



## 1.8 DUTIES OF ADVISORS

(Translation by Sawasd Tantaratana from a compilation of Ajarn Payoon Ketkrai, KMUTT)

### Academic Duties

- Advise students on curriculum and course selection
- Advise students on registration
- Make sure students follow regulations
- Advise students on course and study planning
- Advise students on contents of subjects
- Follow up on students' performances and warn them when their performances slip
- Prevent students from registering in inappropriate courses
- Advise and help students with their problems
- Explain to them the calculation of GPA
- Advise them on continuing education

### Non-academic Duties

- Advise students on various university and community regulations
- Advise students on their personal problems
- Advise students on social problems (adjusting, friends)
- Advise students on their character and ethics development
- Advise students on careers
- Advise them on extra-curricular activities

### Other Duties

- Consider student's requests and act according to regulations
- Coordinate with other faculty members or staff on behalf of students, as appropriate
- Meet with students on a regular basis
- Collect information on students for their records
- Build good relation among student, faculty, staff, department, and institute
- Provide recommendation when requested
- Feedback student's problem to the institute
- Explain to students the roles of advisor and student
- Warn students when they do not dress properly or they do not behave properly

### Actions that should be performed

- Meet with students to explain about regulations
- Meet with students before registration
- Meet with students after midterm exam and discuss when there are problems
- Post office hours
- Pay special attention to those with problems
- Be available on registration days
- Follow the institute's registration procedure
- Check registration forms (courses, credits, etc.) before signing
- Give informative comments on request forms