



HELLENIC REPUBLIC UNIVERSITY OF THESSALY

**" MSc in Government Digital Innovation and
Transformation "**

**REGULATION OF THE INSTITUTION OF THE ACADEMIC
ADVISOR**

MARCH 2025

POSTGRADUATE PROGRAMME

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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.

Article 1. General Information about the Academic Advisor

The Academic Advisor can support and guide postgraduate students according to the assistance they request. The advisor is a faculty member and instructor of the Department of Business Administration at the University of Thessaly. In the first academic semester, the Coordinating Committee of the MSc program appoints the instructor who will act as the Academic Advisor for postgraduate students upon their enrollment.

Postgraduate students who need information and assistance in better organizing their studies may contact their Academic Advisor.

The assignment of an Academic Advisor to each student is made by the Coordinating Committee of the MSc program. The Secretariat informs the newly admitted students via email that an academic advisor has been appointed for the duration of their studies and provides a table listing the distribution of students among the advisors, along with their contact details (emails and office hours).

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.

The distribution of students to academic advisors is as follows: The number of first-year students is divided by the number of active academic advisors, resulting in the number of students per faculty member. The students are assigned to faculty members alphabetically, as are the advisors themselves.

Each postgraduate student has the opportunity to consult with their assigned Academic Advisor regarding matters related to the curriculum, course selection, and the overall organization of their studies.

In case a faculty member is absent for an extended period (e.g., due to academic leave), the Department Secretariat assigns a new advisor to that faculty member's students.

A student may request a change of academic advisor (in exceptional cases) by explaining the reasons (e.g., feeling there is insufficient support from the current advisor) to the Department Chair. The request will be considered on a case-by-case basis.

Article 2. Responsibilities and Duties

The Academic Advisor must meet regularly with the postgraduate students assigned to them, with a minimum of one meeting per semester.

Their duties include, among others:

- Identifying the needs and interests, supporting the talents and skills of postgraduate students.
- Facilitating communication between the student and university authorities, committees, and the MSc administrative services.
- Assisting in determining the topic of the student's thesis.
- Providing guidance on career planning for postgraduate students, based on their interests and potential academic paths (e.g., doctoral studies in Greece or abroad).

Postgraduate students are encouraged to have frequent meetings with their advisors for better planning of their studies and resolving any related issues. Ultimately, students are responsible for their academic decisions.

Article 3. Procedure for Cooperation between Postgraduate Students and Academic Advisors

The postgraduate student is informed by the MSc Secretariat and through the program's website about the existence of the academic advisor system, data protection rules, and the principle of confidentiality upheld by the university. They then send an electronic request to the advisor.

The Academic Advisor contacts the student, and a meeting is scheduled for personal discussion, support, and guidance (in person or remotely).

The Academic Advisor completes an electronic form with the student's personal information, the questions submitted, and the conclusions of the discussion. A record of these meetings is maintained. The student may request that detailed information about their inquiry not be recorded.

These documents are filed with the MSc Secretariat in accordance with the University's personal data protection and confidentiality policies. The recorded activities of the Academic

Advisors may be used in the calculation of evaluation metrics for the MSc program and the Department.

Article 4. Structures Supporting the Work of Academic Advisors

The teaching and administrative staff, Laboratory Directors, Department Chairs, and other relevant university services cooperate with and support the Academic Advisors in their work. They also consider the advisors' observations, suggestions, and requests regarding any deficiencies or issues affecting postgraduate students and proposals for resolving them.

To effectively support postgraduate students in their academic progress, Academic Advisors cooperate, when needed, with:

- a) The Support Structure for Students with Disabilities or Special Educational Needs – "PROSVASI",
- b) The Student Counseling Service of the Laboratory of Psychology and Educational Applications,
- c) The Support Structure for Cases of Harassment and Bullying

Article 5. 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.

Article 6. 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:	