



UNIVERSITY OF THESSALY

""MSc Entrepreneurship""

**REGULATIONS OF THE INSTITUTION OF THE ACADEMIC
ADVISOR**

FEBRUARY 2024

POSTGRADUATE PROGRAMME

Table of contents

1	REGULATION FOR THE OPERATION OF AN ACADEMIC ADVISOR INSTITUTION	3
2	ASSIGNMENT OF AN ACADEMIC ADVISOR TO STUDENTS	4
3	GENERAL CONSULTANCY WORK	5
4	SPECIAL ADVISORY WORK.....	6

1 REGULATIONS FOR THE ACADEMIC ADVISOR INSTITUTION

The institution of the academic advisor is mandatory and is based on Article 35 (Law 4009_2011 GG A 195) which states the following: "The academic advisor guides and supports students in their study programmes. The Internal Regulation of each institution defines the rotation of the assignment of duties of study advisor to professors and regulates the specific issues involved.

The role of the academic advisor is assumed by every faculty member of the MSc, regardless of rank and position. Academic advisors will monitor the students they take on from the beginning to the end of their studies.

The student can turn to the academic advisor for advice on general issues related to his/her academic activities, but also to address any problems or complaints that may have arisen either during the course or during an academic activity. The academic advisor is responsible for discussing with the student and suggesting solutions to any problem within the framework of an informal resolution or referring the matter for further investigation. The Academic Advisor may also suggest improvements to the procedures for managing student issues, and monitors student performance and progression through to graduation.

2 ASSIGNMENT OF AN ACADEMIC ADVISOR TO STUDENTS

The assignment of an academic advisor to each student is made by the Coordinating Committee of the MSc, while the MSc secretariat informs incoming students that their academic advisor has been assigned for the entire period of their studies by email and by sending a table with the allocation of students to their academic advisors and their contact details (their emails and office hours).

In the event of a faculty member's absence for an extended period of time (e.g., due to sabbatical leave, etc.), the Department Secretariat will assign a new academic advisor to the students of the absent advisor.

The student may request a change of academic advisor (in exceptional circumstances) by explaining the reasons for this request (e.g., he/she feels that he/she has not received an adequate response from the advisor) to the Chair of the Department. The possibility of granting the request will be considered on a case-by-case basis.

Allocation of students to academic advisors

The allocation of students to academic advisors is as follows: the number of first-year students is divided by the number of active academic advisors, thus giving the number of students per faculty member. The distribution of students is done alphabetically among the faculty members, also in alphabetical order.

3 GENERAL CONSULTANCY WORK

The academic advisor will contact each student assigned at least once during each semester either: a) at the beginning of the semester and prior to the course registration process, or b) at the end of the semester and after the release of exam results. Extraordinary meetings may be held when necessary or at the request of the academic advisor to discuss a major issue that has arisen and concerns the student. Obviously the student may, whenever he/she wishes, contact his/her advisor in private. The content of the discussions is confidential and the student's personal data is protected by the professor.

It is also obvious that the academic advisor has the authority to advise the student according to the matter of concern, without his/her suggestions being mandatory.

In the older years of study, the counsellor helps the student to form the best possible understanding of his/her professional life.

4 SPECIAL ADVISORY WORK

The task of the academic advisor is to guide and support students in completing their studies in the most rational and efficient way, but also to respond in an advisory capacity to any personal problems related to their studies. In this context, the academic adviser can indicate to students the best way to achieve their individual goals at each level of their studies. Also, if requested by a faculty member who identifies problems of any nature for the student (e.g., consistent absences, systematic poor performance, unjustified dropout, etc.), the academic advisor may call the student for investigation and resolution. In particular, the academic advisor can assist the student in determining the optimal order in which to register for and attend classes, minimizing failure in examinations, as well as in selecting a direction, the necessary elective required courses and the most appropriate free-choice courses for him/her, according to his/her interests, potential and skills.

Students are encouraged to contact their advisors **by sending an e-mail to the contact address given for each tutor in** order to schedule their meetings. **In the e-mail, students should put "Academic Advisor" as the subject line and provide their contact information as follows:**

Name:	
Father's name:	
Semester of study:	
Registration number:	
Mobile phone:	
e-mail:	