



Guidance Manual
For Academic guidance and counselling unit



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Introduction :

Within the framework of the mission of the Faculty of Medicine at the University of Taibah, the university works on creating an interactive educational environment centered around the student. It also works on creating a learning environment that promotes creativity and rooting of the ethics of Muslim physicians and medical professionalism while maintaining the original values of the Saudi society. The university also aims to prepare highly efficient general physicians that are capable of continuous self-education, aware of the requirements of a healthy society, able to pursue learning and scientific research and committed to the ethics and morals of the medical profession. The faculty of medicine encourages the academic guidance process that aims at providing necessary support for the student during his academic journey and assist him progress academically and overcome social, psychological, health and academic obstacles.

It also encourages and supports the outstanding and talented and help the stumbled to improve their scientific level and develop the students' abilities in solving their problems and correcting their academic path in order to achieve the objectives of the educational process and contribute to preparation of graduates with a high level of knowledge and skill in

their field of specialty in coordination with international quality standards in universities.

This booklet has been prepared to introduce the Academic Guidance and Counselling Unit of the Faculty of Medicine and the services provided by it and the mechanism of providing services to help academic advisors from the faculty members to perform their mission in the best way and to help students benefit from all the services provided to them.

We ask Allah Almighty that this booklet will be useful and helpful and live up to the purpose it was prepared for.

Academic Guidance and Counselling Unit - Faculty of Medicine

The Academic Guidance and Counselling Unit at the Faculty of Medicine at Taibah University was established in accordance with the administrative Decision No. 14394108 issued by the Dean of the Faculty of Medicine, Dr. Hamdi Bin Humaid Al-Maramhi on 12/1/1439 AH during the academic year 1438/1439 AH corresponding to 2017/2018 AD. It is one of the units that has been given direct supervision and attention from his excellency due to his full acknowledgment of its role and importance in the educational process.

The Vision:

The Academic Guidance and Counselling Unit at the Faculty of Medicine is a leading unit in providing Academic guidance and counselling services to the college students during the five years of study. It looks forward to upgrading academic advising and guidance services in accordance with the international quality standards in higher education institutions to achieve the requirements of creativity and excellence

The Mission:

As part of the mission of the Faculty of Medicine, the Academic Guidance and Counselling Unit works to contribute in creating an interactive, student-centered medical educational environment which promotes creativity, implanting the ethics of a Muslim physician and medical professionalism, and preserving our social values by:

1-Assist each student in implementing and developing his academic plan to meet his education, career, and life goals.

2-Achieve the necessary support for students to help them complete the study plan and graduate within the specified time span after gaining scientific experience and practical skills that prepare them for obtaining successful job opportunities.

3-Guiding male and female students on how to choose the best occupational specialty that suits their abilities and preferences

4-Provide support and guidance to students to discover their skills and teach them how to optimize their abilities and develop their skills to achieve excellence and innovation.

5-Provide advice and counselling to students to support the delivery of a competent Muslim physician, who is committed to the ethics of the medical profession and preserves the inherent social values of Saudi society.

6-The Unit also monitors and examines the difficulties faced by students (academic, psychological, physical, financial and professional) and works to help them overcome them.

7- providing psychotherapy for the students .

The Values:

The binding values of the Academic Guidance and Counselling Unit are closely related to the specific values of the Faculty of Medicine at Taibah University which include:

- ✚ Respect and appreciation
- ✚ Privacy and Confidentiality
- ✚ Quality
- ✚ Creativity
- ✚ Honesty and responsibility
- ✚ Teamwork
- ✚ Humanitarian engagement
- ✚ Leadership

Unit elevates the values of honesty, responsibility, humanitarianism and privacy as a basis for advice and guidance

Objectives:

The objectives of academic advising and guidance fall under three main axes:

1. Supportive Guidance Objectives: Strives to support and develop the student's abilities.
2. Preventive Guidance objectives: Based on early detection of problems and preventing students from falling into them
3. Therapeutic guidance objectives: It works on monitoring student problems and working on solving them

The unit also aims to serve the community by providing psychological, social, and academic counseling and training to the facilities interested in psychological guidance in the community and spreading awareness of mental health and psychological counseling among male and female students and faculty members .

Academic Guidance Section

According to the National Authority for Academic Assessment and Accreditation in the Kingdom of Saudi Arabia, student guidance and counseling services fall under the fifth criterion of quality assurance and accreditation for higher education programs. Successful academic counseling is the mainstay of the student during his academic journey, which helps him overcome difficulties, improve his educational level and develop his personal and professional abilities.

Academic Advisors:

The mentors are assigned to the personal and professional development track in the curriculum developed by the Dean of the Faculty of Medicine and the course coordinators distribute the faculty members assigned to the student groups where every advisor supervises 4-6 students

Tasks of Academic Advisors:

The Academic Advisor is a faculty member who provides academic counselling and guidance to his students throughout the school year. The tasks of the Academic Advisor include:

- ❖ Providing support to students during the registration process; exploring the best academic and vocational options for them and advising it to them
- ❖ Good knowledge of study and test regulations (registration, addition, withdrawal, exemption, postponement, transfer and discontinuation dates announced by the Deanship of Admission and Registration).

- ❖ Good knowledge of the study plan and requirements for graduation of students and ensure consistency of the students' schedule with the study plan of the faculty
- ❖ Introduce students to the objectives, message, academic programs, academic departments, work fields of their graduates of the faculty as well as care aspects and services provided to students.
- ❖ Regularly interview students at individual meetings within the personal and professional development track (at least two meetings per semester) in order to:
 - ❖ Review the student's Portfolio (achievement file) to ensure that it meets the requirements of the personal and professional development track and to achieve the student's academic goals.
 - ❖ Following up the academic performance of the student
 - ❖ Discuss student / academic problems (academic, personal, social) if any and help solve them through constructive doable action plans.
 - ❖ Referring problems to higher authorities (Referring students with problems that need higher intervention to the supervisor of academic guidance).
 - ❖ Help the student to build a vision for their future career and set future goals and work to achieve them.
 - ❖ Preparing and updating the academic guidance file for each student. The file includes the academic record of the student, his / her schedule, the reports of the individual meetings with students in the course of personal and professional development and academic guidance, in addition to a copy of

- ❖ any warnings sent to the student and a copy of his / her reports. referral (if any).
- ❖ Allocate weekly hours of academic guidance and counselling to meet with male and female students.
- ❖ If the student does not attend regularly, or the level of achievement is poor, the academic advisor will intensify the regular meetings and discuss the reasons for the absence and try to find solutions for it, or refer it to the Academic Advising Committee

Discover and promote talent among students.

- Guiding students on how to make the most of e-learning in the college (during self-learning hours).
- Encouraging students to participate in academic and social activities.
- Encouraging students to use the library for effective time management.
- Encouraging students to study in groups and benefit from their peers.

Academic Guidance Program at the Faculty of Medicine:

The program includes many activities

First: Reception of new students

Second: Continuous support and academic counselling for students and Continuous follow up of academic performance

Third: Supporting and developing self-learning skills and medical professional skills and promoting Islamic and university values for male and female students.

Fourth: Monitoring and follow-up cases of study failure

Fifth: Preparing students for the tests (preparation for the tests)

Section of psychological and social counseling

The importance of the Section of Psychological and Social Counseling:

Students of the Faculty of Medicine are among the most distinguished students in terms of their mental abilities and individual potential that distinguishes them from other students. They are students of today and doctors of tomorrow. In addition to academic qualification, they need academic help and guidance to be more productive and innovative and here lies the importance of psychological counseling. Psychological counselling has become a necessity of life at the present time, and a way to reach a life of renewed humanity. It helps the individual to move forward in his life in a rational and effective way, especially in the presence of a learning program based on The PROBLEM BASED LEARNING (PBL) problem-solving approach which is adopted by the Faculty of Medicine. Psychological counseling helps students to achieve a form of autonomy, and become primarily responsible for themselves, as well as by enabling them to make positive changes in their behavior through delivering a deep understanding of their own selves. It is also important for guiding students to change many of the habits and behaviors that the individual practiced before enrolling in medicine, because they may be ineffective habits, which do not help them acquire and learn the skills of effective communication with others.

Objectives of the Section of Psychological and Social Counseling:

1. Provide programs that work to achieve psychological and social compatibility of students with themselves and with others and with the university environment.
2. Addressing and treating the psychological, social and behavioral problems of the students and developing appropriate solutions according to scientific methods based on psychological counselling.
3. Provide lectures on psychological problems and negative phenomena that may appear in some students.
4. Training faculty members of the two halves of the Faculty of Medicine on scientific methods to identify student problems and how to deal with them early before their aggravation.
5. Conducting counseling courses, workshops and seminars related to psychological counseling.
6. Raise awareness of mental health and psychological counseling among male and female students and faculty members through giving attention to media aspects (planning the work of leaflets, posters, workshops, Lectures, seminars and scientific conferences).
7. Providing counseling and psychological, social, and academic guidance and solutions and provide training for those with an interest in community counseling.

8. Conducting research and studies about all matters related to students in the university community in general and students of the Faculty of Medicine in particular and the conduct of workshops, seminars and conferences.

Mechanism of work at the Section of psychological and social counseling:

1. The **Section** monitors and follows up the negative behavioral phenomena of the students inside the faculty, and works on providing appropriate solutions for them in coordination with the Department of Academic Guidance, Unit of Academic Guidance and Counselling at the faculty.
2. The **Section** receives the cases referred from the professional and personal development track (PPD) or by the observation of a teacher who has contact with the student, or observation a peer or mentor through the unit coordinator.
3. The cases are distributed to the psychology advisors by the supervisor of the psychosocial counseling **Section** according to the schedule.
4. The guided case is assessed by a specialist or counselor and discussed with the counseling team according to the case study model.
5. An individual or collective guidance plan for the case shall be developed and its features and objectives and the scientific basis on which it relied shall be established (after being approved by the Unit Coordinator).

6. The plan is implemented, and obstacles, strengths and weaknesses are discussed at each stage.
7. The College's Academic Guidance and counseling Unit sends students who need specialized medical care to the medical services at the university according to the model prepared for this.
8. Conduct seminars for students to develop skills and positive aspects in their personalities.
9. Students with psychological problems are referred to the Department of Psychology in the medical unit and then followed by the unit in all stages of psychotherapy and pharmacotherapy.
10. Provide lectures in an organized and scheduled manner throughout the year discussing the problems of the students.
11. Communicate with guardians and involve them in the mentoring process.
12. Paying more attention to people with special cases and high disabilities.

Psycho-social counseling Section policies:

1. The **Section** shall ensure that the student agrees to transferring to psychological counseling and receive psychological treatment if necessary.
2. Taking into consideration the privacy of the information given by the student to the psychiatrist, whether it is personal or confidential information that helps the specialist identify the problem and provision of that information is by choice and not by force.
3. The **Section** is keen to provide specialized services for students who suffer from psychological and social problems in complete confidentiality and use psychological measurements that have high rates of honesty and reliability.
4. The **Section** is considerate regarding referring students who suffer from psychological problems that need medical treatment to the Department of Psychiatry at the University Medical Services Unit.