



Academic Advising Unit Activities Plan - Faculty of Nursing

For the Second Semester 2025/2026

No.	Detailed Objectives	Activity	Execution Mechanism	Responsible Entity	Time Period	Performance Indicators (KPIs)
1	Ensuring fair distribution of academic advisors	Following up on the distribution of advisors to students. Following up on uploading academic advisors onto the Ibn Al-Haitham system.	Preparing distribution lists according to the number of students, academic years, and special categories.	Academic Advising Unit, Information Systems Unit, Student Affairs	The first week of the mid-year vacation	- % Alignment between the number of students and the number of advisors - Number of complaints regarding distribution - Average number of students per advisor in the faculty - Approved student distribution reports from the faculty - Approved report on the percentage of advisors on the electronic system

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2	Raising student awareness about the importance of academic advising, focusing on orienting newly enrolled students	Conducting 2-4 introductory/awareness meetings for students. Preparing and publishing awareness materials.	In-person/online awareness seminars. Student Academic Advising Guide. Posters, short videos. Publishing information via university email and official platforms.	Academic Advising Unit	The first week of the mid-year vacation, and throughout the semester.	- Number of conducted seminars - % of students participating in seminars - Availability of a Student Academic Advising Guide - Number of distributed or published awareness materials
3	Reducing academic registration problems on the Ibn Al-Haitham system	1- Having an approved mechanism to follow up on course registration on Ibn Al-Haitham. 2- Following up during registration, drop/add, and withdrawal periods.	- Studying the procedures included in the follow-up mechanism. - Weekly reports on electronic registration.	- Academic Advising Unit - Academic Advisors	Before registration starts: (The first week of the mid-year vacation) During registration, drop/add, and withdrawal	- % of faculties that have an approved follow-up mechanism - Number of registration problems resolved - Average time to resolve problems - Level of student

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					periods: (The second week of the mid-year vacation, the 1st, 2nd, and 3rd weeks, and the 6th week of the second semester).	satisfaction with advising during registration - Number of approved follow-up reports
4	Supporting students academically during the semester	1- General students 2- Supporting gifted students 3- Supporting outstanding students 4- Supporting struggling students 5- Supporting students with special needs	Creating a paper/electronic file for each student. Following up on advising sessions for general students. Applying mechanisms to discover and support special categories: - Skill support sessions for the	- Academic Advising Unit - Academic Advisors	Throughout the semester	- A paper file for each student - Access to the student's electronic file - Number of sessions for each category - % of beneficiaries from each category - Level of academic improvement - Reports of individual and group sessions for

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			gifted. - Performance monitoring and recommendations for outstanding students. - Individual and group support sessions with psychological support for struggling students. - Following up on academic and psychological support for students with special needs. Periodic reports (using follow-up forms for each activity and category). - Coordinating with the Psychological			each category according to approved forms



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			Support Unit at the faculty.			
6	Raising the efficiency of academic advisors	Conducting 3-4 workshops for academic advisors. Preparing and publishing awareness materials.	In-person/online workshops. Academic Advising Guide for Advisors Posters and videos.	Academic Advising Unit in coordination with the Central Unit	During the semester, with at least one workshop conducted before the start of the semester.	- % of advisors prepared before the start of the semester - Number of conducted workshops - % of advisor attendance - Evaluation results of the workshops
7	Enhancing commitment to academic advising ethics	Following up on commitment to academic advising ethics.	Checklists and follow-up reports.	Academic Advising Unit in coordination with the Central Unit	Throughout the semester	- Number of recorded violations - Number of corrective actions
8	Standardizing the periodic reporting mechanism	Following up on the preparation of periodic reports.	Standardized report template.	Academic Advising Unit in coordination with the Central Unit	Monthly	- % of reports submitted on time - % of completed reports

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						- Quality of analysis and recommendations
9	Improving the quality of academic advising services	Measuring student satisfaction with academic advising services.	Electronic questionnaires.	Academic Advising Unit in coordination with the Central Unit	End of the semester	- % of student response to the questionnaire - % of student satisfaction with academic advising services - Number of improvement proposals
10	Identifying challenges and implementing corrective solutions in a timely manner	Analyzing reports and questionnaires, and implementing corrective actions.	Periodic analysis + corrective action forms.	Academic Advising Unit, Supreme Committee for Academic Advising at the faculty	Throughout the semester	- Number of identified challenges or problems - % of problems resolved within the timeframe - Average time to resolve problems

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11	Enhancing communication and institutional coordination	Holding periodic coordination meetings with advisors. Surveying advisors' opinions on communication.	Documented meetings. Electronic questionnaire.	Academic Advising Unit, Supreme Committee for Academic Advising at the faculty	Monthly Mid and end of the semester	- Number of meetings held during the semester - Attendance rate - % of recommendations implemented after meetings - Level of advisor satisfaction with cooperation with the Advising Unit
12	Documenting performance and improving it in the future	Preparing final reports on academic advising activities.	Data and report analysis.	Academic Advising Unit, Supreme Committee for Academic	End of the semester	- Complete and approved final report - Level of comprehensiveness of the final report - Submitting



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				Advising at the faculty		recommendations on time - Number of proposed actions for improvement

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