

UNIVERSITY OF DAR ES SALAAM

COLLEGE OF SOCIAL SCIENCES

ACADEMIC ADVISING FOR UNDERGRADUATE STUDENTS

1. Introduction

The academic advisor plays a central role in guiding, mentoring, and supporting undergraduate student throughout his/her academic journey. The advisor provides academic direction, motivation, and timely guidance to promote student success. Undergraduate student is expected to demonstrate commitment to his/her studies, respect academic advice, and comply with the UDSM rules and regulations. Each registered undergraduate student of the UDSM is assigned an academic advisor and is encouraged to consult him/her regularly throughout the duration of their studies.

2. Academic Advising Structure

Academic matters are handled through the following institutional hierarchy/order:

- a) Course Instructor;
- b) Academic Advisor;
- c) Head of Department;
- d) Coordinator of Undergraduate Studies (CoSS); and
- e) College Authorities, **if necessary**.

3. Duties and Responsibilities of the Academic Advisor

The academic advisor shall:

- a) Act as the UDSM academic representative in guiding and mentoring assigned undergraduate student;
- b) Monitor and evaluate the academic progress of a student in accordance with the UDSM Undergraduate Regulations;
- c) Provide timely academic advice, guidance, and encouragement to promote satisfactory academic performance;
- d) Hold regular consultations with a student to identify academic, personal, or institutional challenges that may affect academic progress;
- e) Recommend appropriate remedial measures, including academic counselling, course load adjustment, or referral to relevant UDSM support services, in line with regulations; and
- f) Guide and approve the student's annual course registration plan to ensure compliance with programme requirements and timely completion of studies.

4. Duties and Responsibilities of the Student

Every undergraduate student shall:

- a) Maintain regular and timely contact with the assigned academic advisor;
- b) Take primary responsibility for their academic progress and comply with guidance provided by the academic advisor;
- c) Observe and adhere to all UDSM rules, regulations, and academic policies;
- d) Uphold the highest standards of honesty, integrity, maturity, and ethical conduct in all academic, co-curricular, and extra-curricular activities; and
- e) In consultation with the academic advisor, prepare and submit a course registration plan for the subsequent academic year within the prescribed UDSM timelines.

Note

- a) Academic advising is **compulsory** for all undergraduate students of UDSM.
- b) The student is the first point of responsibility for academic progress.
- c) Failure by a student to seek or follow academic advice shall not exempt the student from the consequences of unsatisfactory academic performance.
- d) Regular consultation between the student and academic advisor is **mandatory**.