



UNIVERSITY OF
THESSALY
MSc APPLIED ECONOMICS

ACADEMIC ADVISORY BOARD OPERATING REGULATION

ACADEMIC ADVISORY BOARD OPERATING REGULATIONS

The establishment of the Academic Advisory Board for student affairs is mandatory and is based on Article 35 (Law 4009_2011, Government Gazette A 195), which outlines the following provisions: "The student advisor's role is to guide and support students in their academic programs. The internal regulations of each institution define the rotation of duties for student advisors among faculty members and address specific related matters."

Every member of the faculty, irrespective of rank or position, takes on the role of an academic advisor within the Master's program. Academic advisors are responsible for providing guidance and continuous support to their assigned students throughout their academic journey.

Students have the right to consult their academic advisors not only on general matters related to their academic pursuits but also to seek assistance with any issues or grievances that may arise during their studies, whether within the classroom or the broader academic environment. The academic advisor is tasked with engaging in discussions with students, suggesting solutions to their problems informally, or referring issues for further investigation. Additionally, the Professor Advisor has the authority to propose enhancements to student affairs management processes and to monitor students' progress until they obtain their degrees.

2. ASSIGNMENT OF ACADEMIC ADVISORS TO STUDENTS

The allocation of academic advisors to individual students is determined by the Coordinating Committee of the Master's program. The program's administration informs incoming students about the assignment of their academic advisor for the entire duration of their studies through email, including a list of student-advisor pairings and the advisors' contact details (email addresses and office hours).

In cases where a faculty member is absent for an extended period (e.g., due to sabbatical leave), the Department's Administration appoints a new academic advisor to assist the students previously under the absent advisor's purview. Students may request a change of academic advisor (in exceptional circumstances) by articulating their reasons to the Department Chair. The consideration of such requests is subject to case-by-case evaluation.

Distribution of students to academic advisors:

The number of first-year students is divided by the count of active academic advisors, resulting in the determination of the number of students per faculty member. Student distribution among faculty members follows an alphabetical order.

3. GENERAL ADVISORY WORK

The academic advisor maintains regular contact with each assigned student, with at least one interaction during each semester. These interactions occur either: a) at the start of the semester before course enrollment or b) at the end of the semester after examination results have been published. Extraordinary meetings may be scheduled as necessary or upon the academic advisor's request to address significant issues affecting the student. Students are encouraged to privately contact their advisors via email. The content of these discussions is treated as confidential, and the student's personal data is safeguarded by the advisor.

It is important to note that the academic advisor possesses the authority to offer guidance to the student based on the specific concerns raised, without these recommendations being binding. During the later stages of their studies, the advisor assists the student in developing a clear understanding of their future career path.

4. SPECIAL ADVISORY WORK

The role of the academic advisor encompasses guiding and supporting students in completing their studies efficiently and offering advice on personal challenges related to their academic pursuits. Within this framework, the academic advisor may recommend the optimal sequence of courses and elective options, taking into account the student's interests, capabilities, and skills.

Students are encouraged to initiate contact with their advisors by sending an email to the provided contact information. The subject line should read "Academic Advisor," and students are requested to include the following personal details:

- Full Name:
- Father's Name:
- Semester of Study:
- Student ID Number:
- Mobile Phone Number:
- Email Address: