

REGULATION OF THE ACADEMIC ADVISOR

National and Kapodistrian University of Athens

Article 1. Purpose and scope

Academic Advisors for Studies are faculty members of the Department who advise and support, through meetings they designate, in particular with first-year students, in order to facilitate their integration into higher education, inform and advise all students on matters relating to their studies and their subsequent professional careers and provide special supportive care for students facing serious family, personal and other difficulties which prevent the successful completion of their studies.

The teaching staff members (Professors, Special Teaching Personnel, Laboratory Teaching Personnel, Special Technical Lab Personnel) and the other educational staff in general, the administrative staff, the Directors of the Laboratories and the President of the Department, as well as and the competent services of the Foundation collaborate and support the Academic Study Advisors in their work, 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.

Article 2. Distribution of students to the Academic Advisors

Undergraduate Study Programs

At the beginning of the academic year, the Department Assembly appoints the Department's academic advisors. The names and contact details of Academic advisors are listed in the annual Study Guide and on the department's website.

Postgraduate (MA and MSc) Programs

Academic advisors are the supervisors of the students, i.e. the faculty members of the Department who teach in the program and supervise the students admitted each year.

Each student's Academic Advisor is appointed by the MSc Coordinating Committee or the MSc Curriculum Committee. The appointment of the Academic Advisor takes into account the student's specific scientific interests in the context of his/her chosen field of study, as revealed by his/her CV and the discussion accompanying the oral examination for admission to the program.

Article 3. Duties of Academic Advisors

The Academic Study Advisor mediates the following:

- Supports from the first moment of the students' admission to the program both in terms of the organization of their studies and the choice of courses as well as during the preparation of assignments, including the Master's Thesis.
- Informs about the general operating of the Department's Curriculum, the organization of the Study Guide, the offered infrastructures, the laboratory structures and the possibility of student participation in laboratory activities as well as in research projects developed in the Department.
- Informs about the services offered by NKUA to its students to support their studies.

He/she provides support to identify the best combinations of courses within the offered Curriculum, so that students can choose the right courses according to their personal interests, skills and abilities.

Monitors the progress of the students during the academic period, he guides, aiming at the smooth completion of the study program. It provides support to students, regarding potential problems, which arise either due to insufficient attendance or due to the evaluation results in individual courses, which may constitute an obstacle to the smooth progress of their studies.

It provides support for the formation of the students' individual planning regarding both the continuation of their studies at the next level and their professional development, based on their interests, and informs about the postgraduate programs offered in the Department as well as the professional possibilities that they may have as graduates of the specific Department.

Department of Communication and Media Studies

At the 4th Special General Assembly of the Department of Communication and Media Studies in 20/12/2022, the following Academic Advisor Institution was approved. The academic advisor of each MSc is the director or, in case of unavailability due to multiple commitments, a teacher appointed by the MA/MSc Coordinating Committee during its first meeting of each academic year. The academic advisor is responsible for informing and advising students on all the following:

- The MA/MSc curriculum
- The conditions of participation in the MA/MSc seminars
- The content of the courses (compulsory or optional)
- Problems in communicating with teaching staff (see also the Complaints Management Regulation)
- The services offered by the University to students
- The professional prospects that are opened up by studying at the specific MSc
- The choice of a thesis topic
- The deadlines for submitting the thesis
- The possibilities of extending or suspending studies

He/she is also competent to discuss any issue faced by a student, which creates obstacles in his/her studies.

The academic advisor informs Coordinating Committee of the Postgraduate Program about any issues that have arisen at least once per academic semester.

Communication:

The academic advisor has a list of the MA/MSc students' e-mail addresses and communicates with them about matters of their studies. In addition, he/she announces on his/her personal website and on the website of the Department a specific time of discussion with the students he/she advises.

In order for the meetings to be effective, both one-to-one meetings with each student and group meetings on issues of common interest are held. The first meeting (welcome meeting) takes place within the first month of the official start of the winter semester. Subsequent meetings are scheduled individually or in groups depending on the issues that arise. It is understood that when the academic advisor communicates with students, the legislation on the protection of students' personal data and the obligation to maintain confidentiality, which shall continue after the termination of the advisor's duties.