



## IBRI COLLEGE OF TECHNOLOGY

### STUDENT ADVISING POLICY

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To be implemented by	IbriCT Staff		

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\*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the policy review process.

## Version Control Table

### A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
1.0	PMC	2015	First draft written based on	PMC through
2.0	PMC through ad hoc committee, IbriCT	1/04/2018	a. Rephrased all contents and added sections based on the policy template. b. Changes made according to the ad hoc committee members. c. Changes made according to the PMC's comments.	PMC through ad hoc committee
2.1	QAD, IbriCT	14/05/2019	Revised the version control and summary tables.	PMSC
3.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

### B. Plagiarism verification

Version	Team/Committee /Person	Date (dd/mm/yyyy)	%of plagiarism	Signature
2.0	QAU	10/04/18	4%	P. Hurst
3.0	QAD			

### C. Document proofread by

Version	Team/Committee /Person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
2.0	Peter Hurst	10/04/18	Excellent	P. Hurst
3.0	Proofreading Team	15/05/2019		



<b>Policy Title</b>	Student Advising Policy
<b>Policy No.</b>	04
<b>Policy Outline</b>	This policy aims to plan academic courses, the registration of courses, the grading system, counselling, rules and regulations, code of conduct and career path, and additional educational opportunities.
<b>Status</b>	Active

### 1. Policy Title

Student Advising Policy

### 2. Definitions and Abbreviations

- **Advisor**- a lecturer/mentor who helps enrolled students to achieve career goals in Ibri College of Technology.
- **Advisee**- a student enrolled in at least one of the academic departments of Ibri College of Technology.
- **AMS** - Advisee Management System, an internal web-based academic management system used by Ibri College of Technology.
- **CIMS** - College Information Management System, a web-based system provided by the Ministry of Manpower to all Colleges of Technology in Oman.
- **Course advising** - the process of assigning courses to the advisees after the release of the final examination results.
- **Pre-advising** - the process of assigning courses to the advisees before the final examinations. This is done for the purpose of course projection for the following semester.

### 3. Policy Statement

IbriCT is committed to providing students with the student advising system. This system includes the planning of academic courses, the registration of courses, the grading system, counselling, rules and regulations, code of conduct and career path, and additional educational opportunities.

### 4. Purpose/Reasons

The purpose of this policy is to:

- Provide significant information to student advisors in assigning appropriate academic courses to their advisees;
- Provide counselling to students in choosing their specialization courses;
- Monitor and follow-up students' progression;
- Handle students' academic related issues.

## 5. Scope

This policy applies to all staff members who are involved in student advising. It also applies to all post-foundation students currently enrolled in the college.

## 6. Procedures

- a. The department registrar assigns an advisor to newly enrolled students in the specialization with the guidance of the heads of the department and head of the Admission and Registration Department.
- b. The department registrars, in coordination with the heads of the department, deliver an induction to the students.
- c. The list of students is placed on the department notice board and in the College Information Management System, assigning the advisees to the advisor.
- d. The department registrar/advisor allots the specialization according to the academic criteria.
- e. The advisor conducts the pre-advising as per the course audit and the students can discuss with their advisors if they require any changes in the course.
- f. The advisor assigns the courses to the students based on the academic criteria and status of the students.
- g. The advisor can allow the student/advisee to repeat a maximum of three courses in a level according to the academic criteria. The student registers the advised courses by himself/herself using CIMS as per the registration schedule provided by the Ministry of Manpower and gets the course registration timetable from the CIMS or from the advisor.
- h. The department registrar has to prepare the critical case students list, collect the feedback from the respective advisors and submit to the heads of the department for the approval of the College Council.
- i. If an advisee is not able to register the course within the scheduled period, the student must submit a timetable issues form to the advisor to register an alternative time.
- j. If an advisee wants to add or drop the course, the advisee must meet his/her advisor to change his/her timetable and get the new timetable from the advisor.
- k. If a student wants to withdraw from any of the registered courses, he or she can apply through the CIMS, and the advisor can approve or reject the application based on the academic criteria.
- l. If a student wants to postpone until the next semester or transfer to other college, he/she can apply through the CIMS, and the appropriate authorities can approve or reject his/her request.
- m. The advisors and counselling office guide the advisee about academic information such as credit hours, Semester Grade Point Average, Cumulative and Overall Grade Points Average (CGPA) calculations, academic probation and course selection for each semester.
- n. The Counselling and Graduate Follow-up Department calls for meeting the students under probation for counselling and follows up the academic progress of the student at least twice per semester.
- o. Advisors call a meeting with each of their advisees to discuss the academic progress and issues twice per semester.
- p. Counselling to the advisee by the advisor must be documented in the Advisee Management System or a manual record, and then a report can be generated for filing purposes.
- q. Advisors document the counselling session and submit a report to the HoS/HoD so that
- r. Appropriate steps can be taken by senior department members, if necessary.

- s. Advisors generate a student retention and progression report from the CIMS for each semester to track and monitor a student's progression and retention.
- t. The advisor generates the advisees' status report from the CIMS for the advisee to identify the status of the student for the following semester.

## **7. Responsibilities**

### **Advisor:**

- To clarify academic rules and regulations, programme requirements, procedures, specialization and other college information for the advisees;
- To clarify pertinent information and discuss the implications for the students' academic success;
- To schedule advising hours and inform the advisees about them;
- To be available to students during the advising hours to respond to their questions and concerns;
- To maintain professional integrity, confidentiality, respect, and sensitivity in advising;
- To assist advisees to develop educational plans by selecting appropriate coursework and opportunities to achieve students' goals;
- To assist advisees to independently monitor their progress toward achieving their educational and career goals;
- To ensure the correctness of the advisees' Transcript of Record during each semester after the announcement of marks/results;
- To be knowledgeable about promoting and referring students to appropriate campus and community resources and services;
- To provide feedback for students with critical and marginal cases;
- To report critical cases to the counselling office for further action;
- To maintain an advisee academic folder for each advisee that contains the following information:
  - Record of advisee's status;
  - Final timetable;
  - Undertaking (if any);
  - Copy of Transcript of Records.

### **Advisee:**

- To recognize that advising is a shared responsibility;
- To contact and make a prior appointment with the advisor as and when academic assistance is required;
- To prepare for advising sessions and bring relevant materials when contacting the advisor;
- To ensure the correctness of Transcript of Records at the end of every semester;
- To check pre-advising courses and to discuss with the advisor in case of course changes;
- To be present in all advising meetings;
- To make final decisions about choices concerning academic matters;
- To assume final responsibility for the advisee's decisions and academic choices;
- To register the advised courses in the CIMS by himself/herself on the day of registration;
- To meet the advisor for any changes in the course of timetable during the add/drop

- period and submit a Timetable Issue Form;
- To apply online for course withdrawal or postponement, and for social college transfer through the CIMS.

**ADSA:**

- To monitor all registration activities.

**ADDA:**

- To guide the advisee during critical situations.

**Counselling and Graduate Follow-up Department:**

- To identify the probationary students at the beginning of every semester using CIMS;
- To send text messages to the students and their parents regarding probationary status and to arrange time to meet with the CGFD;
- To announce the information on display boards and the college website for the students to meet with the CGFD;
- To inform probationary students of their statuses, CGPA and required CGPA to have the students' probationary status lifted, maintain records and issue copies of documents to the academic departments;
- To solicit feedback from probationary students on the reasons behind their failures, and to provide suggestions and motivation to students;
- To report the identified critical cases for further action to the ADSA and College Council;
- To update the data base, to prepare comparative statements semester-wise, and to evaluate the students under probation and the CGFD's performance.

**Department Registrar:**

- To plan and implement the registration activities of the concerned department.

**HoD/HoS:**

- To monitor the department registration activities.

**Registration HoD:**

- To plan and implement all registration activities including examinations.

**8. Supporting Documents**

Bylaws and Amendments  
 Course Audit  
 Pre-requisite Course (generated from the CIMS)  
 Specialization Committee Recommendation  
 Timetable Issue Form

**9. Related Policies**

Not Applicable