

The **Academic Advisor Regulation of the Aristotle University of Thessaloniki** is incorporated into the Institution's Internal Operating Regulation, as ratified by Senate Decision 3159/15-4-2025 and officially published in Government Gazette 5130/26-9-2025. The respective Annex is presented below:

1. General - Purpose and scope

The Academic Advisor plays a pivotal role in facilitating the successful completion of degree programs by providing comprehensive guidance and support in both academic and research endeavors. This framework specifically aims to assist students across all cycles of study in attaining their educational and professional objectives. To ensure the efficacy of this institution, the teaching, research, and administrative staff—alongside the institutional services of the Aristotle University of Thessaloniki—actively collaborate with and support Academic Advisors. This cooperative network duly considers the advisors' insights, observations, recommendations, and formal requests regarding operational deficiencies or systemic malfunctions that impede student progress, while also evaluating proposed corrective strategies.

2. Academic Advisor Appointment Procedure

The appointment of the Academic Advisor falls under the purview of the Assembly of each School within the Aristotle University of Thessaloniki. At the commencement of each academic year, the School Assembly assigns newly admitted undergraduate and postgraduate students to members of the teaching, research, and laboratory staff. For students across all study cycles, any elected specializations within their curriculum are explicitly taken into consideration during this assignment.

Regarding the designation of Academic Advisors for students admitted via special categories or through credit transfer, the appointment process is replicated upon the finalization of their registration.

Following the ratification of these appointments by the competent collegial body, the School Secretariat officially notifies the student body through all appropriate communication channels.

The Academic Advisor provides continuous guidance to the student throughout the duration of their degree program until graduation. In the event of an advisor's prolonged absence—such as sabbatical leave or health-related issues—their advisory responsibilities are reassigned to another faculty member by virtue of a decision by the School's collective body.

An Academic Advisor may be replaced upon a substantiated request submitted by the student, subject to the approval of the School Assembly. The feasibility of accommodating such requests is evaluated on a case-by-case basis.

3. Role of the Academic Advisor

Upon appointment, the Academic Advisor establishes a schedule of regular meetings with their assigned students. These sessions are conducted to address any challenges arising during both the academic semester and the examination periods, thereby supporting steady academic progress and the timely completion of studies.

During the initial meeting, the Academic Advisor compiles a dedicated file containing personal data and supplementary information deemed necessary to outline each student's academic profile. Each student record is strictly confidential and may not be disclosed to third parties, in full compliance with the General Data Protection Regulation and the Personal Data Protection Policy of the Aristotle University of Thessaloniki.

The Academic Advisor undertakes the following duties:

I. Student support and guidance

Specifically, the Academic Advisor:

- Facilitates a seamless transition for students migrating from secondary to tertiary education.
- Provides counsel regarding student life and adaptation within the University ecosystem.
- Offers comprehensive information regarding the curriculum, course structures, and graduation requirements.
- Delivers strategic guidance for course selection and the formulation of an individualized study plan aligned with the student's objectives, competencies, and academic interests.
- Assists in the selection and refinement of thesis and dissertation topics.
- Streamlines communication with institutional university services, including Student Welfare, the Internship Office, the Student Advocate, and the Career Liaison Office.
- Receives, evaluates, and investigates student grievances and formal objections to identify potential resolutions.
- Clarifies university regulations, institutional policies, and administrative procedures.
- Contextualizes the undergraduate curriculum by aligning academic pathways with professional career opportunities.
- Identifies non-academic issues and formally refers students to specialized institutional departments when matters fall outside the advisor's scope of responsibility.

II. Progress Tracking

Specifically, the Academic Advisor:

- Monitors student academic performance proactively to identify and mitigate potential difficulties early in the semester.
- Discusses course content, engagement in laboratory sessions and internships, utilization of institutional infrastructure, and effective methodologies for course evaluations.
- Encourages student involvement in diverse educational and research initiatives, including international mobility programs, research projects, academic conferences, and professional workshops.

III. Addressing Academic Challenges

Specifically, the Academic Advisor:

- Advises on effective time management, examination optimization strategies, and the enhancement of core study skills.
- Provides targeted support to students experiencing academic impediments, such as chronic procrastination, underperformance, or personal difficulties that obstruct their academic progress.
- Collaborates with specialized university departments—such as the Psychological and Counseling Support Center, the Career Liaison Office, and the Internship Office—to address complex, multi-faceted student challenges.

The Academic Advisor provides critical support to students, though their recommendations remain strictly advisory and non-binding.

Annual Report

The Academic Advisor compiles a comprehensive annual report for the School Assembly, delineating the progress of the advisory process and highlighting operational malfunctions or systemic challenges. Furthermore, the report may incorporate strategic proposals for administrative management and conflict resolution.

Additionally, the advisor provides written updates to the School Assembly by completing the designated consultation form (see Appendix) during each session. This documentation summarizes the core issues examined throughout the academic year and formally conveys student-reported grievances or structural impediments to the Assembly.

4. Student obligations

To ensure the effective operation of the Academic Advisor framework, and recognizing the reciprocal, dynamic nature of this multi-party relationship, students are expected to:

- Familiarize themselves with the operational framework of the institution and the scope of its responsibilities.
- Review the Study Regulations diligently to ensure they satisfy all academic conditions and obligations required by the Program.
- Acknowledge that the Academic Advisor serves a purely consultative, non-binding role, thereby granting students full autonomy while endowing them with sole responsibility for their final decisions.
- Attend all scheduled advisory meetings and respond promptly to communications from their Academic Advisor.

5. Academic Advisor Communications and Consultations

The Academic Advisor may establish designated consultation hours for informational meetings with students each semester, with sessions conducted primarily by appointment. Armed with the contact details of their assigned students, advisors initiate communication regarding pertinent academic matters.

To maximize institutional efficacy, consultations may take the form of individual sessions or group meetings addressing shared interests. It is highly recommended that the initial orientation session (welcome meeting) be scheduled within the first two months of the official commencement of the winter semester. Subsequent meetings are to be arranged on mutually agreed dates.

Student and Graduate Data Protection and Confidentiality

All Academic Advisors must maintain comprehensive awareness of the AUP Personal Data Protection Policy, operating in strict compliance with its provisions to guarantee the absolute privacy and data protection of undergraduate and postgraduate students.

Appendix

Consultation Session Recording Form

Meeting Date: Meeting Time:

Academic Advisor Details

Name:..... Surname:

Academic Rank:

Faculty:

School:

Student Identity Details

Name:..... Surname:

Paternal name:

Registration Number:

Year of Study:

Telephone:.....

Email:

Session Parameters

Meeting number:

Discussion topics / conclusions

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