

Student Support Coordination Office: Role Description

The Student Support Unit of the School of Foreign Languages at Pamukkale University is responsible for providing support to our students in academic, social and psycho-social domains.

Duties and Responsibilities of the Student Support Unit

1. Inform students of the School of Foreign Languages about available academic and psycho-social support services.
2. Provide academic support to students of the School of Foreign Languages in line with student requests.
3. Organise social and sporting activities in response to needs identified through student representatives.
4. Set the work schedule of the Student Support Unit.
5. Set the work schedule of the Academic Support Unit and make the necessary assignments.
6. Refer students who wish to receive psychological or psychiatric support to the authorised units at the time of need so that appropriate psycho-social services can be provided.
7. Provide support, as appropriate, to students who are in financial need.
8. Attend the meetings organised by the University's Student Support Units Commission established under the Office of the Rector.
9. Attend the meetings of the Student Support Units Commission and submit an end-of-year report to the Executive Board.
10. Implement instructions issued by the Executive Board.
11. Work in coordination with other Rectorate-affiliated units to produce solutions to student-related issues.

For the Student Support Units Directive, see:

<https://cdn.pau.edu.tr/APP/SYBS/1423/2/Pamukkale%20%C3%9Cniversitesi%20%C3%96%20C4%9Frenci%20Destek%20Birimleri%20Y%C3%B6nergesi.pdf>