# Academic Advising Policy

## 1. Introduction

Professional and ethical conduct of all members of the university is an essential means of achieving excellence in education. So, the professional academic relationship between faculty advisors and graduate and undergraduate students is structured through these guidelines. While different programs have their own particular advising norms, the guidelines are universal and applicable equally for all the programs of BUBT. Advising approach of the students allows a student to receive supportive measures from a particular Advisor during his/her total study period. Working with a single academic advisor helps the students to stay informed about current activities as well as upcoming matters. Advisors also assist new students to adjust with the university environment. Policy letters are supplied in Appendix A to introduce single Faculty Advisor for mixed groups of students.

## 2. Rational

Effective academic advising is a critical component of a successful undergraduate or graduate degree program. At BUBT, all enrolled undergraduate and graduate students are to be advised by a member of the faculty. The nature of academic advising may differ for different programs and at different stages in a degree program.

## 3. Objectives and Scopes

i) Promoting and sustaining a culture of quality advising at the BUBT through direct advising.

ii) Designed to assist students in the development of educational plans and the selections of appropriate course work.

iii) Assigned individual students by academic staff as a first point of contact for those who require advice or assistance primarily on academic matters.

## 3. Expected Outcomes

Students of undergraduate and graduate (i.e. MBA and LLM) programs will be able to receive academic and non-academic guidance on the rules and regulations of the university, career building and job finding advice as well as assistance for other academic matters at BUBT.

## 4. Characteristics of Effective Advisors

Advisors should possess the following characteristics for effective advising:

a) Interested in advising all students irrespective of race, religion, personal relation etc.
b) Demonstrates a concerned and caring attitude toward students
c) Exhibits effective interpersonal and communication skills
d) Available to students in regular basis
e) Contact with students or their parents or local guardians without delay
f) Engages in progressive advising for course scheduling

g) Providing sufficient and necessary information students asked for
h) Clear understanding about institutional rules, regulations, policies, offerings, and procedures
i) Monitors student progress
j) Uses appropriate information sources and refers when necessary

**5. Role of Advisor**

The advisors should play an active rather than a passive role as indicated below:

- Fresher's advisors meet with newly admitted students during orientation to assist student with initial adjustment to academic life of the university. Special sessions should be scheduled throughout the first academic year.
- Help students with academic matters like problems with a particular class, and guide students through the registration process, including providing information on various registration requirements and what needs to be done to address those needs.
- Advisors meet at least once each semester/trimester with continuing students to plan for the coming semester/trimester and to revise long range academic program schedules.
- Assist students in developing a holistic academic plan consistent with their abilities and interests.
- Help students define and develop realistic academic and career plans through schedule planning for each semester/trimester, if appropriate.
- Help students acquainted with the Center for Career Development (CCD) which may offer course on Professional Life Skills Development Program (PLSD) and also provides career counseling and workshops on issues such as writing resumes and preparing for job interviews.
- Assist students to avail the internship opportunities and explain how credit can be earned for it, and provide information on study abroad programs that might enrich a student's academic experience as well as enhance their resume.
- Inform students about graduate (MBA and LLM) opportunities and application procedures at BUBT.
- Help students seeking counseling for stress management and addiction or trauma prevention at Psycho Social Counseling Unit.
- Monitor progress toward educational/career goals and meet at least once each semester/trimester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Interpret and provide rationale for institutional rules, regulations, policies, procedures, and requirements.
- Follow-up with the students on the notice of class probation for poor attendance, notice of failing grades, incomplete grades from past semester(s), etc. Special attention should be paid to students who are placed on academic probation.
- Approve all designated educational transactions like pre-registration/registration schedule, drops/adds, withdrawals, change of major and advisor, waivers, graduation requirements, etc.

- Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), dates of conferences, notation of special circumstances, etc.
- Proactively contact and be available for students on a regular basis. Office hours should be posted on the advisor's office door and preferably given to the advisee early in the semester. Advisors should plan for extended hours during pre-registration advising.
- Consult regularly with faculty colleagues in order to have up-to-date information. For career and graduate program options, advisors should refer graduating students to the Career Development Center when more information is needed.

**6. General Procedure of Advising Students**

– Department Chairman will distribute all students in different groups under different faculty members. Then the list of advisors with the distribution of students is forwarded to the Dean (As per Annexure A) and Registrar Offices. For joining or leaving of faculty members, redistribution of the students is to be done accordingly. Each Department prepares a summary of student distribution (as per Annexure B) and forwards it to the Vice Chancellor, Pro-Vice Chancellor and Registrar Offices once in a semester before mid-term examination.
– Designated Advisors will collect and maintain information using student Profiles of all the students placed under his/her supervision. 'Annexure C' is used to keep individual student information.
– An Advisor prepares a semester-wise plan to advise his/her students.
– An Advisor also records the academic (midterm and final exam results) and extracurricular and co-curricular activity performances of his/her students.

Accountability Monitor of Advisors:
Accountabilities of the Advisors will be monitored and the following process is to be maintained:

- The department Chairman should responsible for supervising the activities of Advisors.
- The department Chairman should forward reports on the activities of Advisors of his department to the Dean once in a semester/trimester.
- The Pro-Vice Chancellor will be responsible for overall supervision of the whole Academic Advisory System of the university.

Annexures:

1. List of Students Assigned to a Faculty Member
2. Summary of Student Distribution amongst Faculty.
3. Student Advising Form A and B.

# BUBT

Academic Advising by Faculty to Student Program

List of Students Assigned to a Faculty Member

1. Name of Department:_____
2. Total Registered Student: _____
3. Total Number of Faculty Members in the Department: _____
4. How many Faculty Members have been assigned as Advisor: _____
5. Average Number of Students Assigned to one Student Advisor:_____
6. Name of Faculty Advisor: _____
7. Total Student Assigned to Above Faculty: _____

**List of Students (Please Add Page with Headings)**

Program Coordinator Chairman of the Dept.

| Ser | Student ID | Name of Student | Signature of Student | Effective from Semester |
|---|---|---|---|---|
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Signature & Date Signature & Date

# BUBT

Academic Advising by Faculty to Student Program

Summary of Student Distribution amongst Faculty Member

1. Name of Department: _____
2. Total Registered Students: _____
3. Total Number of Faculty Members in the Department: _____
4. How many Faculty Members have been assigned as Advisor: _____
5. Average Number of Students Assigned to one Student Advisor: ____

**List of Faculty Members (Please Add Page with Headings)**

| Ser | Name of Faculty | Performing as Advisor Since | Number of Student Assigned & Their Level of Academic Year | | | | Total |
|---|---|---|---|---|---|---|---|
| | | | Yr 1 | Yr 2 | Yr 3 | Yr 4 | |
| | | | | | | | |
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| **Total:** | | | | | | | |

Program Coordinator
Signature & Date

Chairman of the Dept.
Signature & Date

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**BUBT**

Academic Advising Form (A)

| **Advisor Information** | |
|---|---|
| Name of Advisor | Please Insert Your Photo |
| Designation | |
| Department | |
| Advising Commenced from (Semester) | |
| Number of Student Advising | |

| **Student's Information** | |
|---|---|
| Name | |
| Department | |
| Student ID | |
| Undergraduate | |
| Date of Birth | |
| Gender | |
| E-mail Address | |
| Cell No. | |
| Present Semester | |
| Permanent Address | |
| Present Address | |

| **Academic Information** | |
|---|---|
| What is your expected final CGPA that you would like to achieve at the end of your study period at BUBT? | |
| What is the date of your admission at BUBT? | |
| When are you going to complete your degree program at BUBT? | |

| GPA/CGPA Obtain | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Graduation Level (Semester Wise) | | | | | | | | | | | | Post-Graduation | | | |
| SSC | HSC | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th | 1st | 2nd | 3rd | 4th |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Present CGPA at BUBT | | | | | | | | | Previous CGPA at BUBT | | | | | | | | |

| Involvement in Club Activities (if any) | |
|---|---|
| Name of the Club | |
| Position in the Club | |
| Workshops and Seminars Attended | |

| Source of Financial Support | |
|---|---|
| a) Scholarship and waiver from BUBT | |
| b) Parents | |
| c) Relatives | |
| d) Part Time Job | |
| e) Tuition | |

| Family Information | |
|---|---|
| Father (Profession) | |
| Mother (Profession) | |
| Number of Brothers and Sisters | |
| Are they studying? If so, where? | |
| Any Brother or Sister studying at BUBT | |
| Personal Interests | |

| Personal Strengths and Weakness | |
|---|---|
| Strengths | |
| Weaknesses | |

| Others | |
|---|---|
| Personal Vision | |
| What Professional Career do you like to take in future? | |

| Extra Ordinary Achievements (if any) |
|---|
| |

**BUBT**

Academic Advising Form (B)

**Semester wise Academic Performance**

| | | Please Insert Your Photo |
|---|---|---|
| Name of Advisor | | |
| Designation | | |
| Department | | |
| Semester<br>Number of Student A d v i s i n g | | |

| Year -1 | | | | Year - 2 | | | |
|---|---|---|---|---|---|---|---|
| Semester 1 | Semester 2 | Semester 3 | CGPA | Semester 4 | Semester 5 | Semester 6 | CGPA |
| | | | | | | | |
| **Year – 3** | | | | **Year - 4** | | | |
| Semester 7 | Semester 8 | Semester 9 | **CGPA** | Semester 10 | Semester 11 | Semester 12 | **CGPA** |
| | | | | | | | |