

**School of Political Sciences,  
Aristotle University of Thessaloniki**

**Joint Master  
International Studies: Specialization European  
Studies**

**Regulation of the academic advisor**

## **Article 1: Purpose – scope**

- 1.1. This Regulation regulates the institution and responsibilities of the academic advisor at the School of Political Sciences of the Aristotle University of Thessaloniki. The purpose of this institution is to provide specialized support to the students of the School, on issues such as their scientific orientation, academic performance, and career goals. At the same time, it ensures that the students of the School have access to alternative advisory resources.
- 1.2. This Regulation seeks to contribute to the academic advisors of the School of Political Science providing high quality guidance to students and to be accountable for their performance and behavior.
- 1.3. This Regulation applies to students of the School for all three cycles of studies.
- 1.4. Each Postgraduate Program of the School or in which the School acts as the leading School may, if it so chooses and by decision of its governing body, appoint a separate academic advisor for the specific Program and its students in accordance with the provisions below.
- 1.5. This Regulation does not cover specific advisory services in international exchange programs, in particular Erasmus+ and traineeships.

## **Article 2: Appointment of academic advisors**

Each year and at the first assembly after the beginning of the academic year, the School shall appoint at least one faculty member or a Special Teaching Staff member as academic advisor for each of the four normal years of study, one faculty member or Special Teaching Staff member for each Postgraduate Program and one faculty member for the third cycle of studies. The appointment takes into account criteria such as the staff's qualifications, experience and workload.

## **Article 3: Responsibilities of the academic advisor**

- 3.1. The academic advisor aids students in choosing their courses, in achieving the requirements for obtaining a degree and for planning their subsequent career. The advisor keeps a record of advisory discussions with students and regularly informs the administrative bodies of the School about the issues raised by students.
- 3.2. The academic advisor is accessible to students by establishing regular weekly office hours and providing alternative methods of counseling (such as email or video conferencing). Office hours and alternative forms of communication are published on the School's website and are updated without delay in case of change.
- 3.3. In addition to contacts on the initiative of students, the academic advisor monitors the academic progress of students and invites them, on his/her own initiative, to a special meeting if s/he finds an issue with their academic course, to provide assistance and guidance for the resolution of any problems. By decision of the School Assembly and/or the governing bodies of the Postgraduate Programs, academic advisors may organize special meetings with students at the beginning of each academic semester.

#### **Article 4: Training and professional development**

The School provides, as a matter of priority, academic advisors with the opportunity for further education, continuing training and professional development through the international cooperation programs for training in which it participates, in order to gain better information on current policies, practices and research related to academic counseling at an international level.

#### **Article 5: Evaluation and feedback**

5.1. The School shall establish a procedure for evaluating the performance of academic advisors. The process includes annual feedback from students, faculty and other stakeholders and takes into account criteria such as student satisfaction, effectiveness of counseling and compliance with departmental policies and procedures.

5.2. At the end of each academic year, the School sends to all stakeholders (teachers, students, members of the administrative staff) a questionnaire that may be linked to the general questionnaire for the evaluation of the infrastructure and courses of the School for the performance and operation of the institution of academic advisor.

5.3. The responsibility for compiling the above questionnaire lies with the School's Internal Evaluation Committee (IEC).

#### **Article 6: Confidentiality and ethics**

6.1. The academic advisors comply with the rules of the Aristotle University of Thessaloniki regarding matters of confidentiality and ethics, including requirements to maintain the confidentiality of student information, avoid conflicts of interest, and adhere to the University's code of ethics.

#### **Article 7: Academic advisors of Postgraduate Programs**

7.1. If the governing body of a Postgraduate Program chooses to appoint a separate academic advisor for its students in accordance with article 1.4 above, it shall inform without delay the School Assembly of the fact and the appointment of the advisor. From the moment of the appointment of an academic advisor of a Postgraduate Program, the responsibility of the Department's academic advisor for students of this Program shall cease.

7.2. The academic advisor of a Postgraduate Program must be a teaching staff member in that Program.

7.3. The responsibilities, tenure, training, evaluation procedures and confidentiality rules of the academic advisor of a Postgraduate Program are those mentioned in this Regulation, *mutatis mutandis*.

7.4. If, for any reason, the governing body of a Postgraduate Program does not appoint an academic advisor for any new academic year, this role is assumed by the academic advisor of the Department.

#### **Article 8: Entry into force**

8. 1. This Regulation shall enter into force upon its approval by the School Assembly.

8.2. This Regulation shall be adapted to any contrary provisions of a corresponding Regulation introduced by the Aristotle University of Thessaloniki.