

Faculty of Science, University of Jaffna

Terms of Reference for an Academic Counsellor

Composition of Academic Counsellors

Academic counsellors for a subject shall be appointed by the Faculty board. Each subject can have one or more academic counsellors depending on number of students and available staff. An academic counsellor shall function for two consecutive years. In the event of the resignation or termination of service, another person from the same subject shall be nominated at the next available meeting of the Faculty board for the balance period.

Roles and Responsibilities

- Helping students to setup a career goal.
- Guiding new entrants in choosing their subject combinations in accordance with their future career plans.
- Helping students to plan their degree programme according to their skills and interests.
- Meeting students at least once in two months and guiding them to plan their studies.
- Assisting students to plan, monitor and evaluate their academic progress in order to satisfy the graduation requirements.
- Referring students to various university services (Welfare, Sports, Well-Being, etc.) depending on their requirements and circumstances.
- Helping freshers during the orientation programme to adjust to the university academic life.
- Being proactive in all students' welfare and health matters.
- Referring students to the Career Guidance Unit of the University for more information on setting up career goals and achieving them.
- Advising and encouraging the students, who failed in the examination, to perform well in the repeat examination.
- Guiding dropouts in ways and means of continuing their studies.

Skills of Academic Counsellors

Academic counsellors should have the following skills to provide academic assistance and individualised attention to promote each student's success at the university.

- A passion for student welfare.
- A sympathetic attitude towards students.
- An effective interpersonal and communication skills.
- A good knowledge of university regulations, policies, procedures and offers.
- Capability to provide guidance and make use of constructive feedback.

Meetings

- Students are encouraged to contact their counsellors when needed.
- Students are encouraged to meet the counsellors in person during office hours by making a prior appointment can contact out of office hours via email or mobile phone.
- Photos and contact details of the counsellors should be available on the website and the Undergraduate handbook of the Faculty.
- Academic counsellors must meet their respective students during the office hours at least twice in a semester.