



# **Agricultural University of Athens**

**Department of Natural Resources Development and Agricultural Engineering**

**MSc: Digital Technologies and Smart Infrastructures in Agriculture**

## **Appendix M3.3 Regulation of Operation of the Institution of Academic Advisor for Postgraduate Studies**

# I. Legal Framework:

## **LAW 3549/ 2007**

'Article 12

Support services – Study advisors

1. Each Department is provided by the Internal Regulation of Operation of the respective HEI for the establishment and operation of a student support service in order to provide advisory services to them for the smooth transition from secondary to tertiary education, the support of students with disabilities or students and students facing difficulties and the successful completion of their studies.
2. By decision of the General Assembly of each Department, the duties of Study Advisors are assigned, on a rotating basis, to faculty members or Teaching Staff for one academic year. The task of the Study Advisors is to guide and provide guidance and advice to students for the progress and successful completion of their studies. The members of the Teaching and Research Staff are obliged to assist the Study Advisors in their work. During their term of office, study advisors shall be facilitated in the performance of their duties by exemption or limitation from administrative duties."

## **Presidential Decree 160/2008 "Model General Regulation of Operation of Universities"**

'Article 50

Student Advisors

1. Every May, the General Assembly of each School or Department assigns the duties of Study Advisor to one or more permanent faculty members or Teaching Staff, with full or partial discharge from other administrative duties. The Study Advisors are appointed on a rotating basis with an annual term, which begins on September 1st of each academic year, and may be renewed with the agreement of the interested party.
2. The Study Advisors, in cooperation with the student support service of the relevant School or Department, advise and support in particular first-year students in order to facilitate their transition from secondary to tertiary education, inform, inform and advise all students on issues related to their studies and subsequent professional careers and pay special supportive care for students or students facing serious family, personal or other difficulties in successfully completing their studies.
3. All faculty members, the Directors or Heads of the Departments and the Presidents or Heads of the Departments are obliged to cooperate and support the Study Advisors in their work and to take into account their comments, suggestions, recommendations and requests.
4. The Study Advisors inform in writing the General Assembly of the relevant School or Department or the Council of the School about their work and activity at least twice a year, once in December and once in May. In their report, Student Advisors may point out malfunctions or deficiencies that create problems for students and suggest measures to address them."

## **LAW 4009/2011**

'Article 35

Study advisors

The study advisor guides and supports students in their study programs. The Internal Regulation of each institution defines the rotation of the duties of study advisor to professors and regulates the specific relevant issues "

## **II. What is an Academic Advisor?**

The Academic Advisor is a member of the Teaching and Research Staff of the Department, whose main task is to support and guide students, first and second cycle, who address him, in order to effectively organize and successfully complete their studies.

In particular, the Academic Advisor:

- supports and facilitates first-year students in their transition from secondary to tertiary education
- discusses and informs about the structure of the curriculum and the content of the courses offered, the compulsory and elective courses of the specialization, as well as the prerequisite knowledge for attending specific courses
- provides guidance for the effective organization of the student's educational obligations,
- discusses the results of the examinations and the course of his/her studies and jointly seeks solutions to the problems that the student may face.
- informs about the intended learning outcomes of the curriculum and the professional prospects of graduates
- The choice of thesis topic or other work Professional prospects (opportunities in the public, private sector, freelance profession, job abroad).
- Any family, personal or other matter that affects studies.
- informs about prospects and possibilities for postgraduate and doctoral studies and helps him make choices
- informs about the services offered by AUA to students, such as Student Welfare, Liaison Office, Library and Information Center, Internship Office, Office of Innovation and Technology Transfer

## **III. How are Academic Advisors (ASPs) appointed?**

- Academic Advisors can be appointed all members of the Teaching and Research Staff of each Department. Exceptions are faculty members who are justifiably absent for a long time (due to educational leave, health problem, etc.)
- The Academic Advisors are appointed by decision of the Assembly of the Department at the beginning of the academic year.
- Faculty members are assigned the support of a group of first-year undergraduate and postgraduate students and maintain their role – as far as they are concerned – throughout their formal course of study.
- An exception to the above rule is:

- In the case of Undergraduate Programs of Studies where there are directions: after the choice of direction by the student, if the Academic Advisor assigned to him in the 1st year of studies is not a faculty member of the direction chosen by the student, then a new Academic Advisor of Studies may be appointed according to the direction of the student.
- In exceptional cases and if there are serious reasons, the student may request the change of his/her Academic Advisor by submitting a substantiated application to the Secretariat of the Department. The possibility of satisfying the student's request will be examined at the first meeting of the Assembly after the submission of the application. In any case, the change of Academic Advisor requires a majority of 3/4 of the members of the Assembly.
- The process is repeated for students enrolled within the academic year, such as cases of transfers and special category admissions.

## **IV. Contact the Academic Advisor**

Each student is notified of the Academic Advisor assigned to him. This is done in many ways: via e-mail, personally from the Secretariat of the Department, through the website of the Department, etc.

The Academic Advisors together with the students determine the schedule of their meetings during each academic year in the following way:

- The 1st meeting will take place during the 1st month of each academic year
- The 2nd meeting in the middle of the academic year and
- The 3rd meeting at the end of the academic year

In exceptional cases, extraordinary meetings may be convened if deemed necessary by both parties, or if requested by the ASC in order to discuss a major issue concerning students.

## **V. Support of the institution by the members of the academic community**

The Academic Advisor informs the Assembly of his Department about the progress of the institution and conveys to it the problems expressed by students and related to the operation of the Department. It highlights any malfunctions or deficiencies that create problems for students and proposes measures to address them as well as good practices that are already applied to maintain or even strengthen them.

## **VI. Objective of the institution of the Academic Advisor**

- The aim of the institution of the ASS is:
  - to support students in completing their studies on time
  - highlighting the points that may hinder attendance and taking similar initiatives to reduce or eliminate them
  - facilitate communication between students and faculty
  - to increase students' interest in participating more effectively in their studies and in the University's events.