



Academic Advisor Regulation of the University of Thessaly

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Article 1 General

1. The Academic Advisor undertakes the task of monitoring the progress of a number of students, whom they guide and support from the first semester until their graduation. The institution concerns students of all study cycles (undergraduate, postgraduate, and doctoral)
2. The role of the Academic Advisor is advisory, and the student is not obliged to follow their recommendations. Their advice and suggestions concern the academic progress of the students and, in cases where personal problems negatively affect their studies, they may refer the interested student to other structures of the University (e.g. the Counseling and Psychological Support Center of the University of Thessaly).
3. The Academic Advisor is available for holding emergency meetings with each student, monitors their academic progress, and encourages them for the best possible achievement of their academic and professional goals.
4. The Academic Advisor is supported in their work by all members of the teaching staff, the administrative staff, the Directors of Laboratories and Clinics, the Directors of Departments, the Heads of Divisions, as well as the competent services of the Institution, which are obliged to cooperate with all Academic Advisors for the successful completion of their work.

Article 2 Procedure for the appointment of the Academic Advisor

1. All faculty members of the Teaching and Research Staff (DEP), Special Educational Staff (EEP), or Special Laboratory Teaching Staff (EDIP) of the Department assume duties as Academic Advisors. Initially, the number of newly admitted students is divided by the number of DEP, EEP, or EDIP members, followed by the allocation of students to their Academic Advisor, which is done alphabetically by the Department Secretariat. The allocation is approved by the Department Assembly, and the Secretariat informs the students by any appropriate means (announcements, electronic messages, website) about the Academic Advisors with whom they will collaborate. This process is repeated after the completion of the admission of students from special categories who enroll later in the Departments.
2. In case this process has not been done so far for students from previous years, it is done once for them as well.
3. In the Postgraduate Programs, the responsibility for assigning duties to Academic Advisors belongs to the Coordinating Committee of the program, which must, within ten (10) days from the completion of registrations, appoint the academic Advisors of the postgraduate students through a similar procedure as in paragraph 2. This assignment is ratified by the Department Assembly. In Inter-institutional or Interdepartmental Postgraduate Programs, the assignment is again carried out by the Coordinating Committee and ratified by the Curriculum Committee.
4. For postgraduate students, the proposal for the assignment of Academic Advisor duties is made by the Coordinating Committee within 10 days from the completion of registrations and is then ratified by the Department Assembly. In Inter-institutional or Interdepartmental Postgraduate Programs, the assignment is made by the Coordinating Committee and ratified by the Curriculum Committee, while for foreign-language interdepartmental or inter-institutional postgraduate programs, it is done by the competent body, and members of the teaching staff from both institutions may be appointed as Academic Advisors. For doctoral candidates, this role is held by the Supervisor.
5. The Academic Advisor of a student remains the same until the completion of their studies. In case the Academic Advisor is absent for a long period (e.g., educational leave), the Assembly

assigns the students of the said Academic Advisor to another member or members of the Department's faculty.

6. A student who wishes to have another Academic Advisor appointed has the right to submit a relevant substantiated request to the Department Assembly, through the Secretariat. The Assembly, if it accepts the student's request, appoints a new Academic Advisor for him/her.

Article 3 Role of the Academic Advisor

1. The first meeting of the Academic Advisor with the students under their responsibility is scheduled by the Academic Advisor themselves, who communicates with the students by all appropriate means (announcement on the website, via emails, etc.) and with the support of the Secretariat. This first meeting must take place within the first months of enrollment and especially for undergraduate students no later than the end of October. The first meeting with the students under their responsibility can be a group meeting.

2. The Academic Advisor primarily has a consultative role concerning the academic progress of the student. More specifically, the Academic Advisor:

a) supports the more effective transition of students from secondary to tertiary education, in the case of first-year students, or for students of other cycles, the transition from the previous academic cycle of studies to the current one.

b) Provides information about the basic elements of the Curriculum, the structure of the Study Guide, the e-class, and course registration. It gives basic information about the available facilities, laboratories or other structures, the possibility for students to participate in laboratory activities as well as in research programs underway in the Department and the Program, and where students can find more information about these.

c) Provides information about the services offered by the University of Thessaly to its students for supporting their studies and appropriately directs them (e.g., to the Career Office, to the Academic Coordinator for the Erasmus+ Program or the Internship in the Department, etc).

d) Encourages their participation in educational activities, so that their education is supported in the best possible way, as well as their systematic collaboration with the instructors.

e) Provides support for determining course combinations within the offered Curriculum, so that they can choose the appropriate courses according to their personal interests, skills, and abilities.

f) Provides support to students should they face problems in their studies, which arise either due to insufficient attendance or due to the evaluation results in individual courses.

g) Provides support for the individual planning of students both regarding the continuation of their studies and their professional development, based on their interests, and informs them about the next-level study programs in the Department as well as the professional opportunities they may have as graduates of the specific Study Program..

3. If the Academic Advisor becomes aware of any problems or dysfunctions reported by the students concerning the operation of the Department/University, he/she prepares a relevant report which is submitted to the Department's Curriculum Committee (for Undergraduate Programs) or to the competent body (for Postgraduate Programs) and to the Internal Evaluation Team, which may propose the Department Assembly suggestions for managing the problems or dysfunctions.

4. Before the start of each semester, the Academic Advisor calls group meetings with the students under their responsibility and discusses with them any issues that arose during the previous semester regarding their studies and their goals for the upcoming semester. In cases

where students report failures in some courses, the advisor investigates the possible causes of the failure with them and jointly seeks solutions to the problem. They also inform the students that they are available for individual meetings with students who wish to discuss related study problems privately.

5. May organize informational activities in collaboration with other Academic Advisors of the Department or other structures of the University of Thessaly.

6. Keeps a record of his/her meetings with the students under his/her responsibility. The record includes the day and time of the meeting, the parties present, and a general description of the meeting's subject, which, however, will not mention any information that could violate the students' personal data or the confidentiality of the conversations.

7. The Department may request from the Academic Advisors an annual report of activities, which will be submitted to the Internal Evaluation Unit and the Department Assembly for drawing conclusions about the operation of the University. This annual report should be based on the records of the meetings of each Academic Advisor with the students under their responsibility.

Article 4 Communication with the Academic Advisor

1. The Academic Advisor maintains a list of the phone numbers and institutional email addresses of the students for whom they have taken responsibility within the scope of their duties and arranges communication with them (either in person, by phone, or online).

2. The office hours of the Academic Advisors are posted on the Department's website and are updated every semester based on the semester's class schedule. During office hours, the Academic Advisors must be available. In case of an emergency, they must promptly inform the students under their responsibility and, if meetings have been requested, arrange a new meeting in consultation with the interested party.

3. The meetings of the Academic Advisor with the students take place both individually, with each student, and in groups. For undergraduate students, the first group meeting with the Academic Advisor, where relevant information is provided about the institution and the role of the Academic Advisor, the Study Program, the Study Regulations, the obligations and rights of the students, and generally a discussion on matters of common interest, begins with the start of the academic year's classes and following the orientation meeting for first-year students. For postgraduate students, the first meeting takes place within a month of their enrollment.

4. Individual meetings with each student take place upon the student's request..

5. The content of the discussions is confidential, and the personal data of the student is protected by the Academic Advisor. The Academic Advisor is informed about the student's personal data (e.g. detailed grades) only after written permission is granted. The discussions with the Academic Advisor are purely advisory in nature and in no case binding. The decisions that students make regarding their academic progress and any specific academic issues that concern them belong exclusively to them and clearly constitute their own choice.

6. Students are called upon to make use of the Academic Advisor institution in the way that is best for their studies, seeking their assistance whenever they themselves deem it necessary and within the timeframe indicated to them, without abusing the institution.