



ARISTOTLE UNIVERSITY OF THESSALONIKI

## **School of Physics**

# **Program of Postgraduate Studies “Physics of Atmospheric Environment and Global Change”**

Regulation for of the Academic Advisor  
Institution

26 February 2024

**According to the decision of the Assembly of the School of Physics, AUTH no. 5/23-10-2023, the «Regulation for the Academic Advisor Institution» for the PPS is as follows:**

Upon enrollment of the students in the Postgraduate Program, the Coordinating Committee appoints a permanent faculty member of the teaching staff of the program, as an **Academic Advisor** for each postgraduate student. Academic Advisors will supervise the students they take on, from the beginning to the end of their studies.

### **1. Assignment process of the role of the Academic Advisor**

Following the students' enrollment and activation of their institutional account, the secretary of the School of Physics, informs both the students about the faculty member that has been appointed as their Academic Advisor and the faculty members about the students under their guidance and responsibility. The students are urged to meet their Academic Advisors in the beginning of the first semester, and no later than the 10<sup>th</sup> of December.

### **2. Frequency of meetings**

The academic advisor meets with each student under his/her responsibility at least two (2) times per semester. It is recommended that these meetings take place as follows:

- a) at the beginning of the semester and before the course registration,
- b) at the end of the semester and after the announcement of the examination results (grades).

### **3. Role of the academic advisor**

The academic advisor provides the postgraduate student with the necessary guidance to meet the requirements of the PPS, but his/her suggestions do not have a mandatory character. The duties of the academic advisor include among others:

- Monitoring the progress of the student's studies.
- The notification by the teaching staff of any continuous absences of students for whom they are responsible, and informing the students (via the Registrar's Office) that such absences may result in failure of the course.
- Identifying the needs and the research interests of the students, supporting their inclinations and skills, and encouraging them to focus on topics that interest them.
- Providing guidance in the process of selection of the subject for the master thesis, according to the research interests of the student.
- Facilitating the communication of master students with the collective bodies of the PPS and the administrative services.

- Assisting students in the preparation of their individual semester study plan and determining the topic of their postgraduate thesis.
- Tracking students with poor performance.
- Developing a plan to help these students.

Finally, in cases where certain problems cannot be successfully resolved by the Advisor, he/she may introduce the matter to the Coordinating Committee of the PPS or to the Head of the School, after informing the students.

Postgraduate students should contact the academic advisor regarding any problem that may affect the smooth progress of their studies.

#### **4. Other Regulations**

a) The academic advisor maintains an information record of the students under his/her supervision and submits an annual written or oral report to the Director of the PPS, taking necessary precautions to ensure the protection of the students' personal information, such as using encrypted e-mails.

b) Academic advisors who retire before the graduation of their master students, are replaced by the Coordinating Committee of the PPS with new advisors. The retired advisor provides the student's data record and thoroughly informs the new advisor about each student.

c) In case the academic advisor is on sabbatical or another leave of absence, the students are assigned to his/her substitute, as appointed by him/her in writing informing the School.

d) In case the academic advisor fails to properly perform his/her duties, the students assigned to him/her may request his/her replacement, with a reasoned request to the Coordinating Committee of the PPS.

e) The teaching staff, the administrative staff, as well as the competent services of the Institution cooperate and support the academic advisors, while considering information, observations, suggestions and requests for any deficiencies, malfunctions that could create problems to the students and any proposals for their solution.