

# Academic Advisor System

Faculty of Engineering in collaboration with Department Chair consider, select and propose an appointment of advisors to serve as primary academic advisors to all students within the Engineering Program. All students are supervised by the appointed advisors to develop their study plans based on the curriculum.

The faculty advisors are responsible for a particular cohort of students: freshmen, sophomores, juniors or seniors; and will follow their assigned cohort of advisees until they graduate. By Mahidol University Regulation on Diploma and Undergraduate Studies (8<sup>th</sup> issue) B.E. 2561(<https://op.mahidol.ac.th/ea/en/regulations/>), the advisors are responsible for the following:

- Giving advice about rules, regulations, and announcements in their study;
- Giving advice about course registration, adding, dropping, and withdrawing and about their credits in each semester;
- Giving advice about their advisees' university life and education;
- Making sure their advisees' behaviors are appropriate in accordance with the University's rules and regulations.

The faculty advisors meet their advisees according to the program's requirements, and set certain dates and time when their advisees can meet. In addition, the advisors of each Program also use MU Online advisor: Advisor Management system ([https://drive.google.com/file/d/19R19xSb-XBVZJm0ivPm5WK4\\_I6q-1QP/view](https://drive.google.com/file/d/19R19xSb-XBVZJm0ivPm5WK4_I6q-1QP/view)) to monitor and follow the academic achievement, student registration, student activity information as well as to contact their advisees through this system. Academic advising is carried out regularly in formal and informal manner and mostly in forms of one on one except for the COVID-19 period (<https://mahidol.ac.th/temp/2021/05/announcement-21-05-64-ENG.pdf>).

The Faculty of Engineering set up the date of Wednesday afternoon each week during the semester as a general schedule for meeting time between all engineering students and their advisors. To contact their advisors on any other days, students can make appointments directly at the department.

The MU Online system is an efficient tool for academic advisors of each program to monitor advisees' information as follows:

- 1) Student information that includes student pictures, information, and personal profiles of students to whom each faculty is an advisor;
- 2) Student list and contact information;
- 3) Student grade display system for viewing the student's academic results with CUM GPA each semester including score of the English Test or MU-ELT (Mahidol University English Language Test) that is one of the exit criteria for graduation;
- 4) Activity information for student participation that allow advisors to give more advice on how to increase student soft skills in various fields;
- 5) Registration information of students each semester;
- 6) Checking process for student registration approval, grade viewing, registration payment including lock function that allows advisors to monitor and approve student registration and enrollment in accordance with the study plan of the curriculum each semester and verify for the success of study plan till graduation; and
- 7) Student contact channels for sending messages to inform students, via E-Mail, via automated systems, both in private and group messages.

The MU Online advising system also displays a color bar symbol of the GPA as warning sign to help advisors knowing the students' status more rapidly. For example, red bar indicates GPA less than 2.00; yellow bar indicates GPA less than 2.50. In addition, program advisors can also use all data available from MU Online advisor system such as the grade point averages of all students, curriculum information as course enrollment, student status, information on the number of students who have retired, student resignation, student waiver and current students, and statistics of top ten courses having most F symbol, etc. as key input data to improve and sustain the quality of new enrollment as well as student outcomes of the program curriculum.

For students having academic performance problems, the academic counseling system composed of program advisors, Department Chair, Vice Dean of Academic Affairs and Quality Assurance and the Educational Administration and International Affairs, Office of Education, will keep track of each student's academic performance. Students with academic performance problems like probation or no appearance in class or other severe case will be identified, using

the criteria set by Mahidol University Regulation. The Educational Administration and International Affairs, Office of Education will then prepare and arrange the following:

- A formal notification letter issued by the Vice Dean of Academic Affairs and Quality Assurance that will be sent to the student's parents or guardians, informing them about the student's academic status and the university's academic standard policy;
- A warning message to academic advisor and departmental chair;
- Give consultation to students' and parents. guardians ( if they ask for an appointment to clarify the student's academic status.