



**DOHA INSTITUTE
FOR GRADUATE STUDIES**

Academic Policies – Academic Affairs

Academic Advising Policy

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Academic Policies
Academic Advising Policy

Introduction

The Doha Institute for Graduate Studies (DI) makes a large investment in its students and strives to ensure that every student achieves a record of academic success to the highest standard. To this end, each student is assigned an academic advisor from admission to graduation.

The academic advisor's role is:

- To support the integration of new students into the DI and familiarize them with the DI environment, policies, and procedures;
- To support students' academic performance until their graduation.

The student keeps the same advisor throughout the length of their studies. The advisor offers the necessary support and assistance in relevant areas such as advice on course selection, explaining the study program, guidance in meeting conditions for graduation, and an understanding of DI policies and procedures.

Policy Statement

Responsibilities of the Registrar's Office

- After a student is successfully admitted and before enrollment, the Office for Registration and Students' Affairs will allocate students to fulltime faculty members of their program fairly. The Registrar's Office shall send lists of students and their allotted advisors to the deans, program directors, and the academic advisors concerned.
- The Office for Registration and Students' Affairs is responsible for coordinating the task of appointing academic advisors in cooperation with the Dean's Office of each School and with program directors.
- The Office for Registration and Students' Affairs shall, before the date of their enrollment, notify students of the name of their allotted academic advisor by email. A note of this is to be included in the acceptance pack the student receives following enrollment.
- The DI shall organize orientation workshops and talks for students during orientation week to introduce DI policies.
- The DI programs shall organize orientation meetings for new students to explain the DI vision and mission, study plans, and graduation requirements.
- The Registrar's Office shall offer all necessary support for academic advisors, and enable advisors to have access to students' data such as lectures, programs of study, and other relevant information via the Students service system (SIS), in accordance with the provisions of the records and student data policy.

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Responsibilities of the Academic Advisor

- Each academic advisor will be responsible for advising students throughout the duration of their academic program. This will allow the academic advisor to support the students' progress and oversee their performance from admission to graduation.
- Each academic advisor will be responsible for monitoring the student's compliance with graduation requirements, especially during their final term.
- If circumstances arise that call for a change of academic advisor, the student will complete a request to change advisor using the "Change of Advisor" Form and submit it to the program director, who, if the request is deemed justifiable, will assign a new advisor and inform the Registrar's Office.
- The academic advisor will hold periodic mandatory meetings with the students during the academic year, scheduled as follows:
 - A meeting at the start of a student's enrollment at the DI;
 - A meeting at the beginning of every term.
- If the advisor or the Registrar's Office consider that there is a need to hold additional follow-up meetings, the advisor may arrange meetings with the student at any time during the academic year. Students also have the right to request a meeting with their academic advisor during the academic year for guidance and advice.
- The academic advisor shall be acquainted with all the policies relating to students, and any updates to them available on the staff portal of the DI website, so as to be able to advise and guide students in a manner consistent with the DI vision, mission, and goals.
- The scope of academic advising shall include, but not be limited to, the following areas:
 - a. Orienting new students and supporting their integration within the DI community. This includes setting the student's expectations about the academic requirements of the DI and its programs;
 - b. Discussing the student's academic background, abilities and knowledge, interests, and career objectives, and, on that basis, proposing an overall plan of study for them covering the duration of the program;
 - c. Assisting students to understand their post-graduation aims and how these aims are related to the current education process.
 - d. Guiding the student's course selection for the semester during the first week of registration;
 - e. Guiding the student on issues of language proficiency, bearing in mind that this is a graduation requirement;
 - f. Assisting students with choice of concentration track;
 - g. Developing a roadmap with milestones indicating the student's academic progress;
 - h. Guiding the student in selecting electives from other programs and/or schools;
 - i. Explaining relevant academic policies and procedures within the DI and the school;
 - j. Encouraging students to become involved in the activities of campus life;
 - k. Directing the student to another official or other services if circumstances demand;
 - l. Student and advisor are to complete the Advisor Meeting Form for each meeting.
- The performance of other professors is not to be discussed at meetings between the student and the academic advisor.

Academic Advising Policy – Academic Policies (4)

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Student Responsibilities

Despite the obligation of academic advice being on the DI, students also maintain a significant responsibility for the advisory process.

Although students are being academically advised, they too have significant responsibility for the advisory process. They should take initiative in communicating with their advisor and in building a good relationship with them. To this end, students are expected to:

- a. Communicate with the academic advisor during the first week of registration (orientation week) and before the start of classes;
- b. Maintain good academic standing, which is the student's own responsibility, while the advisor is responsible for monitoring the student's academic progress, supporting them as needed, and for drawing up a timetable of meetings, for which both parties are prepared. This requires that the student has a plan about which program they wish to join, can discuss their wishes and goals with the academic advisor, know the program, graduation, and concentration-track requirements, and attend meetings with the academic advisor as scheduled;
- c. Consult the academic advisor on building the program of study or changing it (during the add/drop period);
- d. Consult the academic advisor when finding any academic difficulties;
- e. Consult the academic advisor if the student wishes to change program or concentration track;
- f. Request feedback from the academic advisor concerning the university resources that will assist the student to achieve their intellectual, moral, personal, and professional goals;
- g. Communicate with the academic advisor when the need for advice and guidance concerning clarification of study plans and the choice of track or program arises.

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