



School of Physics AUTH

**Postgraduate Studies Program:
Advanced Functional Materials**

A14. Regulation of Academic Advisor

December 2023

According to the decision of the Assembly of the School of Physics of the Aristotle University of Thessaloniki No. 05/23-10-2023, the "Regulations for the operation of the Institution of an academic advisor" for the M.Sc. programs of the School is as follows:

At the beginning of the M.Sc. program, the Coordinating Committee appoints for each postgraduate student a permanent member of the Teaching and Research Staff, who is a lecturer in the program, as an **academic advisor**. The academic advisors will monitor their students from the beginning to the end of their studies.

1. Procedure for the assignment of the academic advisor

After registration of the graduate students and assignment of their registration numbers are completed, the Secretariat of the School of Physics informs the graduate students of the faculty member assigned as their academic advisor. At the same time, the Secretariat will also inform the faculty members designated as academic advisors of the students for whom they will be responsible. At the beginning of the first semester, and no later than the 10th of December, the students must contact their academic advisors.

2. Frequency of meetings

The academic advisor will contact each student under his/her responsibility at least two (2) times during each semester. It is recommended that their meetings occur as follows:

- a) at the beginning of the semester and prior to class registration,
- b) at the end of the semester and after the examination results are communicated accordingly.

3. The role of the academic advisor

The academic advisor provides the postgraduate student with the necessary counselling to cope with the requirements of the Postgraduate Studies Program, without his/her suggestions having a mandatory character. The duties of the academic advisor include, but are not limited to:

- Monitoring the progress of students' studies.

- Informing lecturers of any persistent absences of students for whom they are responsible, and informing students (via the Registrar's Office) that such absence may result in failure of the course.
- Identifying the needs and research interests of postgraduate students, supporting their aptitudes and skills, and encouraging them to direct themselves towards suitable research areas.
- Assisting with the selection of the postgraduate thesis, taking into account the research interests of the postgraduate student.
- Providing information and facilitating the contacts of postgraduate students with the collective bodies of the M.Sc. and the administrative services.
- To assist in the preparation of their individual semester study program and in determining the topic of the postgraduate thesis.
- The identification of students who have failed in several courses.
- Providing for and developing a plan for these students.

Finally, in cases where the academic advisor is unable to solve problems, he/she has the possibility to make a recommendation to the Coordinating Committee of the M.Sc. or to the President of the Department, after informing the student.

Postgraduate students must contact their academic advisor for any problem that may affect the smooth progress of their studies.

4. Other regulations

α) The academic advisor shall maintain a database of students under his/her care and submit a written or oral report to the Director of the M.Sc. annually, taking special care to protect the personal data of students, e.g. by using encrypted emails.

b) Academic advisors who retire before the graduation of their students shall be replaced by the Coordinating Committee of the M.Sc. with new advisors. The retiring advisor must handle over all data and thoroughly inform the new advisor on each of his/her students.

c) In the absence of the academic advisor on sabbatical or other leave of absence, the respective records and advising duties shall be temporarily assumed by his/her replacement, as designated by him/her in writing to the Department.

d) In the event that the academic advisor fails to properly perform his/her duties, the student or students for whom he/she has been assigned may request, with a reasoned application to the Coordinating Committee of the postgraduate program, that he/she be replaced.

e) The teaching staff, the administrative staff, as well as the pertinent services of the Institution cooperate and support the academic advisors, while taking into account their information, observations, suggestions and requests for any deficiencies, malfunctions that create problems for the students and any proposals for dealing with them.