



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



# Academic advising procedures Faculty of Nursing Mansoura National University

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الصفحة الرسمية للجامعة



الموقع الرسمي للجامعة



## Academic advising procedures in the faculty

**First: Hold a meeting with his student group at the beginning of the semester in which:**

- Getting acquainted with his students to remove the fear that the student may feel at the beginning of dealing with faculty members, obliging them to write down their data in the form prepared for this and alerting the importance of attendance and discipline during their studies.
- Clarify the advantages and advantages of their communication with the academic advisor, and notify them that his job is to provide assistance and assistance to them.
- Distribution of papers and publications identifying the study regulations.
- Determine and announce his office hours to answer their inquiries and welcome students' visits to him at the Guidance Center or the Scientific Department.
- Clarifying the importance of the university stage and being the beginning of the road to the future, guiding them to the need to build sound relationships between them and all faculty members based on respect and appreciation, and investing them in good educational achievement.
- Alert students to the need to know the academic year calendar, especially the dates of registration, deletion and addition ... etc.
- Encouraging students to participate in student activities at the faculty and university.
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- Monitor and follow up the student's academic progress through the study plan.
- The academic advisor must ensure that all students know the place and time when the lectures begin.
- The academic advisor is the link between the students and the faculty administration to solve any problems that the student may face.
- When any problem occurs between the student and a member of the faculty or the supporting body, the academic advisor intervenes to try to solve this problem.
- The academic advisor acquaints the students with the items of interest to them from the study list, such as the number of course hours - grades of work of the year and work ... etc.

## Second: Preparing the academic advising file for each student:

The academic advisor prepares a file for each student. The file includes the following contents:

- A copy of the student's personal data and means of communication (telephone, email)
- A copy of the student's notification of his academic advisor.
- A copy of the student's registration schedule for each semester.
- A copy of the student's semester result.
- A copy of the student's study plan.
- A copy of the student's cumulative record at the beginning of each semester.
- A copy of the add and drop papers for the courses submitted by the student.
- A copy of any decision taken against the student.





### Third: Organizing group counseling dates and individual counseling hours:

- The advisor sets a group meeting with his students once every two weeks in which he inspects their academic conditions, listens to their problems, discusses with them the obstacles they raise and gives them advice.
- He sets the individual counseling hours during which he receives students, announces them at the door of his office and commits himself to being there as much as possible

### Fourth: The procedure of dealing with cases of students' academic stumbling or delaying:

- A stumbling student is the one who fails one course or more, and the student who receives an academic probation.
- The responsibility of identifying defaulting students rests with the academic advisor to see the results of the defaulting students in his advisory group.
- Each academic advisor prepares a report on cases of stumbling in his group that he is guiding, and by communicating with them via e-mail or through advertisements, meetings are held with these students and identify the causes of stumbling.
- The failure reports are studied by the academic guidance coordinators in the programs and the director of the extension unit at the faculty, and the needs of the defaulting students are determined.





- The academic coordinator participates with the students in responding to them and hearing their views regarding the delay or stumbling and discussing their proposals to develop a plan to improve the academic level and study the reasons that led to the stumbling, and it is presented to the Guidance Committee and then to the faculty Council to study and approve what is appropriate for students.
- The Director of the Academic Guidance Unit at the faculty, in coordination with the Vice Dean for Student Affairs and the Dean of the faculty, determines and conducts appropriate courses to address the causes of stumbling, especially in developing the self-abilities of defaulting students.
- Each academic advisor, upon the announcement of the exam results, follows up on the improvement in the level of achievement for these students and submits a report to the Counseling Unit with a copy of the report provided to the head of the department.

#### **Fifth: Taking care of excellent exceptional students:**

- The advisor identifies them at the beginning of the semester by informing him of the results of the academically excellent exceptional students.
- The advisor communicates with his students about their achievements and informs them of the date of their honoring.
- He submits a list of their names to the academic guidance coordinator in the program, and the names of the excellent exceptional students in each program are collected and submitted to the director of the academic guidance unit at the faculty.





- The director of the Guidance Unit coordinates with the Vice Dean regarding their honoring.
- The names of the excellent exceptional students are announced on a faculty honor board that contains the names and pictures of the excellent students.
- The first three students have the right to obtain the eligibility of external borrowing of books from the library in the number determined by the official or the librarian, and he is given an acquaintance card in this sense.
- Priority is given to the top five excellent exceptional students in attending the training programs held by the Quality and Development Unit at the faculty and the programs held through the committees of the Vice Dean for Student Affairs and for preparing the skills of university students.
- Outstanding students at the last levels can be involved in the academic advising processes in terms of introducing their colleagues to the regulations and courses of each academic group and participating in the reception of new students.
- Priority is given to inviting the first five students to participate in the free or subsidized trips organized by the faculty within the student activities and youth care.





## Sixth: The procedure of dealing with gifted and creative students:

- A gifted or creative student is a student who has superior mental abilities or outstanding performance that exceeds his peers in one of the activities or fields supported by the faculty or university.
- At the beginning of each semester, the student activity officer prepares a semester program of activities during study and summer activities in the various faculty's, which include cultural, sports and social activities that will be held during the semester. The academic advisor urges students to participate in the faculty's activities and encourages them to highlight their talents.
- The Student Activity Officer discovers talented and creative people in various aspects and submits their names to the Director of the Academic Guidance Unit.
- Talented and creative people are encouraged to participate in courses to develop their intellectual, creative and innovative abilities.
- The student activity officer, in coordination with the director of the academic guidance unit of the faculty, the vice dean for student affairs and the dean of the faculty, determines the value and type of awards granted to talented and creative students.
- Gifted and creative students are honored in a semester ceremony inside the faculty.
- The names of the creators are announced on the creativity board and in the faculty and university.





## Seventh: Procedure for monitoring cases that need special care:

The academic advisor, when there are special cases that require a psychological, social, or medical specialist, must submit the counseling coordinator to the band or study program a statement of those cases and make a case statement or a case study to coordinate in the counseling unit how to deal with it and develop appropriate solutions for it in consultation with the dean of the faculty. These cases are kept strictly confidential whenever necessary. Among those cases are the following:

- Sudden drop in academic performance without justified reasons.
- An unjustified request to postpone or withdraw from the faculty.
- Complaints by faculty members about persistent negative behaviors shown by the student.
- Weakness of the student's ability to express or describe his problems clearly.
- Prominent manifestations of deep states of confusion, frustration, apathy, despair, or symptoms and

### Academic Advising Coordinator

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