



كلية التمريض - جامعة المنصورة الأهلية
FACULTY OF NURSING - MANSOURA NATIONAL UNIVERSITY



Academic Advisor Duties
Faculty of Nursing
Mansoura National University
2026/2025

M N U

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الصفحة الرسمية للجامعة



الموقع الرسمي للجامعة



Academic advisor duties:

The tasks of the academic advisor in general are many and varied, but there are qualitative tasks for the academic advisors in light of the different specializations of the students. Below we define the tasks entrusted to the academic advisor at the college.

A- Tasks related to the counseling aspects of students, which are as follows:

1- Preparing the student's file

The academic advisor prepares a special file for each student who has been entrusted with the task of supervising them. The file contains the following:

- Student Information Form
- List of courses for the student's academic major
- Registration form
- A recent copy of the academic transcript, the transcript
- Other administrative documents...etc.

2 - General guidance for the student

Directing the student to someone who can answer his inquiries and discuss with the student regarding the academic schedule (the advisor must make sure that the students know the place and time in which the lectures begin and that there is no conflict in the student's schedule).





3- Directing students to understand their academic conditions and to plan well for their academic future.

4- Directing students to how to implement study projects and plans.

B - Tasks related to the scientific and educational aspects of students, and they are as follows:

- Coordination with course professors to overcome the problems facing students in the study.
- Pushing students on a personal level to benefit from their potential and potential in learning and creativity, in arrangement with subject professors, supervisors and academics.
- Encouraging students to engage in academic activities to improve their academic level and activate self-learning procedures
- Identifying students with low achievement and academic excellence and developing appropriate methods for each case to raise the educational level and help the outstanding to maintain their excellence.





C- Tasks related to the social and behavioral aspects of students, which are as follows:

- Working to bring about positive changes in the student's behavior patterns by helping him to adapt and adapt to his social environment and communicate with his peers through periodic meetings with him and direct him towards the values of group interaction.
- Providing psychological counseling by meeting students in the office of the academic advisor.
- Conducting group meetings with students through seminars and meetings to consolidate social and human relations and bring about rapprochement between students.
- Increasing the moral support of students by facilitating their contact with the administration and presenting their personal and academic problems while making sure that effective solutions are put in place.

Academic Advising Coordinator
Assist. Prof. Dr. Ghada Badawy

Dean of Faculty
Prof. Dr. Raefa Refaat Allam

