



Academic Advising and Counseling Policy

Department of languages and translation has made a policy and set up rules and regulations for effective academic advising in order to provide appropriate and high quality counseling services to all students throughout their time at NBU. This student-centered advising process always focuses on students' success, inspires them to monitor their progress and achieve their educational goals. The parameters of academic advising are clear and understandable by both students and advisors. Successful collaboration between academic advisers and students is essential in creating the most invigorating and rewarding university experience.

All faculty members are assigned with a number of students to provide advising services. It is ensured that all faculty advisors are knowledgeable about the skills and procedures required for effective advising. Their main tasks include providing guidance to students in planning their academic careers, selecting appropriate courses, identifying their rights and responsibilities, consulting campus services and resources, and interpreting university's policies and procedures. Academic advisors are expected to demonstrate commitment, care and respect throughout the advising process. They endeavor to maximize students' potential and help them to cope with their social and psychological problems.

Academic advisors are expected to hold at least two meetings with their students every semester and stay available for them during office hours and upon requests to ensure timely handling of their academic and non-academic issues. It is recommended for students to regularly meet and build a working relationship with their advisors. This regular contact helps their advisors to gain insight into their academic, social and personal experiences and guide them accordingly.

Development of student's decision making skills is conducive for an efficient academic advising process. It enables them to feel independent and self-reliant, express their opinions and make informed choices. Students are also motivated and encouraged to participate in curricular and extra-curricular activities to enhance their learning experience.

An academic advising and counseling committee is created under the guidelines and standards of the university for the development of the academic advising process and the implementation of the rules. Moreover, an academic advising and counseling handbook has been developed to facilitate students to understand their rights and duties, degree requirements, institutional policies and procedures and student's code of conduct. The effectiveness of academic advising process is monitored through students' satisfaction survey conducted at the end of each semester.