



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Regulation of Academic Advisor for Studies at Democritus University of Thrace

Komotini 2024

Article 1

General Provisions

1. The Academic Advisor for Studies (AAS) guides and supports students (both undergraduate and postgraduate) throughout their studies. For doctoral candidates, this role is undertaken by the Supervisor.
2. The AAS has an advisory role concerning the academic progress of the student and is available for ad-hoc meetings to provide assistance and refer students to specialists (such as the Counseling and Psychological Support Center) when personal issues affect their studies. The advisor monitors the student's progress and encourages them to achieve their professional goals to the fullest extent.
3. Faculty members, administrative staff, Directors of Laboratories and Clinics, Directors of Departments, Department Chairs, and the relevant services of the Institution collaborate with and support the Academic Advisors in their work.

Article 2

Procedure for Appointing an Academic Advisor for Studies (AAS)

1. At the beginning of the academic year, and no later than October 10, each Department's Assembly assigns Academic Advisor duties to faculty members (including DEPs, EEPs, or EDIPs) for each newly enrolled undergraduate student in the Department. The Department Secretariat allocates advisors alphabetically, ensuring an equal distribution of first-year students among the Department's DEPs, EEPs, and EDIPs. After Assembly approval, the Secretariat informs students of their assigned Academic Advisors through appropriate channels (announcements, emails, website). This process is repeated after the enrollment of students from special categories who register later.
2. For postgraduate students, the assignment of an Academic Advisor is proposed by the Coordinating Committee within 10 days after registration is complete, then confirmed by the Department Assembly. In Inter-Institutional or Inter-Departmental Postgraduate Programs, assignment is made by the Coordinating Committee and ratified by the Program Study Committee (PSC). For foreign-language or inter-institutional postgraduate programs, assignments are made by the relevant body, and teaching staff from both institutions may be appointed as advisors.
3. The Academic Advisor assigned to a student remains the same throughout the student's studies. In cases of extended absence of an advisor (e.g., educational leave), the Assembly reassigns the students of the absent advisor to another Department faculty member.
4. Upon a substantiated request by either the student or the Academic Advisor to the Department Assembly, a new Academic Advisor may be assigned.

Article 3

Role of the Academic Advisor for Studies

1. The Academic Advisor for Studies (AAS) primarily has an advisory role concerning the student's academic progress. Specifically, the AAS:
 - a) Supports first-year students in making a smoother transition from secondary to tertiary education.

- b) Informs students about the general structure of the Study Program, the organization of the Study Guide, available facilities, laboratories, and other resources, as well as opportunities to participate in lab activities and research projects within the Department and Program.
 - c) Provides information about the services offered by Democritus University of Thrace to support students and directs them appropriately (e.g., to the Career Office, the Academic Erasmus+ Coordinator, or the Internship Coordinator in the Department).
 - d) Encourages participation in educational activities to enhance their academic experience and fosters systematic collaboration with instructors.
 - e) Assists students in selecting appropriate course combinations within the Study Program based on their interests, skills, and abilities.
 - f) Supports students in overcoming potential challenges, such as lack of attendance or low academic performance in specific courses, which could hinder their academic progress.
 - g) Aids students in planning their individual academic and career paths based on their interests, informs them about further study options within the Department, and provides guidance on career opportunities available to graduates of the specific Study Program..
2. If the advisor becomes aware of issues or dysfunctions raised by students regarding the Department's or Institution's operations, they prepare a report to be submitted to the Program Study Committee of the Department/Single-Department School (for Undergraduate Programs) or the relevant body (for Postgraduate Programs) and the Internal Evaluation Team, which can make recommendations to the Department Assembly for addressing the issues or dysfunctions.

Article 4

Communication with the Academic Advisor for Studies

1. The Academic Advisor for Studies (AAS) maintains a list with the phone numbers and institutional email addresses of the students under their responsibility and manages communication with them (whether in person, by phone, or online).
2. The Department Secretariat posts a schedule with the consultation hours of Academic Advisors on the Department's website.
3. Meetings between the AAS and students are held both individually and in groups. For undergraduate students, the first group meeting with the Academic Advisor, which includes an introduction to the role of the AAS, the Study Program, the Study Regulations, student rights and responsibilities, and general topics of common interest, is held by November 15. For postgraduate students, the first meeting is held within one month of their enrollment.
4. Individual meetings with each student are held upon the student's request.
5. The content of discussions is confidential, and the AAS protects the student's personal data. The AAS may only access personal information (e.g., detailed academic records) after receiving written consent. Discussions with the AAS are strictly advisory and in no way binding. Decisions made by students regarding their academic progress or any specific academic issues are entirely their own and reflect their individual choices.
6. Students are encouraged to make optimal use of the AAS, seeking guidance whenever they deem it necessary and within the advised timeframes, without overusing the service..

Article 5

Effective Date

The effectiveness of this Regulation begins upon its publication in the Government Gazette.