students as per the three standards of the academic supervision system, create requests, and refer them to the assigned academic supervisors.
- To activate the electronic academic supervision on SIS by the academic supervisors including replying to requests, communication and follow-up as well as holding direct and indirect meetings.
- To hold individual meetings to uncover reasons for educational delay and fill out the individual counseling form (form 1).
- To study each case separately regarding the psychological, social, financial, academic, health aspects. Advising shall be carried out as follows:
 1. **Psychological/ Social/ Familial Aspect:** shall be referred to student advisors at the college along with following up the case constantly with the center.
 2. **Financial Aspect:** shall be referred to head of the academic supervision unit to communicate with the appropriate authorities as per established procedures.
 3. **Health Aspect:** shall be referred to head of the academic supervision unit to communicate with the appropriate authorities as per established procedures.
 4. **Academic Aspect:**
 - To advise students on the importance of utilizing self-learning resources.
 - To advise student on the importance of making use of instructors' announced office hours to discuss concepts and problems that encounter while studying the subject(s).
 - To discuss methods of improving student's academic achievement with course instructors.
 - To advise students to register in extra tutorials (peer-tutoring).
 - To help student prepare semester schedule and select courses which contribute to improving the GPA adequately to their capabilities (form 3).
 - To help students during the process of registration and make sure the students' adhere to the courses agreed upon (form 3).
 - To follow up students' academic achievement till they improve their low performance.
 - To prepare a file for low-achieving students including: individual and group advisory forms, proposed courses for each semester's registration which include advisee's information, topics discussed and the results of such discussions, and the recommendations of the academic advisor.

Excellent Students Support Program

This program is based upon providing distinctive educational care to excellent students to promote their progress and to address their creative and innovative capabilities towards abilities to achieve optimal continuity.

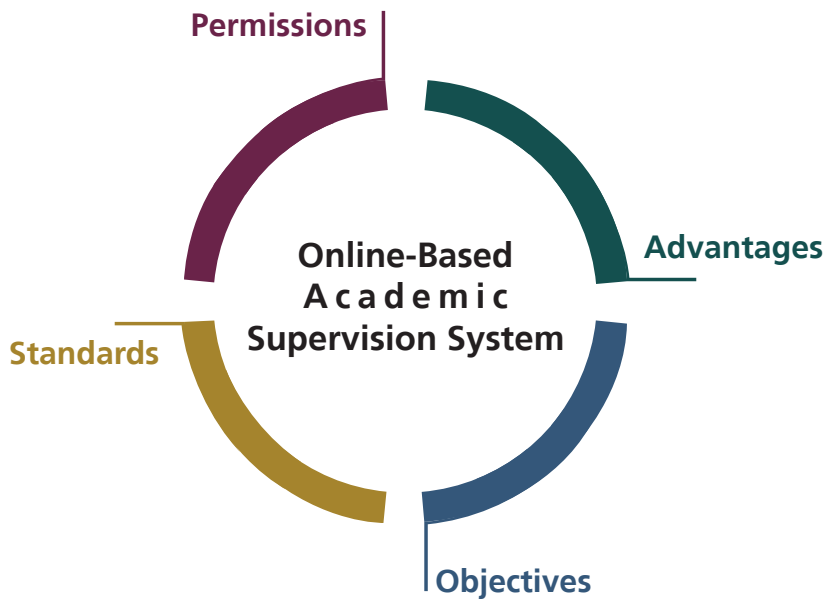
Objectives of the Program:

- Provide all types of psychological, academic, financial and health care for students to promote their excellence.
- Advise excellent students in a manner that develops their creativity.
- Motivate them to continue striving for excellence for themselves and to encourage other students.

Procedures of Implementation:

- To honor and award excellent students with both material and intangible incentives.
- To announce and publish names of excellent students on all available mass media outlets.
- To hold counseling sessions to preserve spirit of excellence and distinction.
- To give students opportunity to express their opinion, demands and suggestions through meetings.
- To hold interviews with creative prominent and distinguished figures to learn from their experiences.
- To help students be acquainted with and develop their abilities and their personal interests.
- To cooperate with faculty members in planning enriching activities to develop students' skills.
- To classify students as per their abilities along with designating the programs adequate to each case.
- To motivate students to participate in scientific and cultural competitions and community and environment service activities.

Online-Based Academic Supervision System ---



In context of IAU's exerting efforts to achieve the Kingdom's Vision 2030 through broadening the scope of e-services in education and providing productive academic services for students, the academic supervision e-system has been activated for students via Student Information System "SIS">

Advantages:

- To facilitate following up procedures of academic supervision.
- To automate the academic supervision procedures through SIS.
 - To electronically enumerate and follow up struggling students through SIS according to the performance standards:
 - Semester/general GPA
 - Attendance and absence
 - Assignments and grades.
 - To provide contact information for the academic supervisor, student counselor, academic supervision hours and student counseling.
 - To review, be acquainted with, trace and re-direct the academic supervision requests.
 - To create and direct individual academic supervision requests for all users including Vice-Dean for Academic Affairs/head of department/head of the academic supervision unit/academic supervisor/ student counselor.
 - To create and direct individual academic supervision requests by students to the supervisor and vice versa.
 - To extract reports on supervision requests as per standard and status.
- To contribute to achieving the criteria of some institutional and program accreditation standards.

Objectives:

- To develop counseling services to meet students' needs and make such services available to them.
- To quickly and positively communicate with students through utilizing the available IT.
- To easily and more effectively save and distribute information between members of supervision system.
- To easily obtain student-related information.

Criteria:

These criteria determine how far poor-performin students at the preventive stage need academic counseling and advising.

- **First Criterion: Semester & General GPA** within the specified period before academic probation for each college after approving all semester grades

S	Requirements	Indicators	Evidences
1	<ul style="list-style-type: none"> • Completing and approving results of previous semester. • Connecting all students to academic supervisors electronically. 	<ul style="list-style-type: none"> • Rate of students connected to academic supervisors at the college. • Rate of closed/open/delayed requests. 	Report of academic supervision on the low-performing students according to semester and general GPA for closed/open/delayed requests.

- **Second Criterion: Absence** continuously by student in all theoretical and practical lectures for two weeks in registered courses.

S	Requirements	Indicators	Evidences
2	<ul style="list-style-type: none"> • Full commitment to record e-attendance. • Connecting all students to academic supervisors electronically. 	<ul style="list-style-type: none"> • Rate of e-attendance at the college. • Rate of closed/open/delayed requests. 	Report of academic supervision on the low-performing students according to the continuous absence one week for closed/open/delayed requests.

- **Third Criterion: Term Coursework Grades** 60% in term coursework grades for registered course.

S	Requirements	Indicators	Evidences
3	<ul style="list-style-type: none"> • Commitment to assignments and grades • Connecting all students to academic supervisors electronically. 	<ul style="list-style-type: none"> • Rate of inserting assignments and grades and activating them on SIS • Rate of closed/open/delayed requests. 	Report of academic supervision on the low-performing students according to assignments and estimates for closed/open/delayed requests.

Permissions:

The academic supervision system allows a set of e-services for beneficiaries based upon permissions given to them.

Vice-Dean of Academic Affairs/Head of the College Academic Supervision Unit:

- To ensure that all students are assigned to and connected with the academic supervisors via the SIS. To complete assigning students with a score of 100% as evidenced by **student supervisor's advisors' reports and/or reports on assigning students to the supervisors.**
- To ensure that data entry of the college academic supervisors and student counselors (e-mail- phone number- office address- academic supervision hours- student counseling hours) are entered on the system SIS and ensure they are completed by 100% as evidenced by **the report on data entry of the academic supervisors.**
- To extract list of poorly performing students as per the cumulative or semester GPA from the academic supervision system and create requests and forward them to the academic supervisors.
- To extract a list of poorly performing students as per the absence for those students absent for two consecutive weeks in all registered course lectures, and to create requests and forward them to the academic supervisors.
- To review scores of course assignments to support poorly performing students who obtained below 60% of the assignment mark.
- To follow up the requests of academic supervision through:
 - Report on the delayed requests of academic supervision.
 - Report on requests of academic supervision by status (closed/open) and standard (GPA- absence- assignments and grades).

Head of the Department:

- To review the department courses as per the third standard (term course work scores) in order to check and follow up.
- To create and forward the individual requests of academic supervision.

Academic Supervision/ Faculty Member:

- To add academic supervisors data.
- To review list of their respective students.
- To review students' academic schedule.
- To review students' general and academic information.
- To review follow-up reports and academic records of students.
- To review requests of academic supervision in order to check, follow up and redirect them.
- To create and forward the individual requests of academic supervision, if necessary.

Student Counselor's:

- Insert student counseling hours and office location on the system SIS.
- Update e-mail and contact numbers on the SIS.
- Create the individual requests for academic supervision.
- Reply to the forwarded requests for academic supervision.

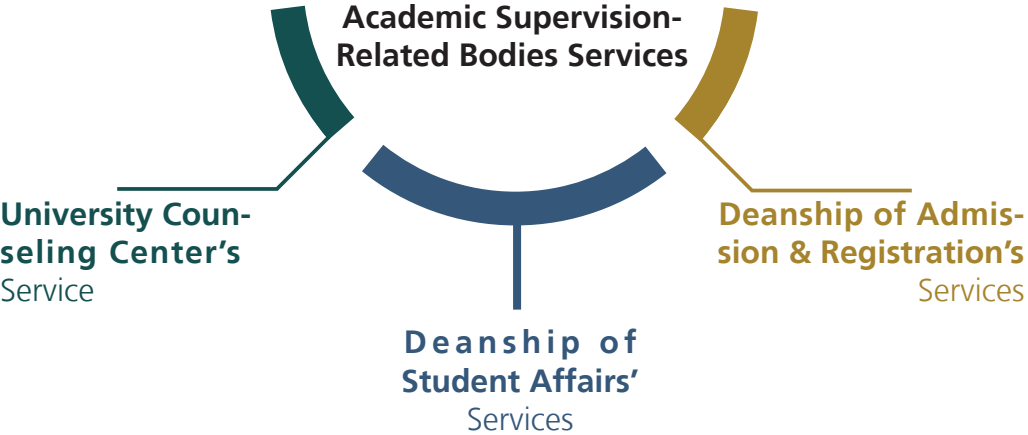
Learning Support Coordinator:

- To review the requests of academic supervision related to: supporting students with extra tutorials and peer tutorials and following up and redirecting them.
- To create and forward the individual requests of academic supervision.

Student:

- To review and reply to the requests of academic supervision.
- To create the requests of academic supervision and forward them to the academic supervisor.
- Knowing of the academic supervisor contact info and academic supervision hours.
- Knowing of the student counselor's data as well as student counseling hours.

Academic Supervision-Related Bodies Services ---



Deanship of Admission & Registration's Services

- To admit students according to the plan approved by the university council.
- To issue university ID for upcoming students.
- To keep academic records and update them on the SIS.
- To provide the e-services of academic supervision on the SIS.
- To follow up final grade entry, announce results for students and track graduation requirements of the respective college.
- To participate in new student orientation programs and introduce upcoming students to the university's rules and regulations.
- To provide and supervise the academic services for students via the SIS (course registration- transfer- visit- withdrawal from courses- postponement- apology- re-registration- equivalence- post preparatory year of study placement- academic majoring- major change- extracting an identification statement on regular attendance- extracting academic transcript- submitting excuse for absence- data updating- clearance form) as per the announced academic calendar.
- To prepare the academic calendar and the semester registration plan.
- To provide technical support to the SIS e-services.
- To prepare and distribute the SIS user's manuals.
- To cooperate and coordinate with the university colleges and supportive deanships to achieve an integration that can provide students with the required services.
- To create and activate the SIS users accounts.
- To prepare and provide training workshops on the SIS services for colleges affiliates on various topics, such as registration, academic supervision system, assignments and grades gradebook, scheduling, and teaching load).
- To follow up the disbursement of monthly stipend for beneficiary students.
- To follow up the disbursement of annual excellence rewards for beneficiary students.
- To issue graduation documents.
- To serve beneficiary alumni.
- To prepare statistical reports which has indicators that support the educational process.
- To raise students' awareness of the academic procedures via the Deanship of Admission and Registration's official social media accounts.
- To activate educational initiatives and training projects which introduce the rules and regulations of admission and registration, including:

"Waaï" Initiative:

The initiative aims to educate students about the academic rules and regulations and the executive rules relating to registration and rewards including transfer, visit, postponement and the SIS e-services followed by the procedures of such services and their influences on academic outcomes.

Through:

1. Posting guidance flyers and procedures of the SIS services on the Deanship of Admission and Registration's official social media accounts and the deanship's webpage on the university's website to raise students' awareness of the academic rules and regulations.
2. Reminding students of dates and deadlines for transfer, visit, postponement, and others.
3. Supporting the quality of educational process and decreasing rates of low achievement and drop-out through educating students about the academic rules and procedures, the outcomes of these procedure, and their effects whether positive or

negative on student's academic path.

4. Highlighting the importance of regular attendance.

“NataKamal” Initiative:

It aims to provide training and support to the SIS's users to enable the university affiliates including faculty members and administrative staff to use the SIS.

Through:

1. Training courses on the SIS's services
2. Guidebooks and training packages.

“Silah” Initiative:

The initiative aims to serve beneficiaries and alumni through an awareness campaign to introduce them to the services provided by the Deanship of Admission and Registration and how to make use of the electronic resources available on the SIS.

Deanship of Student Affairs' Services

Student Fund:

Student Fund at IAU is considered one of the important facilities in the Deanship of Student Affairs, for its direct connection to students' financial and private needs; it was established based on the approval of the Supreme Council of Saudi Universities in the session held on 26/7/1398H. The Fund seeks to keep pace with the rapid development, improve/upgrade the level of services provided to students, and complete financial procedures in a highly effective manner. Moreover, the fund further provides the following services:

- **First: Loan Program**

Through this program, loans are provided to students according to their needs. The installments are deducted from their monthly stipend through the Student Salary Department at the Deanship of Admission & Registration and followed up by Student Fund.

- **Second: Aids Program**

The fund provides aid to needy students and the value of which differs from one student to another according to each student's needs and according to the case study carried out by the Student Care Unit. In addition, the value of aid depends on the attachments that explain the status of each student and after presentation to the Board of Directors of the Student Fund and getting their approval.

- **Third: Work-Study Program**

The program aims to develop the skills of university students, and inform them about the administrative and technical work of the academic departments in which they had the opportunity to work in order to gain experience. It also aims to provide assistance to the various sectors of the university. Students are nominated through the college in coordination with the Deanship of Student Affairs.

General Services:

- **Nutrition Unit:** concerned with providing all food services through restaurants, cafes and vending machines.
- **Library Unit:** concerned with providing textbooks.
- **Daily Care Unit:** concerned with providing daily care service for students' children (nursery) during the official working hours.
- **Student Lockers Unit:** concerned with providing lockers for students desiring to rent.
- **Student Care Unit:** concerned with providing student support through submitting required paperwork for students loans and aids for students who meet all conditions and activating programs and services for students with disabilities.

Student Activities:

Student activities include many cultural, social and sports activities.

Clubs:

Supervising student clubs (extra-curricular activities) totaled 22 in various colleges.

University Counseling Center's Services (UCC)

All university students can obtain the services available at the UCC through the three counseling approaches: the developmental counseling, the preventive counseling and the therapeutic counseling, namely:

- **Individual Counseling**

- **Psychological Counseling:**

The center provides individual counseling services to all IAU students, faculty members, and employees on various issues, including but not limited to: anxiety, depression, stress, conflicts, grief, marriage problems, smoking, addiction problems, and life decision-making.

- **Academic Counseling:**

The center provides individual counseling service to students who have academic problems. Furthermore, the UCC staff provides services to help students deal with exam anxiety, educational stress, learning difficulties, learning strategies, study skills development/d, time management, and teamwork skills.

- **Career Consultations**

The center applies a set of career-orientations scales to help students identify their career orientation. The center further provides the career guidance service by discussing with students their interests related to current and prospective career orientation programs. The UCC also cooperates closely with the Alumni & Career Development Center.

- **Group Counseling**

The center provides the collective counseling services in groups whose number ranging from two to eight individuals. Group counseling service allows individuals to share their similar concerns to support their emotional, behavioral, psychological and social development. The service may include holding psychological/educational groups, regular groups and focus groups that take between 6-8 sessions.

- **Psychological Evaluation**

The UCC provides psychological assessment for the abilities and characteristics of the students in the light of standardized and highly psychometric tests congruent with the Saudi environment. The tests are electronically programmed so that students may check their results after the completion of the assessment. Furthermore, the clinical psychologist provides a psychological session at the center to discuss results of the tests to enable students understand what the results indicate.

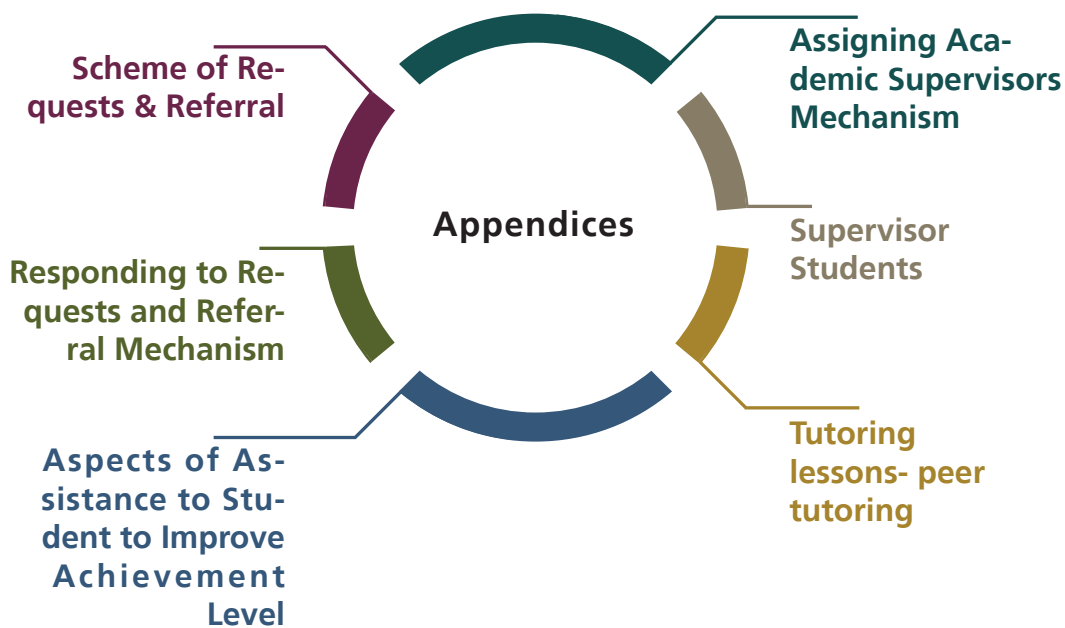
- **Awareness Services**

The center makes use of every possible opportunity to provide awareness to individuals. It expands the scope of its services by providing the services through 23 counseling service units at the colleges, the main campus, and the other branches at the university. Means of awareness include using e-mails, bulletins, brochures, posters and display screens available throughout the university.

- **Crisis Intervention**

It is a service provided to students who suffer from severe emotional stress. The center has a team capable of dealing with emergency cases, such as suicide attempts and threats, physical abuse, violence and other types of crises.

Appendices



Assigning Academic Supervisors Mechanism:

At the beginning of each academic year/semester, a number of faculty members are assigned to be academic supervisors taking into account the following:

- Identifying the academic supervisors and number of advisees for each supervisor in coordination with head of the department.
- Distributing incoming students to the academic supervisors so that an academic supervisor is assigned to each student.
- Replacing all the academic supervisors who are not on duty (scholarship- vacation- resignation- retirement- assignment...).
- The supervisor shall be of the student's same major as much as possible in order to achieve the intended objective of supervision.
- Assigning academic supervisors from the department for students transferred from inside or outside the college.
- Ensuring that the academic supervisor is connected to student via the SIS and completing the connection at 100% through the report on connecting students with the supervisors.
- Directing the academic supervisors to insert and update supervisors' data via the SIS.
- Ensuring that all the departmental academic supervisors' data are entered (office- e-mail- phone number- academic supervision hours) on the SIS and completing the entry at 100%.

Supervisor Students:

A counseling team shall be formed from students to provide counseling, advising and assistance to their colleagues, spread awareness and knowledge, and work effectively with the academic supervision unit by participating in the counseling programs, events and activities of the unit/department.

Nomination Mechanism:

- Announcing nomination for the supervisor student as per the criteria and conditions below.
- Making interviews with the applicants.
- Holding a meeting with the nominees to explain the rules, regulations, tasks and advantages.

Nomination Criteria:

- Good manners
- Be acquainted with the rules and regulations.
- Generous and helpful.
- Able to take responsibility and make decisions.
- Having communication skills
- Having technical skills (preparing announcements- presentations- making videos...).
- Able to organize awareness campaigns and activities.

Conditions:

Passing the interview

Advantages:

Certificate of volunteering/participation/appreciation/...others

Tutoring lessons- Peer-Tutoring:

Due to the importance of tutoring lessons as one way to support students during the educational process and their effective impact on improving students' achievement level, the peer tutoring strategy is implemented. This strategy involves students serving as academic tutors and teaching their peers, which will be beneficial to them and contribute effectively to developing most of their academic skills. The tutoring lessons are supervised and directed by faculty members at the departments and will in turn reflect positively on the educational process in the following aspects:

- Developing and improving students' academic performance.
- Improving struggling students' level of achievement in courses.
- Reducing rate of students' repeated failures which will result in students being under academic probation and then dismissed.
- Improving rate of student retention in the college and reducing dropout rate.

Faculty Member's Role in Tutoring lessons - Peer-Tutoring:

- To identify and follow up the content presented by peer tutor.
- To revise the academic subject with the tutor and ensure his competency in it.
- To answer any inquiries made by the tutor and guide him to the simplest methods of delivering a lecture.
- To provide the peer tutor with classroom management skills.

Conditions of Peer Tutors:

- Students shall obtain grade B+ or above in the course they desire to teach.
- Students shall be at a level higher than the level they teach.
- Students shall be recommended by the faculty member who teaches the course.

Aspects to Help Students Improve Level of Achievement:

01 Guiding Students to Attend Tutoring Lessons Given by Their Peers.

02 Obligating Struggling Students to Attend the Office Hours to Explain What They Could Not Understand in the Course.

03 Diversity of Teaching Strategies, Using Video Content, and Recorded Lectures

04 Diversity of Assessment Strategies, Quizzes (classroom- online), worksheets, assignments, projects, research according to nature of the course.

05 Activating Peer-Tutoring Through Group Work in the Course.

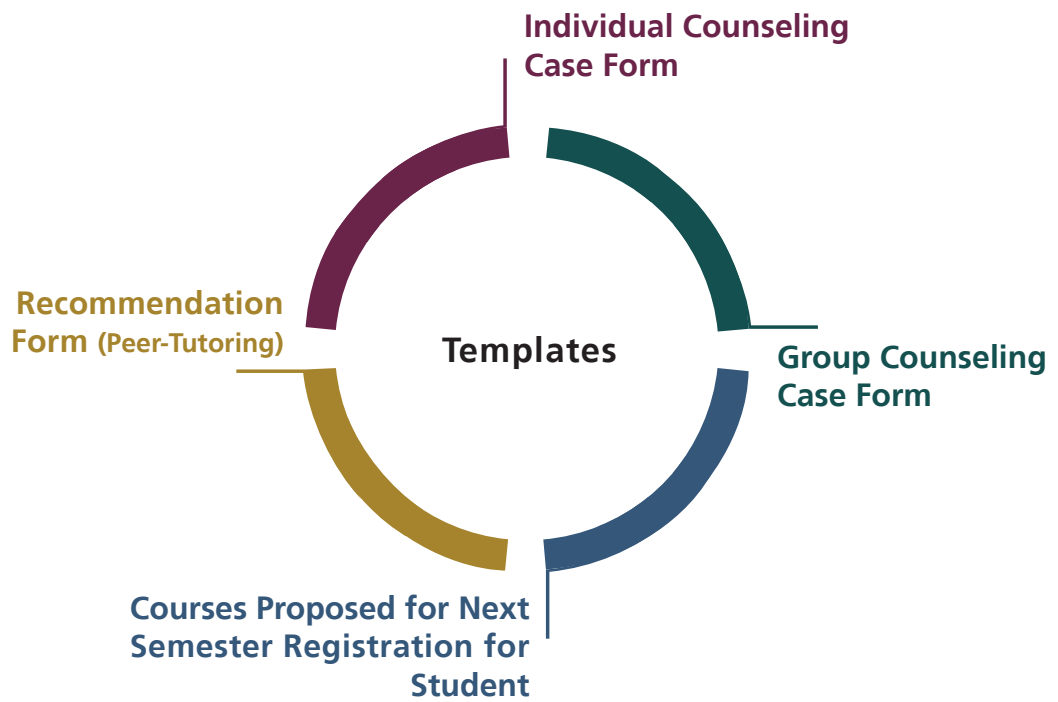
06 Encouraging Students to Attend Training Courses and Workshops Offered by the UCC to Acquire Some Necessary Academic Skills Such as Time Management, Course Management, Study Habits and Learning Skills, Exams Skills, Planning, ...

Responding to Requests and Referral Mechanism

The Academic Supervisor Shall Review and Respond to Requests as Follows:


1. To study each advisee case based upon (follow-up report- academic record).
2. To hold direct and indirect individual meetings with the struggling students to investigate reasons beyond poor performance (academic- personal- financial- health) and work on helping them solve their problems properly and attempt to overcome obstacles that may hinder their success through guiding them to the optimal way to continue study and how to make decisions concerning selecting, omitting and adding courses and to encourage them to attend the training courses offered by the UCC on study methods....and others.
3. To fill out individual counseling case form for each advisee and keep the form in the file of academic supervision.
4. To access advisee roster and select 'Create a Note' and complete note details (category- sub-category- subject- assigned to (based on student's situation- paragraph 5), advisee access: yes, status: open)
5. In case the supervisor could not solve student's problem, the request shall be referred based upon reasons of low achievement taking into account the following:
 - Referring any student having psychological/social/familial (personal) problem to the counsellor at the college after obtaining student's consent to referral along with explaining reasons, but in case of disagreement student shall be referred to head of the academic supervision unit.
 - Referring any student having an academic problem to the instructor of the course in which student faces a difficulty in academic achievement (to attend the office hours) or to the learning support center in order to join tutoring lessons; this center shall direct student as necessary.
 - Referring any student having a financial problem to head of the academic supervision unit at the college to communicate with the relevant entity as per the procedures.
 - Referring any student having a health problem to head of the academic supervision unit at the college to communicate with the relevant entity as per the procedures.
 - Referring any student to head of the academic supervision unit if his problem is unresolved through the academic supervisor or other entities.
6. To respond to the request sent from the referred entities through updating "note: assigned to the academic supervisor" after processing.
7. The supervisor has to add his comment and close the request after completing its forwarding by him or other entities.
8. To follow up with the entities to which the request referred, if necessary.

Templates




Individual Counseling Case Form

وزارة التعليم
Ministry of Education
043



الدعم الطلابي
Student Support



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
وكالة الجامعة للشؤون الأكاديمية

لجنة تطوير الإشراف الأكاديمي بكليات الجامعة
The Committee on Development of Academic Supervision at University Colleges

Template (1)
Individual Counseling Case Form



Personal Information		
اسم الطالب Student's Name:	الرقم الجامعي University ID:	الجوال Mobile No:
القسم Department:	عدد الساعات المكتسبة No. of Passed Hours:	العام الجامعي Academic Year:
التخصص Major:	عدد الساعات المسجلة No. of Registered Hours:	
الفصل الدراسي Semester:	عدد الساعات المتبقية No. of Remaining Hours:	
= عدد الإثراء إن وجدت No. of Academic Probations (if any) =	المعدل الفصلي Semester GPA:	المعدل التراكمي Cumulative GPA:
هل تم الفصل أكاديمياً سابقاً? Have you ever been dismissed academically?	معلومات أخرى Other information:	المستوى Level
Counseling Meeting Topic		
<input type="checkbox"/> تسجيل المقررات الدراسية) () Registration of academic courses	<input type="checkbox"/> تأجيل الفصل الدراسي) () Postponement a semester	
<input type="checkbox"/> عملية الحذف والإضافة) () Omission & addition processes	<input type="checkbox"/> مراجعة الخطة الدراسية) () Review of study plan	
<input type="checkbox"/> الاعتذار عن الفصل الدراسي) () Apology for a semester	<input type="checkbox"/> مراجعة التقدم في الدراسة) () Review of progress in academic courses	
<input type="checkbox"/> انخفاض المعدل الفصلي / التراكمي) () Decrease of semester/accumulative GPA	<input type="checkbox"/> مراجعة المواظبة والحضور) () Review & evaluation of regular attendance	
<input type="checkbox"/> الانقطاع عن الدراسة / إعادة قيد) () Rejoin/discontinued	<input type="checkbox"/> الانسحاب من مقر/ الجامعة) () Withdrawal from course/the university	
<input type="checkbox"/> تجاوز العدة النظامية) () Exceeding the Statutory period of study	<input type="checkbox"/> أخرى) () Others:	
Some Problems That Hinder Academic Progress:		
<input type="checkbox"/> مشكلة أكاديمية) () Academic problem	<input type="checkbox"/> مشكلة نفسية) () Psychological problem	
<input type="checkbox"/> مشكلة صحية) () Healthy problem	<input type="checkbox"/> مشكلة أسرية / اجتماعية) () Familial/social problem	
<input type="checkbox"/> مشكلة مالية) () Financial problem	<input type="checkbox"/> مشكلة أخرى) () Other problems...	
Description of the Problem :		وصف المشكلة
Recommendation:		التوصيات :

التاريخ Date



التوقيع Signature

المشرف الأكاديمي Academic Supervisor's

Group Counseling Case Form

وزارة التعليم Ministry of Education 043	 الدعم الطلابي Student Support	 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY وكالة الجامعة للشؤون الأكاديمية	
لجنة تطوير الإشراف الأكاديمي بكليات الجامعة The Committee on Development of Academic Supervision at University Colleges			
Template (2) Group Counseling Case Form			
الكلية College		الفصل الدراسي Semester	
القسم Department		العام الدراسي Academic Year	
التخصص Major/		عدد المسنّرين No. of student	
Attendee Students			
Name ID			الاسم الرقم الجامعي
Name ID			الاسم الرقم الجامعي
Name ID			الاسم الرقم الجامعي
Name ID			الاسم الرقم الجامعي
Name ID			الاسم الرقم الجامعي
Meeting Topic:			موضوع اللقاء :
Meeting Findings:			نتائج اللقاء :
Recommendations:			التوصيات:
التاريخ Date	التوقيع Signature	المشرف الأكاديمي Academic Supervisor's	

Courses Proposed for Next Semester Registration for Student



وزارة التعليم Ministry of Education 043	 الدعم الطلابي Student Support	 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY وكالة الجامعة للشؤون الأكاديمية		
لجنة تطوير الإشراف الأكاديمي بكليات الجامعة The Committee on Development of Academic Supervision at University Colleges				
College:				
Template (3) The Courses Proposed for Next Semester Registration for Student				
First/ Basic Information		أولاً: البيانات الأساسية		
اسم الطالب/الطالبة Student's Name		نوع الخطة Plan Type		
الرقم الجامعي University ID		المعدل GPA		
القسم /التخصص Major/ Department		رقم الجوال Mobile No.		
المستوى الأكاديمي Academic Level				
Second / Proposed Courses		ثانياً: المقررات المقترحة		
S	رقم المقرر Course Code	مستوى المقرر Course Level	اسم المقرر Course Title	رقم الفصل CRN No.
				العنى النظري Theoretical
1				
2				
3				
4				
5				
6				
7				
8				

يربط العبء الدراسي للطالب وفق معدله التراكمي شريطة استيفائه الحد الأدنى للعبء الدراسي ما أمكن وفق الجدول التالي:
 Student workload shall be calculated as per his GPA provided that he fulfills minimum workload as much as possible according to the following table:

الحد الأقصى من الوحدات الدراسية The maximum number of study units		بقية الكليات rest of the colleges	كليات الهندسة وطب الأسنان Colleges of Engineering and Dentistry	الفترة
النظام الفصلي Semester system	النظام السنوي annual system	المعدل التراكمي GPA	المعدل التراكمي GPA	
8 وحدات كحد أقصى Maximum 8 Units	20 وحدة كحد أقصى Maximum 20 Unit	أقل من (2) الأتار الأكاديمي Below (2) under academic probation	أقل من (2.75) الأتار الأكاديمي Below (2.75) under academic probation	1
10 وحدات كحد أقصى Maximum 10 Units	25 وحدة كحد أقصى Maximum 25 Unit	من 2 إلى أقل من 2.5 From 2 to below 2.5	من 2.75 إلى أقل من 3.25 From 2.75 to below 3.25	2
حسب المحدد في الخطة تبعاً لمستوى الطلبة أو 12 وحدة As per specified in the plan according to student's level or 12 Unit	حسب المحدد في الخطة تبعاً لمستوى الطلبة أو 30 وحدة As per specified in the plan according to student's level or 30 Unit	من 2.5 إلى أقل من 4 From 2.5 to below 4	من 3.25 إلى أقل من 4 From 3.25 to below 4	3
16 وحدة كحد أقصى Maximum 16 Unit	40 وحدة كحد أقصى Maximum 40 Unit	من 4 فتلتر From 4 and above	من 4 فتلتر From 4 and above	4

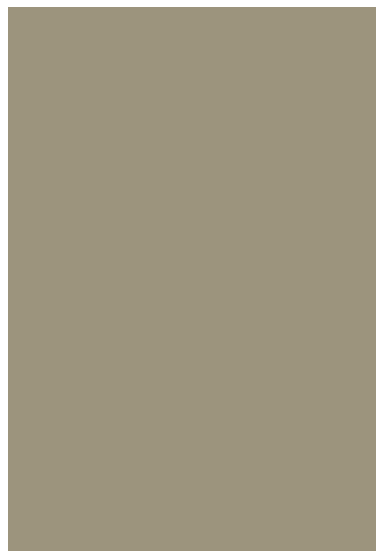
التاريخ Date	التوقيع Signature	المشرف الأكاديمي Academic Supervisor's

Recommendation Form (Peer-Tutoring)

وزارة التعليم Ministry of Education 043	 الدعم الطلابي Student Support لجنة تطوير الإشراف الأكاديمي بكليات الجامعة The Committee on Development of Academic Supervision at University Colleges	 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY وكالة الجامعة للتعاون الأكاديمية									
Template (5) Recommendation Form (Peer Tutoring)											
Peer-Tutoring Information :											
		بيانات دروس الأقران :									
Student's Name		اسم الطالب									
Course Title		اسم المقرر									
Student grade in the course		تقدير الطالب في المقرر									
Faculty member's role in the tutoring lessons (peer-tutoring) :											
<ul style="list-style-type: none"> To identify and follow up the content presented by peer tutor. To revise the academic subject with the tutor and ensure his competency in it. To answer any inquiries made by the tutor and guide him to the simplest methods of delivering a lecture. To provide the peer tutor with classroom management skills. 		<ul style="list-style-type: none"> تحديد ومتابعة المحتوى الذي يقدم من قبل مدرس الأقران. مراجعة المادة العلمية مع المدرس والتأكد من إتقانه له. الإجابة على استفسارات المدرس وإرشاده لأبسط الطرق في إعطاء الدرس. إرشاد مدرس الأقران لمهارات ضبط الصفوف العلمية. 									
The Respected Faculty Member											
The above-mentioned/student has progressed a nomination request to teach the above-mentioned course; if you think that the nominee student is proficient and able to teach the course to the currently registered students and after taking cognizance of the faculty member's role in the tutoring lessons (peer-tutoring), please inform us by signing below.		المكرم /عضو هيئة التدريس الفاضل تقدم الطالب/ة المذكور أعلاه، بطلب الترشيح لتدريس المقرر المذكور أعلاه، إذا كنتم تعتقدون أن المرشح ذو كفاءة وقادر على تدريس المقرر للطلبة المسجلين حالياً، وبعد اطلاعكم على دور عضو هيئة التدريس في الدروس الإضافية (دروس الأقران) فإننا نرجو منكم إفادتنا بذلك بتوقيع اسمكم أدناه.									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Faculty Member</td> <td style="width: 30%;"></td> <td style="width: 30%; text-align: right;">اسم العضو</td> </tr> <tr> <td>Signature</td> <td></td> <td style="text-align: right;">التوقيع</td> </tr> <tr> <td>Date</td> <td></td> <td style="text-align: right;">التاريخ</td> </tr> </table>	Faculty Member		اسم العضو	Signature		التوقيع	Date		التاريخ		
Faculty Member		اسم العضو									
Signature		التوقيع									
Date		التاريخ									
نشكر لكم هذه التوصية، ونأمل منكم تشجيع الطلبة على التعاون والاستفادة من الدعم الأكاديمي في حال حاجتهم إلى مساعدة أكاديمية إضافية في المقرر الذي تدرسونه.											
Thank you for such recommendation and we hope you stimulate students to cooperate and benefit from the academic support if they need extra academic assistance in the course you teach.											



The Web-Page of Academic Supervision
on the University's Website



Prepared by

**The Committee on Development of Academic
Supervision at the University Colleges**

Translation and Proofreading by

The English Language Department, College of Arts



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

وكالة الجامعة للشؤون الأكاديمية
Vice Presidency for Academic Affairs