



HELLENIC MEDITERRANEAN UNIVERSITY

School of Health Sciences

**Faculty of Science
Administration and Economy**



Department of Social Work (Lead Department)

Department of Nutrition and Dietetics Sciences



Department of Business Administration and Tourism

M3.3 Regulation of the Academic Advisor Institution



MSc in Interdisciplinary Management of Chronic Diseases, Disability & Aging

Heraklion, January 2024

Regulation of the Academic Advisor Institution

The present regulation determines the implementation process of the Academic Advisor Institution Regulation for the MSc studies. Academic advising will significantly contribute to the enhancement of the student-centered educational process and the success of the graduate students' studies. The operation and application of this Regulation is coordinated by the Director of the MSc and the Executive Committee of the MSc.

Article 1: Purpose

- 1.1. This regulation regulates the Institution and the responsibilities of the academic advisor of the MSc. The purpose of the Institution is to provide specialized support to postgraduate students, in matters such as their scientific orientation, academic performance and career goals. At the same time, it ensures that the students of the MSc have access to alternative counseling resources.
- 1.2. This regulation seeks to ensure that the academic advisors of the MSc provide high-quality guidance to students and are accountable for their performance and behavior.

Article 2: Appointment of an Academic Advisor

- 2.1. At the beginning of the 1st semester of the MSc, and the latest until the end of the first month of its operation, the Executive Committee assigns incoming students to Academic Advisors. The number of postgraduate students is equally distributed among the Faculty Members of the Executive Committee, while the assignment is made in alphabetical order, both for Faculty Members and students.
- 2.2. The Academic Advisor remains the same until the student undertakes the post-graduate dissertation thesis, while thereafter the supervising professor automatically assumes the role. Following a proposal from the Executive Committee and after a documented application of the student to the Executive Committee, a new academic advisor can be appointed if there are very serious reasons.
- 2.3. In the class of MSc, the list of Academic Advisors is announced with the distribution of students, as well as the times and ways they are accessible (office hours).

Article 3: Role and responsibilities of an academic advisor

- 3.1. The work of Academic Advisors is the auxiliary/advisory assistance of the students in the timely completion of their studies and the achievement of their academic goals in the best way. His/her role remains auxiliary/advisory, without his/her suggestions being binding, both towards the student and towards the MSc.
- 3.2. In the duties of the Academic Advisors includes the following:
 - a) Provides assistance to students regarding course selection, degree requirements and career planning.
 - b) Informs the students on the content of the courses, the use of infrastructure and laboratories, the ways of evaluating the performance of the courses, etc., in order to understand and complete successfully the courses in which they have difficulties.
 - c) Monitors the academic course of the students with the aim of the smooth completion of the study program.
 - d) Facilitates communication between students and Faculty Members and provides support to students in the problems they face regarding the completion of their studies. Also, the Academic Advisor can call the student to a meeting in case he/she is requested by a member of the Faculty Members, who identifies problems in the course of the student's studies.
 - e) Provides counseling regarding the choice of specialization and optional courses.

- f) Provides information on the Third Cycle Studies and/or professional prospects of the MSc graduates in cooperation with the competent services of the ELMEPA.
- g) Informs about services offered by the Department and the ELMEPA to its students.
- h) Discusses issues that create obstacles to studies. The Academic Advisor keeps a record of counseling discussions with students and regularly informs the Executive Committee regarding issues raised by the students.

3.2.He/she is available to students by establishing regular weekly office hours and providing alternative methods of advising (such as email or video conference). Office hours and alternative forms of communication are published in the MSc eclass and are updated immediately in case of change.

3.3.He/she holds face-to-face or remote meetings with the students he/she has undertaken. A first meeting (welcome meeting, getting to know the students) is recommended to be scheduled within the first fortnight from the appointment of the Academic Advisor. In addition to this, meetings are held with the students if he/she is requested (on a need to meet basis).

Article 4: Confidentiality and ethics

The Academic Advisor should consider the legislation for the protection of students' personal data and the obligation to observe confidentiality when exercising their responsibilities, which continues even after the termination of their duties.

Article 5: Entry into force

This regulation enters into force after its approval by the Executive Committee of the MSc and is compulsorily adapted to any additional provisions of a corresponding regulation introduced by ELMEPA.