

## Regulation on the Operation of the Academic Advisor

(The operation regulation of the academic advisor is included in: G01\_21\_Excerpt\_EXE\_Approval of the Quality Handbook for the Master's Program)

### **General Information:**

For each new postgraduate student, the Steering Committee of the Master's Program or the Program Committee for interdepartmental or interinstitutional Master's Programs assigns academic advisor duties to the faculty members of the Master's Program, no later than November 30th of each academic year. The number of postgraduate students is equally distributed among the faculty members of the program, and the selection is made randomly. The academic advisor for a postgraduate student remains the same until the completion of their studies.

The coordination of the academic advisors for each Master's Program is managed by the Director of the Master's Program.

### **Role of the Academic Advisor**

The duties of the Academic Advisor include, among others:

- Informing students about the vision of the Master's Program, the professional skills, and qualifications of its graduates.

- Identifying the needs and interests of the students, supporting their inclinations and skills.

- Facilitating students' interactions with university authorities, administrative bodies, and services.

- Providing information about the services offered by the university library, including the provision of supporting materials.

- Providing information about the content of courses, use of the facilities of the Master's Program's laboratories, assessment methods of course performance, etc., which help students understand and successfully complete the courses they find difficult, study methods, and recommended reading.

- Offering counseling for the selection of topics for theses or other assignments.

- Exploring professional prospects (opportunities in the public sector, private sector, freelancing, job positions abroad).

- Discussing academic issues with faculty members.

- Providing information about the services offered by the University (Student Care, Student Advocate, Career Office, Alumni, etc.).

**In any case, the role of the Academic Advisors remains supportive/advisory. However, they are also required to inform their Academic Advisor about their decisions. The final responsibility for their choices regarding academic matters lies with the students themselves.**

**Communication**

The Academic Advisor maintains a list of the email addresses of the graduate students assigned to them and communicates with them regarding academic matters. Additionally, they announce on their personal webpage and on the Master's Program's website specific office hours for consultations with the students they advise. To ensure effective meetings, both one-on-one meetings with each student and group meetings on common issues are organized. The student may request a meeting with the Academic Advisor through a formal request (see Template 1 - Request).

The Academic Advisor informs the Director of the Master's Program in writing (see Template 2 – Student Meeting Contact Form) about their meetings with students and any issues raised by the students. In their report, they may highlight dysfunctions or shortcomings that create problems for the students and suggest measures to address them. The Academic Advisor ensures that they meet with the students they are assigned at least once each semester, either in person or remotely. The student is informed that the role of the Academic Advisor is strictly advisory.

For the effective support of students regarding their studies, the collaboration of the Academic Advisors of each Master's Program with the Career Office and the Student Support Unit for Vulnerable Groups (S.S.U.V.G.) is essential.

The role of the Academic Advisor cannot be effective without the collaboration of the student.

TO:

The Academic Advisor of the Master Program



ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ

Please assist me in mediating my following issue::

**REQUEST**

**SURNAME**.....

**FIRST  
NAME**.....

**FATHERS NAME**  
.....

**MOTHERS NAME**  
.....

**MSc Program**  
.....

**STUDENT ID NUMBER.**  
.....

**ADDRESS**  
.....

**CITY/PC**.....

**PHONE**  
.....

**E-MAIL:**.....

**DATE**.....

**ISSUE** .....

**The Applicant**

**SIGNATURE**



*Please ensure that the above personal data is maintained with confidentiality/privileged information by the Academic Advisor..*



**FORM COMPLETED BY THE ACADEMIC ADVISOR**

The academic advisor, [Name of Academic Advisor], from the [Name of the Master's Program], after discussing with the student [Student's Name] (Student ID Number: [Student ID] and semester of study: [Semester]), after discussion and dialogue, has reached the following conclusions regarding the said graduate student:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

**The Academic Advisor**

Full Name (Signature)