



Template (1)
 Academic and student's guidance template

Personal Data	
Student name:	Academic number:
Department:	Semester:
Academic year:	Number of hours passed:
Number of hours registered:	Number of hours remaining
Number of warnings: (if any)	Semester GPA () Cumulative GPA ()
Previous academic dismissal: (if any)	Other information:
Topic of academic guidance meeting between the academic advisor and the student	
) Course's registration	
) Processes of deletions and additions	
) Apologize for the Course	
) Apologize for the semester	
) Re-Entry	
) Deferral and dropping out study	
) Study Plan Review	
) Review progress in the curriculum	
) Review and assess of attendance	
Problems that prevent the progress of study:	
) Studying problems	
) Social problems	
) Psychological problems	
) Family problems	
) Other problems	
Academic advisor recommendations:	
Name of the academic advisor:	Signature:
	Day and Date:

Ministry of Higher Education

Nile Higher Institution of Engineering and

Technology

Academic Guidance



Template (3)

(Academic Guidance for Collective
Cases)

The Collective guidance meetings that have been carried out through the semester:

For academic year: 20.../20...

A copy of this template must be delivered to the supervisor of academic guidance unit prior to the final exams of each semester

Name of the academic advisor:College:Department:

Academic year:Semester:

Number of students in the group:

Number of collective guidance meetings that have been carried out during the semester:

Day and Date:

Nu.	Student academic number	Student name	The title of collective guidance meeting	The results of collective guidance meeting
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				



Template (4)

(Study Delay Evaluation Form)

Student academic number	Student name:	Study Level:	College/ specialization: /.....	Semester GPA	Cumulative GPA
Causes of study delay	1. 2. 3. 4. 5. 6. 7. 8.				
procedures to get rid of this delay	1. 2. 3. 4. 5. 6. 7. 8. 9.				
Follow-up the student in the next semester: 20..... Semester GPA: Cumulative GPA:					