

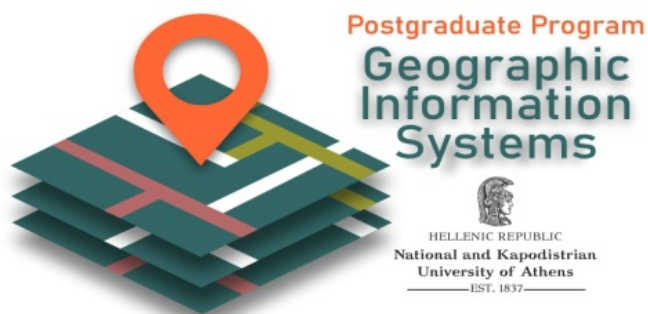


HELLENIC REPUBLIC

**National and Kapodistrian
University of Athens**

EST. 1837

**ENGLISH-TAUGHT POSTGRADUATE PROGRAM
«Geographic Information Systems»**



**M3.3 Regulations for the Function
of the Academic Advisor Institution**

Article 1. Goal of the Institution

Academic Advisors are members of the Teaching Staff who provide specialized information to students and graduates of the Department of Geology and Geoenvironment regarding postgraduate studies, as well as career prospects.

In the Regulations of the MSc «Geographic Information Systems», the rotation of duties for the Academic Advisor is defined. The role of Academic Advisor can be undertaken by any instructor, faculty member (DEP) of the MSc, regardless of rank or position. Academic Advisors monitor their assigned students from the beginning to the end of their studies. The coordination of Academic Advisors for each MSc is carried out by the Director of the MSc. The institution is mandatory, considering that it will contribute significantly to the success of postgraduate students.

The provision of information from the Academic Advisor to the student is carried out after pre-scheduled meetings between the Academic Advisor and the student.

Article 2. Allocation of Students

Depending on the number of postgraduate students, the Steering Committee may assign Academic Advisor duties beyond Faculty Members (DEP) to members of EDI.P, E.E.P, E.T.E.P, Doctoral candidates, Emeritus or retired faculty members (provided they are instructors of the MSc).

The allocation of students to Academic Advisors is done by a decision of the Steering Committee. Each student can be under the supervision of more than one Advisor. The MSc Secretariat informs the students about their assigned Academic Advisor and shares their contact details. The Academic Advisor cooperates with their students throughout the duration of their studies.

Article 3. Duties of Academic Advisors

The Academic Advisor, when coming into contact with the student, should record the student's details and anything else they consider important for the student (e.g., if there are learning difficulties for which they might need to be examined in a different way, mobility issues so that an alternative easily accessible room can be proposed, etc.).

The file of each student is subject to the General Data Protection Regulation (GDPR) and is confidential.

The work of the Academic Advisor is consultative and supports the students in the program, guiding them toward achieving their goals.

Students should feel free to discuss any issue that concerns them with the Academic Advisor, e.g., problems with courses, laboratories, practical training, issues regarding the program regulations, choice of courses, or even personal difficulties (family issues, health issues) that may affect their studies. The Academic Advisor will try, as much as possible, to provide or suggest solutions to any problems that arise. The Academic Advisor is not obliged, however, to guarantee a priori solutions to every problem.

Also, the Academic Advisor may be the first person the student contacts after being requested by an instructor to consult on their performance (if they have absences or poor performance in courses) or to discuss any issue created in their studies (including issues arising with an instructor).

Additionally, depending on the interests and professional goals that a student may have, the Academic Advisor can advise on the topic of the Master's Thesis. Furthermore, they can help and point out professional prospects that a graduate may have in the public or private sector, free-lance profession, or for research and doctoral positions abroad. They can also provide information about services provided by the University to postgraduate students (Erasmus+ Office, academic ID, etc.).

Article 4. Change of Academic Advisor

The Academic Advisor for a student remains the same until the completion of their studies. A replacement of the Academic Advisor is possible only if very serious reasons exist, following a recommendation by the Steering Committee.