

## Academic Supervision (Advisory) Guide

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Since a student is the aim of teaching and learning process, and to provide the student with the necessary help within the limited period of study and build his/her self –confidence in accordance with the programme of Law, the Faculty of Law at Philadelphia University appointed an academic supervisor (counsellor) from the teaching staff to supervise a group of students to help them obtain their B.A. degree through advice and solving problems. The academic supervision committee at the University has made this guide to pave the way of the supervisors while performing their job .

### **First : Forming the committee**

At the start of every academic year, a committee is formed according to a decision by the Faculty Council which includes nominating the chairman and the members of the committee and their tasks and responsibilities.

The committee is called ( The Academic Supervision Committee ) .

### **Second : Functions of the committee**

In view of what the Faculty Council or the Dean decided, the committee is responsible for:

- a- Supervising and following up the application of procedures and instructions of procedures and instructions of the academic supervision .
- b- Helping the supervisors to fulfil a university academic atmosphere and to build a study plan .
- c- Dividing the students of law into groups and providing the supervisors with lists of their names and a suitable time-table of supervision.
- d- Informing students with their supervisors names .
  
- e- Following up the process of supervision especially :-

- 1- Providing students with forms of course registration, addition and withdrawal .
  - 2- Providing students with study-plans and supervision forms every year .
  - 3- Providing students with a list of launched courses teacher's name, times of lectures and examination, and following up the numbers of students in every section .
  - 4- Preparing supervising packages for student of the first level .
- f- Following up the role of supervisors in helping their students and solving their problems in registration and progression, preparing files for students.
  - g- Working with the dean and the course-plan committee to issue a list of the launched courses according to students needs .
  - h- Informing students with the deadline of registration and withdrawal and advising them with the suitable times of registration .
  - i- Informing students with their teachers office-hours in order to get help .
  - j- Choosing the most energetic supervisor to be nominated for the prize of the best supervisor at the university .
  - k- Preparing statistical and explanatory tables about the students status and degree of progress .
  - l- Turing over to the Faculty Council or the Dean all issue that the supervision committee can not settle .
  - m- Making students in a permanent touch with all academic issues they are concerned with : university instructions, the faculty guide-book, students guide-book, the administrative and academic framework of the faculty, the faculty committees, the instruction of the registration department among others .

**Therd : The Functions of the Academic Supervisor :**

The academic supervisor follows up the progress of a student since he/she joins the university till the graduation. The supervisor tries to achieve the goals of the law programme through the following functions :-

- a- supervising a group of students and fulfilling their needs through their study and forming a link between them and the Dean or committees .
- b- Supervising the students registration and plans and so he/she has to be aware of necessary courses and their numbers,description and nature whether compulsory or elective-More,he/she has to explain :-
  - 1- consulting the students about the courses to be registered .
  - 2- providing the students with the needed forms of registration,addition or withdrawal.
  - 3- Making sure that all the registered courses are open and consecutive
  - 4- Signing the registration form and stamping it by the supervisor or any one who represent him/her .
  - 5- Making sure that the student has registered the courses in the registration department and keeping one copy of the form into the students file .
  - 6- Helping the students in finding another course when the original one is closed .
  - 7- Helping the student in finding a substitute course for graduation after the dean is informed .
  - 8- The supervisor is committed to register the suitable number of the credit hours for the student : 12 credit hours minimum and 18 credit hours maximum.The maximum could be 21 credit hours for the sake of graduation or when the accumulative average of the student is 80% after getting the approval of the dean.The student can also register less than 12 credit hours but not less than 9 credit hours and

the student can register less than the minimum when there is a withdrawal and the dean issues an approval .

In the summer semester the credit hours to be registered are 9 in maximum or 12 in graduation but there is no minimum number of the credit hours because the summer semester is optional .

- 9- The supervisor has to comply with the following in registering courses for a student :-
- He is necessary that a student has covered the university compulsory courses such as computer skills 1&2 .  
English skills 1&2 .  
Arabic skills 1 during the first year .
  - It is necessary for a student to cover all university and faculty compulsory courses during the first and the second year .
  - The registered courses have to be consecutive concerning pre-requisites or knowledge accumulation .
  - Informing a student with the dates of placement tests of English and Computer .
  - Registration has to be done in accordance with supervision packages for new students .
  - A student who is transferred from another university can not register previous courses without counterbalance by committees concerned .
  - Students are informed that the process of addition and withdrawal is allowed only once a semester and when necessary .
  - Informing a student that any accumulative average below 60% is unacceptable and it deserves an academic warning which has to be removed in the following two semesters and through registering courses he/she can get higher marks in .
  - Informing a student that any accumulative average below 50% deserves a penalty of dismissing from major .
  - Informing a student that doing exams on time is a must. If not he/she has to show an excuse to be ready for the incomplete exam .
  - Informing a student that it is possible to restudy a course for the aim of increasing its marks .

- Informing a student that his/her failure, or withdrawal from a course after the deadline of withdrawal makes him/her meet the conditions of the prerequisite .
- Providing a student with the annual calendar of the university .

**The academic supervisor considers the following to follow up a students progress :-**

- a- Making a file for every student with a serial number and all information about him/her. The file contains :-
  - 1- A copy of the registration form of the student .
  - 2- A copy of all documents needed for registration .
  - 3- A study plan of a student according to the year of his/her registration
  - 4- A supervising plan which shows courses needed consecutively till graduation .
  - 5- Copies of a student's previous courses delivered to his/her supervisors
  - 6- A statement of all students registered courses with marks obtained and accumulated averages .
  - 7- Copies of a student's emergent documents such as : the incomplete exam forms, study postponing form, absence etc .....
  - 8- Copies of penalties or warnings .
  - 9- Reports, notes and recommendations of the teaching staff about the student .
    - 10- Reports and notes of the student's supervisor .
    - 11- Minutes of meetings attended by the student and the supervisor .
    - 12- A statistical explanatory table of the student's progress in all semesters .
- b- Following up the progress of a student in his major .
- c- Following up the student's registered courses and asking the advice of his/her teachers .
- d- Summoning a student sometimes to discuss his/her weakness or absence for example .

- e- Discussing the problems that a student faces and trying to solve them or providing advice .
- f- Preparing a student to enter the labour market .
- g- Encouraging a student to participate in group activities and communicating with others .
- h- Explaining to a student the framework of the faculty of law.its committees,function,objectives etc .... .
- i- Explaining to a student the departments,faculties centres,committees and activities of the university for his/her benefit .
- j- Telling a student all issued instructions concerning students .
- k- Making a student aware of his/her duties inside the campus .
- l- Encouraging a student to heed the university instructions of obtaining a B.A. degree in law .
- m- Encouraging a student to improve his/her academic status by using resources and electronic-aids.
- n- Encouraging a student to consult his supervisor according to the advertised office-hours .

### **How academic supervisors are evaluated**

- 1- The centre of training and development at the university prepares a special form to evaluate the supervisors performance filled by students .
- 2- The committee of academic supervision follow up and examine all supervision records kept with supervisors .
- 3- The supervisors and the committee of supervision have to benefit from the feed back of students .

