

### **Regulation Institution of Academic Adviser**

According to the Decision of the Senate of the Aristotle University of Thessaloniki No. 78656/23.06.2023 "Approval of Master's Program Regulations of Studies of the Aristotle University of Thessaloniki" (Government Gazette 4084/ B-23.06.2023) the following apply:

#### Article 13 – Teaching Staff

With the start of attendance at the Postgraduate Program, one is defined for each postgraduate student permanent member of the faculty member of Postgraduate Program as an Academic Advisor. His role is to monitor the progress of the students' studies, to be informed by them lecturers for any continuous absences of students who are under their responsibility, as well as their relevant information (through the Secretariat) that such absence may bring about failure in the course. In addition, the Academic Advisor provides assistance on the selection of the postgraduate diploma thesis, taking into account the research interests of the graduate student. The graduate students should contact their academic advisor for any problem which can affect the smooth course of their studies.

The Academic Advisor provides the postgraduate student with the necessary counseling to meet the demands of the Graduate Program Studies.

The Academic Study Advisor makes sure to have meetings at regular intervals with the graduate students he has undertaken and not less than two (2) times semester. His duties include, among others:

- The identification of the postgraduate's needs and research interest's student, supporting the graduate student's inclinations and skills and the encouragement to go into fields that suit him.
- Informing and facilitating the postgraduate student's contacts with the collective bodies of the Postgraduate Program and administration services.
- The provision of assistance for the preparation of the individual six-month program of his studies and defining the topic of the postgraduate diploma work.
- Identifying students who owe multiple courses.
- Caring and planning for these students.

The teaching staff, the administrative staff, as well as their relevant services Foundation cooperate and support the Study Advisors in their work, while consider their information, comments, suggestions and requests, if any deficiencies, malfunctions that create problems for students and any suggestions for dealing with them.

#### "Privacy

The Postgraduate Program files and manages personal information student data in accordance with current legislation. It is pointed out that all the above procedures must follow the Data Protection Regulation Personal Character of AUTH and to operate according to it in order to fully ensure the protection of graduate students."