

Regulation of Academic Advisor

According to the Decision of the Senate of the Aristotle University of Thessaloniki No. 78656/23.06.2023 "Approval of the Regulation of Postgraduate Studies Programs of the Aristotle University of Thessaloniki (A.P.Th.)" (Government Gazette 4084/B-23.06.2023) the following:

Article 13 – Teaching Staff

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With the start of attending the P.G.P., a permanent member of the academic staff is appointed for each postgraduate student of the programme as an Academic Advisor. His/Her role is to monitor the progress of the students' studies, to be informed by the lecturers of any continuous absences of the students under his/her responsibility, as well as to inform him/her (through the Secretariat) that such absence may result in failing the course. In addition, the Academic Advisor provides assistance regarding the selection of the topic of the diploma thesis, taking into account the research interests of the graduate student. Graduate students must contact their academic advisor for any problem that may affect the efficient progress of their studies.

The Academic Advisor provides the graduate student with the necessary counseling to meet the requirements of the Graduate Program.

The Academic Advisor will have meetings at a regular basis with the graduate students he/she has taken over and not less than two (2) times per semester. His/her duties include, among others:

- Identifying the graduate student's needs and research interests, supporting the graduate student's preferences and skills and encouraging them to move towards areas that match their interests.
- Informing and the facilitating postgraduate student's contacts with the decision making bodies of the P.G.P. and administration services.
- Providing assistance for the preparation of his/her individual six-month study program and determining the subject of the diploma thesis.
- Identifying students who owe multiple courses.
- Caring and planning for these students.

The teaching staff, the administrative staff, as well as all other services of the Institution cooperate and support the Academic Advisors in their work, while taking into account their information, observations, suggestions and requests, for any deficiencies, malfunctions that create problems for the students and any suggestions for dealing with them.

"Privacy

The P.G.P. files and manages the information concerning the personal data of the students in accordance with the current legislation. It is pointed out that all the above procedures must follow the Personal Data Protection Regulation of AUTH and operate in accordance with it in order to fully ensure the protection of graduate students."

The above Academic Advisor Regulation are complementary to the Academic Advisor Regulations of the Postgraduate Programme "Communications Networks and Systems Security" (Department Assembly no. 443/20-12-2023) which is listed and posted on the website of the P.G.P. (https://cnss.csd.auth.gr/studies/Ακαδημαϊκός_Σύμβουλος)

ACADEMIC ADVISOR REGULATION

Objectives - Duties of the Academic Advisor

The Postgraduate Programme has adopted the institution's Academic Advisor (AA), who has the authority to direct and advise students regarding their studies at the programme as well as monitor their courses. This facilitates students to complete their studies in the most rational and efficient way. Specifically, the AA has the obligation to inform, discuss and advise the students regarding:

- The structure of the curriculum and the content of the courses with the aim of: a) the student's selection of courses that are closer to the student's personal and academic interests and goals and b) to ensure that the student is aware of issues such as the knowledge required to attend specific courses.
- Exam results.
- The selection of the topic of his/her diploma thesis.

- The professional prospects and their correlation with the labor market after completing the postgraduate studies, including the possibility of involvement in research projects in which members of the School participate.
- The prospects for continuing his/her studies towards obtaining a Doctorate Degree.
- Any other issues raised by the student that may relate to or affect his/her studies.

The AAs communicate with the students for questions and advice regarding the educational process on days and times announced on the website or after consultation via e-mail.

Academic Advisor Appointment Procedure

Within the first two weeks of studies, the P.G.P. Secretariat randomly allocates, or based on the student's learning goals as reflected in his/her course selections, the newly admitted postgraduate students to the academic staff of the School, who are lecturers at P.G.P..

After the AA is appointed, the Secretariat ensures that all involved members are informed. The AA can be changed upon his/her application or the postgraduate student's application to the Postgraduate Studies Steering Committee (SSC). After the assignment of a Diploma Thesis, AA automatically becomes the supervisor of the Diploma Thesis or a member of the supervision/examination committee of the Thesis. Based on the programme's internal regulations, one lecturer cannot advise, per year, more than 16 postgraduate students (Total number of students/all lecturers).

The annual list of appointed students to the lecturers is posted on the website ([https://cnss.csd.auth.gr/studies/Akadimaikos Symboulos/](https://cnss.csd.auth.gr/studies/Akadimaikos%20Symboulos/)).