

Academic and Student Guidance Committee for the Bachelor's Program in Finance and Investment

Firstly: Committee Members.

	Name	Position
1	Chairman	Dr. Lotfi Hocine Zabat
2	Member and rapporteur	Dr. Abeer Abdullah Mohammed Garayb
3	Member	Dr. Zahra Tajuddin Abdulqader Ali.

Secondly: Committee Tasks.

Tasks
1- Develop an annual academic guidance plan for the department and supervise its implementation.
2- Organize and implement the processes of adding, dropping, and modifying courses within the specified period in coordination with the academic and student counseling unit at the college.
3- Distribute students among the faculty members in the department, taking into consideration fairness in distribution.
4- Provide faculty members and students with information about the regulations and rules governing studying and exams, such as academic probation, withdrawal, and apologies.
5- Identify academically struggling students, determine the causes of their difficulties, find solutions, and follow up on their implementation in coordination with the academic advisors in the department and the academic and student counseling unit at the college.
6- Identify academically outstanding students, encourage them to sustain their excellence, and work on discovering talented students in coordination with the academic advisors in the department and the academic and student counseling unit at the college.

7- Provide psychological and social support to students through academic advisors and the academic and student counseling unit at the college.

8- Prepare an executive plan for the committee's work at the beginning of each semester.

9- Submit a monthly report to the department head on the committee's work.

10- Submit a final report at the end of each semester on the committee's work.

11- Submit an annual report at the end of the academic year to the department head, highlighting any challenges faced by the committee and how to overcome them.

12- Implement any other tasks assigned to the committee by the department head.

