



## FUNCTIONS AND ROLES OF ACADEMIC ADVISOR (AA)

### Reference:

1) QMS Documents  
(Undergraduate Studies)

**PU/PS/GP003**  
**Garis Panduan Sistem**  
**Penasihat Akademik**

2) Kaedah-Kaedah Universiti  
Putra Malaysia (Perkara  
Akademik Prasiswazah)  
2014

**If you need further  
information, please contact:**

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1. Monitor academic progress through the “Sistem Penasihat Akademik” which is accessible through <http://www.smp.upm.edu.my> and advise students accordingly.
2. Identify and refer students who require special attention, consultation or guidance to a lecturer who is teaching or a university counselor or an appropriate officer.
3. Give advice and guidance to students positively, as well as creating a sense of appreciation among students while also providing opportunities for them to achieve their goals.
4. Responsible for recording every meeting and discussion held.
5. Assist students to understand the curriculum, semester system, enrollment system, examination system and course exemption.
6. Assist students resolve their non-academic problems and if necessary refer the problems to particular division.
7. Supervise group project (Development and Extension Project).
8. Plans, organizes and monitors activities that involve all students under his care.
9. May be asked to attend a Senate Review Committee meeting to assist for Fail and Terminated (GB) cases.
10. Activate course registration for students under his care through SMP during course registration week after students have discussed with him.
11. Endorse student course registration in SMP-Course Registration Module.