ARISTOTLE UNIVERSITY OF THESSALONIKI

Regulations of Operation of the Institution of Academic Advisor

(Decision of the Senate of A.U.Th. No. 78656/23.06.2023 – Government Gazette 4084/B/23.06.2023)

According to the Decision of the Senate of the Aristotle University of Thessaloniki no. 78656/23.06.2023 "Approval of the Regulation of Postgraduate Studies Programs of the Aristotle University of Thessaloniki (A.U.T.H.)" (Government Gazette 4084/B/23.06.2023) the following apply:

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Article 13 – Teaching Staff

Upon the commencement of the P.M.S., a permanent member of the P.M.S. faculty is appointed for each postgraduate student as an Academic Advisor. His role is to monitor the progress of students' studies, to be informed by the teachers about any continuous absences of students under their responsibility, as well as to inform them (through the Secretariat) that such absence may result in failure in the course. In addition, the Academic Advisor provides assistance regarding the choice of the postgraduate thesis, taking into account the research interests of the postgraduate student.

Postgraduate students are required to contact their academic advisor for any problem that may affect the smooth course of their studies. The Academic Advisor provides the postgraduate student with the necessary counseling to meet the requirements of the Postgraduate Studies Program. The Academic Advisor ensures that he/she meets regularly with the postgraduate students he/she has taken on and no less than two (2) times per semester.

<u>His/her duties include, among others:</u>

- Identifying the needs and research interests of the postgraduate student, supporting the inclinations and skills of the postgraduate student and encouraging him/her to move towards the areas that suit him/her.
- Informing and facilitating the postgraduate student's contacts with the collective bodies of the P.M.S. and the administrative services.
- Providing assistance in preparing the individual semester curriculum and determining the topic of the postgraduate thesis.

- Identifying students who owe many courses.
- Taking care of and preparing a plan for these students.

The teaching staff, the administrative staff, as well as the competent services of the Institution cooperate and support the Academic Advisors in their work, while taking into account their information, observations, suggestions and requests, for any deficiencies, malfunctions that create problems for students and any suggestions for addressing them.

Personal Data

The P.M.S. archives and manages information regarding the personal data of students in accordance with applicable legislation. It is noted that all of the above procedures must follow the Personal Data Protection Regulation of the Aristotle University of Thessaloniki and operate in accordance with it in order to fully ensure the protection of postgraduate students.

ARISTOTLE UNIVERSITY OF THESSALONIKI

SCHOOL OF MEDICINE

Regulations of the Academic Advisor

(Session of the School of Medicine Assembly No. 13/31-1-2023)

Academic advisors (A.S.) are members of the teaching staff who provide specialized information and advice to postgraduate students and graduates of the Aristotle University of Thessaloniki regarding their postgraduate studies as well as their professional prospects.

The Internal Regulation of the P.M.S. defines the assignment of the duties of study advisor to faculty members on a rotating basis and regulates the more specifically related issues. The role of Academic Advisor can be assumed by any faculty member who teaches at the P.M.S. regardless of rank and position. Academic Advisors monitor the postgraduate students they take on from the beginning to the end of their studies.

1. The institution is mandatory considering that it will contribute significantly to the success of the postgraduate students' studies.

2. The information from the A.S. to the postgraduate student is carried out after a pre-arranged meeting between the Academic Advisor and the postgraduate student.

3. Depending on the number of postgraduate students, the S.E/E.P.S. may assign A.S. duties, other than Faculty Members, to members of the E.D.I.P, E.E.P, ETHEP, Emeritus or retired Faculty Members, (provided that they are lecturers of the P.M.S.).

4. The distribution of postgraduate students to Academic Advisors is done according to the number of first-year postgraduate students. The A.S. may have more than one postgraduate student under his/her supervision. The A.S. when in contact with the postgraduate student should record the details of the postgraduate student and anything else he/she considers important for the postgraduate student, e.g. if he/she has any learning problems that will need to be examined in some other way, mobility problems in order to be able to suggest an easily accessible room, etc.

The personal data file of each postgraduate student is subject to the General Regulation on Personal Data and is confidential.

The work of the Academic Advisor is advisory and supports postgraduate students in their study program by guiding them to achieve their goals.

Postgraduate students should discuss with their Academic Advisor any issue of academic life that concerns them, e.g. problems with courses, workshops, internships, issues related to the study regulations, choice of courses, and even personal difficulties (family problems, health problems) that may affect their studies. The Academic Advisor will try, as much as possible, to provide or suggest solutions to any problems that arise.

The Academic Advisor may also be the first to call the postgraduate student if requested by a teacher and advise him/her on his/her performance (if he/she is absent or does not perform well in the courses, etc.) or discuss with him/her any issue that may create problems in his/her studies (even issues that may arise with a teacher). Also, depending on the interests and the professional rehabilitation that the postgraduate student wishes to have, he/she may also advise him/her on the subject of his/her Master's Thesis. In addition, he/she may help him/her and suggest professional prospects that he/she may have in the public or private sector, freelance, even for jobs abroad. He/she will also be able to inform him/her about the services that the University offers to postgraduate students (International Relations Office, Erasmus+, academic identity, e-mail for updates, etc.). The Academic Advisor of a postgraduate student remains the same until the completion of his/her studies. The replacement of the A.S. is possible if very serious reasons exist, following a decision of the Assembly of the Department/Curriculum Committee.