

Regulation for the Academic Advisor at Democritus University of Thrace (DUTH)

Regulation in Postgraduate Programmes

Article 4 General Provisions

By no later than November of each academic year, the Coordinating Committee of the respective Postgraduate Program (PMS) randomly assigns Academic Advisor duties to each newly admitted postgraduate student, rotating these duties among the teaching staff (faculty members) involved in the PMS. The number of postgraduate students is evenly distributed among the teaching staff.

The Academic Advisor assigned to a postgraduate student remains the same until the completion of the student's studies. In exceptional cases, and upon a substantiated request by either the postgraduate student or the Academic Advisor, a new Academic Advisor may be appointed.

Article 5 Role of the Academic Advisor

The Academic Advisor is responsible for informing and advising postgraduate students on the following matters:

- The content and evaluation methods of courses, participation in research methodology seminars, utilization of departmental laboratory facilities, and other academic resources.
- The content of required and elective courses, helping to determine the optimal sequence of courses to minimize exam failures, and discussing with each postgraduate student to select appropriate courses based on their personal interests, skills, and abilities.
- The selection of a topic for the postgraduate thesis or other academic projects.
- Information on doctoral studies (within the Department, in Greece, and abroad).
- Professional prospects, including opportunities in the public and private sectors, freelance work, and employment opportunities abroad.
- Any family, personal, or other issues that may affect their studies.
- The services offered by DUTH to postgraduate students, such as student welfare, the Student Advocate, DASTA (Career Services), DOSYP (Student Counseling Services), Philologus, and Digital Support Services.

Article 6

Communication with the Academic Advisor

After the assignment by the Coordinating Committee, the Secretariat of the respective Postgraduate Programme provides the Academic Advisor with a list of the email addresses of the postgraduate students assigned to them, enabling communication regarding their studies.

The website of each Postgraduate Programme details the methods through which postgraduate students can communicate and interact with their AS (e.g., email, phone, online meetings, etc.).

The Academic Advisor holds meetings with the assigned postgraduate students and prepares a report on a biannual basis, which is submitted in writing to the Coordinating Committee. This report informs the Committee about the progress of the advising process and conveys any issues raised by students concerning the operation of the Postgraduate Programme. The report may also highlight any dysfunctions or deficiencies that create problems for postgraduate students and suggest measures to address them.

The first meeting (orientation meeting to get acquainted with the postgraduate students and inform them about communication methods) is recommended to take place within the first month following the Academic Advisor's appointment.

The Coordinating Committee and the Director of the respective Postgraduate Programme are required to cooperate with and support the Academic Advisors in their work and to consider their observations, suggestions, recommendations, and requests.

It is emphasized that all Academic Advisors must be familiar with the Data Protection Regulation (<https://duth.gr/Πανεπιστήμιο/Προστασία-Δεδομένων-Προσωπικού-Χαρακτήρα-GDPR>) and must operate in accordance with it to fully ensure the protection of postgraduate students.