



Academic Advising Guide for Students

2022-2023



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What is academic advising?

It is the **work** that the **staff members** do to familiarize students with the program and its academic and student activities, as well as to help them to go through the study in the best possible way, and to overcome the obstacles they encounter, taking advantage of the services and capabilities offered by the social environment in general, and provided by the college in particular.

Who are the academic advisors?

The academic advisor for a group of students is one of **PBL** (Problem Based Learning)/**TCD** (Themed Case Discussion) tutors.

Objectives of academic advising

1. Academic follow-up and guidance of students.
2. Helping students to discover their abilities and tendencies, to define their goals and to develop their potentials.
3. Preparing new students to learn about university life and its study system.
4. Spreading awareness of the program's regulations, vision and mission among students.
5. Strengthening the relationship between students and faculty members and building social relationships for the student with his colleagues.
6. Studying the negative behaviors of some students and working to find appropriate solutions to them.
7. Guiding and following-up the low academic performance students and providing them with suggestions and advice to improve their educational attainment and help them overcome their problems.
8. Paying attention to talented students and supporting their creativity.
9. Helping students with special needs to achieve educational attainment, social and psychological adjustment, studying their problems and work to solve them.



Fields of academic advising

1. Moral and Professional Guidance:

- ✚ It aims to help students overcome the difficulties they face while studying and enlighten them on ways to manage time.
- ✚ It also aims to raise students' efficiency, discover outstanding students in various skills and fields, as well as modify inappropriate behaviors for them.

2. Psychological counseling:

- ✚ This is by helping the student to know the problems that may negatively affect him, so that they may be a cause of internal conflict with himself or external with those around him, and then try to reach the best way to solve them.
- ✚ As well as aiming to overcome psychological difficulties and tension for the student during exam times, and to provide psychological support at the time of psychological trauma that the student may go through.

3. Educational Guidance:

- ✚ This is done by educating students about the proper ways of studying, caring for outstanding students, following up students of low academic performance, and studying everything related to the difficulties that hinder the student's academic progress.

4. Preventive Counseling:

- ✚ It aims to create a comprehensive educational climate to prevent student from falling into problems of all kinds, by expanding the students' perceptions and informing them about the various problems, their causes and ways not to fall into them.

Student role in academic advising

- ✚ **Determine** the date of meeting with his academic advisor.
- ✚ **Prepare** a list of questions before meeting with his academic advisor.
- ✚ **communicate** constantly with his academic advisor in order to enable him to follow him well.
- ✚ **Create** and **fulfill** an electronic file for himself (**e-Portfolio**).



Academic advising committee

Prof. Rafik Barakat	Program Academic Advisor	01110999389
Dr. Hend Hassan	Year 1 academic advising coordinator	01289398833
Ass. Prof. Randa El-Gamal	Year 2 academic advising coordinator	01007107188
Ass. Prof. Rasha Samir	Year 3 academic advising coordinator	01093333209
Dr. Rehab Abd El-Raouf	Year 4 academic advising coordinator	
Prof. Ebtihal Mohamed	Head of psychological support team	01227144687
Mrs. Hadeer Youssry	Committee Secretary	01099258106

N.B.

If you want to talk with the committee members, they are available for you weekly from **Sunday to **Wednesday** at 11:00 AM.**



Steps of academic advising

- ✚ At the beginning of the semester, the academic advisor holds a group meeting with his students to discuss the goals and tasks of academic advising and to give overall idea about the semester aim. Then, the advisor complete a paper (**group advising report**).
- ✚ During **4th -6th week**, the academic advisor holds individual meetings with students (at least one meeting with every student) to follow up on their academic level, identify any problems they have.
- ✚ In the case of finding a problem with the student, the academic advisor holds an emergency individual meeting with the student and completes a paper (**individual advising report**) for decision making with higher degree of confidentiality.



Valuable tips



Time management

- ✚ Set aside 50 minutes after PBL1 to develop a weekly schedule.
- ✚ Use a planning tool (paper or electronic).
- ✚ Schedule **priority 1** tasks first, e.g. PEP deadline, PPD engagement and deadlines, compulsory sessions and lectures.
- ✚ Fill in necessary items for a good work-life balance e.g. sport, friend, meals, laundry, etc.
- ✚ Identify and schedule times for private study. Plan each session with a **SMART** study planner (this prevents procrastination as the student will identify what, when, where and how they will study for each session).
- ✚ Schedule difficult learning agenda questions or those that are not interesting early in the week. Some students leave difficult learning agenda items or uninteresting topics until the end of the week. This often means they are not understood or covered in the right depth or not at all.
- ✚ Leave time at the end of the day for things you may have missed or to review what you have done.
- ✚ Schedule specific times at the weekends for active consolidation of your notes. This helps students identify missing topics and aids recall of information. **Mind maps** can also be a useful tool here.



Stress management

Identify the sources of stress in your life:

- What caused your stress (make a guess if you're unsure).
- How you felt, both physically and emotionally.
- How you acted in response.
- you did to make yourself feel better.

Practice the 4 A's of stress management:

✚ Avoid unnecessary stress:

- Learn how to say "No".
- Avoid people who stress you out.
- Set priorities of your to do list.

✚ Adapt to the stressor.

✚ Accept things that you cant change.

✚ Alter the situation:

- Express your feelings instead of bottling them up.
- Create a balanced schedule.

Get moving and build relationships:

- Physical exercise & reaching out to a colleague at work.

Manage your time better:

- Prioritize tasks.
- Break projects into small steps.

Maintain balance with a healthy lifestyle:

- Eat a healthy diet.
- Reduce caffeine and sugar.
- Get enough sleep.



Taking notes in PBL

- + Note taking should be **ACTIVE** – not simply copying and pasting sections of text or writing everything down. Active note taking aids retention.
- + Decide what is important from the text.
- + **Examples of active note taking methods:**
 - **Cornell:** This fits well with the learning agenda as it is as a series of questions in a table format into which the student writes the answers.
 - **Linear:** These are what most students are used to. They are very conventional and tend to follow the natural sequence in the text being read.
 - **Mind Maps:** These involve full active participation and are good for active review of notes.
 - **Duel Coding:** Notes to pictures- good for visual learners and active review of notes. Examples include creating infographics/posters.
 - **Use colour:** Use different colour to capture attention and identify main ideas.
- + Develop a system of abbreviations and symbols you can use wherever possible.
- + Revisit your notes at the end of the day /and or week and rework them to aid active learning and re-call. Re work into mind maps for example.
- + Make a note of the source of your information. It is useful for revising.



Taking notes in lectures

- ✚ Download handouts in advance and add to them during the lecture.
- ✚ From the handout identify what you already know and what you want to find out from the lecture.
- ✚ Create a list of questions you would like to be answered in the lecture.
- ✚ Get there early and sit to avoid distractions.
- ✚ Engage with lecture content: Do you agree? Does it fit with what you already knew?.
- ✚ Use abbreviations to save time and space.
- ✚ Don't try to write everything down.
- ✚ Make a note of any resources used so that you can look them up to get additional information.
- ✚ Lecturers will usually pause before or after an important idea.
- ✚ Lecturers tend to write important ideas on the board/PowerPoint presentation.
- ✚ Lecturers will often use repetition to emphasise important points.
- ✚ Lectures may use introductory phrases i.e. “A point to remember ...” or “An important consideration ...”.
- ✚ After the lecture, consider what you have learnt. Summarise the main points. Identify knowledge gaps and questions raised.



Using lectures' recordings

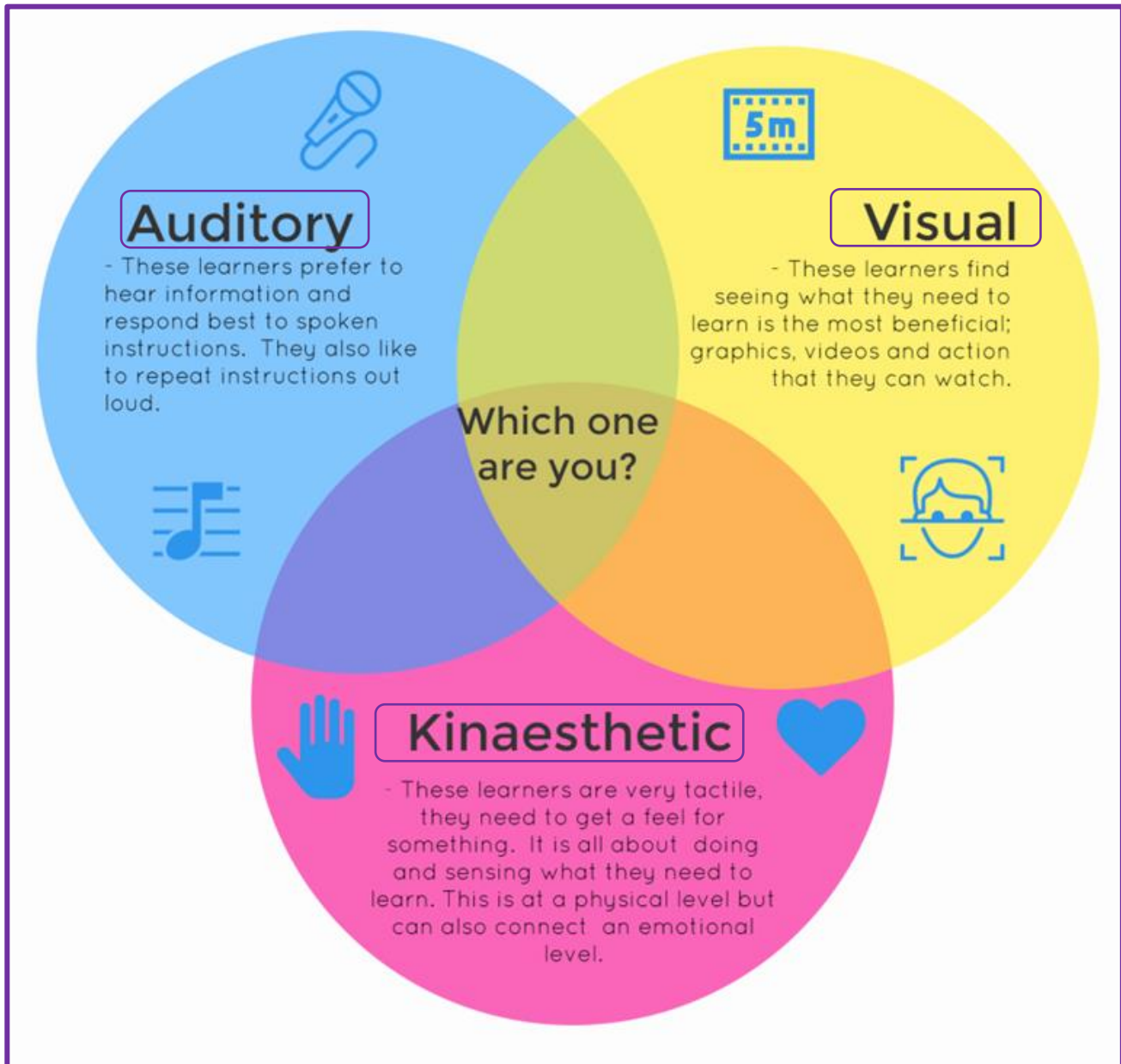
- ✚ Use the recordings of lectures to fill in any gaps in your lecture notes.
- ✚ Use recordings to answer questions that you have after the lecture.
- ✚ Revisit complicated concepts to improve your understanding.
- ✚ Watch sections of the recording together with a friend and discuss the key themes.
- ✚ Your lecturer may refer to articles or further readings and you can use the recording to quickly find the references rather than having to note it all down during the lecture.
- ✚ As you listen try to make links between concepts or topics from previous lectures/seminars, think critically about how they compare and where they differ.



Code of ethics for medical students

1. Seek and accept feedback and constructive instruction from teachers, peers, residents and faculty in order to continually improve educational experience, knowledge, and clinical skills.
2. Commit to the highest standards of competence.
3. Be mindful of demeanor, language, and appearance in the classroom, in the presence of patients, and in all health care settings.
4. Admit to and assume responsibility for mistakes in a mature and honest manner and develop productive strategies for correcting them.
5. Refrain from using illicit substances e.g., using alcohol, non-prescription or prescription drugs in a manner that may compromise judgment or ability to contribute to safe and effective learning.
6. Be considerate and respectful of others' (teachers, peers, residents and faculty) time, rights, values, religious, ethnic and socioeconomic backgrounds, lifestyles, opinions, and choices.
7. Meet the expectations for participation and timeliness that are communicated to you by those who teach you.
8. Recognize limitations and seek help when one's expertise, knowledge, or level of experience is inadequate to handle a situation in the classroom, hospital, or research setting.

What is your learning style?



➤ To know your learning style, click this link:

<http://www.educationplanner.org/students/self-assessments/learning-styles-quiz.shtml>



Services available for you

Student Hostel:


Mansoura University established equipped and air-conditioned housing units with cleaning and ironing services with the provision of excellent health meals and under strict health supervision.

<https://alzahraa.mans.edu.eg/studentApplications>

Student Services Center (SSC):

SSC is a central point providing information for all students with a special care towards international students. It provides the following services:

- Registration.
- How to apply.
- Scholarships.
- Certificates & Transcripts.
- Student activity.
- welcome party.
- Graduation ceremony.
- Practical matters of university life.

➤ E. Mail: ssc.mansoura-manchester@mans.edu.eg 

Mansoura University Students Hospital:

- Great medical service center run by the university doctors and nurses.
- Allowed booking of clinics online through computers or mobiles through the following steps:
 - Download (MU student portal) program from play store.
 - Get user name and password from Faculty students affairs.
 - Choose your system of study either conventional or credit hours.
 - Book the required medical examination.
 - Set to the clinics of University Students Hospital in the selected day, bringing your therapeutic card.

Library:

Providing computer labs and wireless Internet and a comprehensive library of the latest scientific references.

Mansoura Olympic village:

<http://olympic.mans.edu.eg/>

Guide to Mansoura:

<https://en.wikivoyage.org/wiki/Mansoura>

Non-Egyptian administration:

Fsoffice@mans.edu.eg