



Department of International and Comparative Politics

Advising Policy

The Department of International and Comparative Politics at the American University of Central Asia adopted the Advising Policy to provide guidance and support to students in their academic journey, ensuring they have access to resources that facilitate their success.

Full-time faculty members are assigned as academic advisors to students within the program, with each faculty member responsible for a minimum of 10 advisees up to 30. The Head of the Department will specifically advise first-year students to assist with their transition into university life and the program.

Advisors are expected to fulfill the following responsibilities: academic counseling, career guidance, personal support, development of academic skills, regular meetings, advocacy, referral to resources, and feedback and continuous improvement.

In this vein, the responsibilities are described as the following:

Category	Details
Advisor Assignment	All full-time faculty members are advisors. Head of the Department advises first-year students. Each faculty member has a minimum of 10 advisees.
Academic Guidance	Assist students with degree requirements, course schedules, course selection, academic policies, and procedures.
Career Development	Discuss career goals, provide information on internships, research opportunities, study abroad programs, and graduate school applications.
Personal Support	Act as a mentor, provide general support, refer students to university resources.
Progress Monitoring	Review academic progress, address academic difficulties, provide guidance on improving performance.
Communication	Maintain office hours, respond to inquiries, reach out to advisees at least once per semester.
Administrative Duties	Maintain records of advising sessions, participate in training and meetings, assist with course registration.
Specialized Support	Provide information on departmental events, assist with research opportunities, guide in developing research proposals and thesis topics.
Advisor Evaluation	Evaluated annually based on student feedback and adherence to responsibilities.
Policy Review	Reviewed and updated annually by the Department.

This policy outlines the basic structure and responsibilities for academic advising in the Department of International and Comparative Politics. It can be further refined or expanded based on specific needs or requirements of the American University of Central Asia.