

Operating Regulation **Institution of Academic Advisor**

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 (AUTH)" (Government Gazette 4084/B-23.06.2023) the following apply:

Article 13 – Teaching Staff

Upon the start 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 lecturers 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. Graduate 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 Graduate Program.

The Academic Advisor shall meet regularly with the postgraduate students under his/her supervision, no less than twice (2) times per semester. His/her duties shall include, among others:

- Identifying the needs and research interests of the postgraduate student, supporting the inclinations and skills of the postgraduate student and encouraging him/her to pursue 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 the preparation of his/her individual semester-long study program 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 Study Advisors in their work, while taking into account their information, observations, suggestions and requests, for any shortcomings, malfunctions that create problems for students and any proposals for addressing them.

"Personal Data

The P.M.S. archives and manages information concerning the personal data of students in accordance with applicable legislation. It is noted that all 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."

It is noted that the terms "student", "students", "professor", "professors" refer to all genders.