



**BHIKSU UNIVERSITY OF SRI LANKA
CENTER FOR QUALITY ASSURANCE (CQA)**

BY-LAW FOR COUNSELING AND MENTORING

BY-LAW No. 03/2023

1 Preamble

Academic counselling/ mentoring is the process of advising students on a number of issues that students may face throughout their educational career. These issues may include advice on classes to take, post-graduation career choices, financial aid, and personal counselling. Also, it facilitates undergraduates to transit from school to university.

2 The Aim

It is aimed to achieve academic excellence by providing advice to students to resolve their problems.

3 Objectives

- a) To prepare undergraduates to meet the basic requirements of the academic programme by resolving their psychological, academic, and personal problems.
- b) To support for networking and professional development opportunities.
- c) To prepare undergraduate students in the current university system that aids them in becoming future leaders, researchers, managers, collaborators, educators etc.
- d) To strengthen the relationship between the academic staff (mentor) and the undergraduates (mentees) of the Faculty.
- e) To assist undergraduates to work effectively with colleagues from a multicultural and pluralistic society.
- f) To retain undergraduates within the degree programme.
- g) To facilitate the transition from an academic environment to a work environment.
- h) To avoid conflicts and quarrels among undergraduates, with academics, or any other relevant party/parties.

4. Appointing of Counsellors and Mentors

Appropriate numbers of counsellors shall be appointed by the Faculty Board and shall be sufficiently trained. Among counsellors, one senior academic member shall be nominated as the Senior Student Counsellor by the Vice-Chancellor. Appointments for both Senior Student Counsellor and the Counsellors shall be renewed regularly at the one-year interval for a maximum of three (3) years.

The mentors are assigned by the Senior Student Counsellor after consulting the Dean of the Faculty and the mentor-mentee groups shall necessarily be approved by the Faculty Board.

5. Responsibilities of a Counsellor and a Mentor

The Counsellor and the Mentor;

- a) shall help students develop the social and academic skills they will need to successfully complete the academic programme.
- b) shall advise and guide students to improve their academic progress.
- c) shall organize and participate student orientation programme at the beginning of their academic programme.
- d) shall maintain a high level of professionalism but in a friendly relationship.
- f) shall maintain confidentiality within counselling and mentoring relationships
- g) shall intervene the matters relevant to student unrest and quarrels between groups.
- h) shall advise the welfare division of the university for providing better welfare facilities.
- i) shall keep necessary records for student counselling matters and solutions given.
- j) shall help to prepare students to be competitive for employment.
- k) shall willingly commit time and energy to provide the necessary support for mentees.
- l) shall assist mentees to establish an 'Individual Development Plan' to complete the degree and to achieve their life goals.
- m) shall encourage independence among mentees.
- n) shall conduct regular meetings with mentees.
- o) shall perform any other duties assigned by the Dean and the Vice-Chancellor.
- p) shall act as a liaison between the student and the teaching staff to mediate disputes which could impact the student's academic performance.
- q) shall attest the admission forms of the respective students.

6 Responsibilities of Mentee

The mentee shall;

- a) maintain good relations with the mentor.
- b) have regular meetings with the mentor.
- c) willingly express ideas with the mentor without any hesitation.

7. Pitfalls to Avoid

The Counsellor and the Mentor shall;

- a) not advise students unless asked.
- b) not take responsibility for your student's programme or duties
- c) not allow the student to be "apron strings" dependent on you
- d) not complain about your problems

8. *Counselling Meetings and Reporting*

- a) Counsellors shall meet together in each academic semester to discuss the prevalent matters and plan for future activities.
- b) Counsellors shall meet immediately in an event of student unrest to find possible options to resolve the situation.
- c) Counselling meetings with individuals or groups of undergraduates in need shall be made whenever necessary.
- d) Records shall necessary to be maintained in each meeting and the confidentiality of records shall essentially be preserved.
- e) Meeting outcomes shall necessary to be reported to the Dean of the Faculty upon his request.

9. *Mentor-Mentee Meetings and Reporting*

- a) Mentor-mentee meetings shall be conducted at least two times per academic semester to discuss the academic progress of the mentee, where one such meeting shall be immediately followed upon the release of semester results.
- b) The mentee shall contact/meet his or her mentor whenever required to resolve any problem.
- c) Records shall necessarily be maintained in each meeting and the confidentiality of records shall essentially be preserved.
- d) Reporting and guiding the mentee to the Senior Student Counsellor shall be performed if the mentee is in need of any counselling aid.

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