

Institutional Regulation
For the Academic Studies Advisor
University of the Aegean

1. Generally

Academic Studies Advisors are members of the University's teaching staff (Faculty Members) who voluntarily offer their experience in education and career matters. Academic Studies Advisors provide guidance for the development and achievement of meaningful educational, professional and personal goals.

At the beginning of the academic year, the Department's Assembly assigns at random the Academic Studies Advisor's (ASA) duties for each incoming student to the Faculty Members of the Department. The number of first-year students shall be divided equally among the faculty members of the Departments. The ASA of a student remains the same until the completion of his/her studies. In case of absence of the ASA for a long period of time (e.g., sabbatical leave, health problem), the Assembly shall assign the student(s) of the ASA in question to other Faculty Member(s) of the Department. The procedure shall be repeated, after completion of the admission of students belonging in specific categories, for those students who were later enrolled in the Departments. The Departments shall inform by all appropriate means (through announcements, e-mails, website) the students about the ASAs with whom they will work with, the role of the ASAs, the days and times of contact with them.

Following a substantiated request by the student or the ASA to the Assembly of the Department, a new ASA may be appointed.

2. Role of the Academic Studies Advisor

The ASA shall mediate in the following matters:

- a) He/ She supports the more effective transition of students from secondary to higher education, especially in the case of first-year students.
- b) He/ She Provides information on the general operation of the Department's Undergraduate Curriculum, the organization of the Department's Study Guide, the

infrastructure offered, the laboratory structures and the possibility for students to participate in laboratory activities and in research projects developed in the Department.

c) He/ She informs about the services offered by the University of the Aegean to its students for the support of their studies.

d) He/ She encourages their participation in the exercises and tutorials offered, in order to support their progress in their courses in the best possible way, as well as for the systematic cooperation with the Faculty Members both in the context of teaching and research activities and in the preparation and writing of assignments.

e) He/ She provides support to identify the optimal combinations of courses within the offered Curriculum, so that they can choose the most appropriate courses according to their personal interests, skills, and abilities.

f) He/ She monitors the students' academic progress during the guidance period. In order to ensure the smooth completion of the study programme, the ASA provides support to students in the event of any problems arising either from poor attendance or from assessment results in individual courses, which may constitute an obstacle to the smooth progression of their studies.

g) He/ She provides support for the formulation of the individual planning of students with regard to both the continuation of their studies at postgraduate and doctoral level and their professional development, based on their interests, and informs them about the postgraduate programmes offered in the Department and the professional opportunities they may have as graduates of the Department

In the exercise of his/her responsibilities, the ASA shall cooperate with the President, the Faculty Members, and the staff of the Department in order to settle issues arising in the exercise of his/her responsibilities.

The ASA prepares an annual report on the flow of the process and any problems/malfunctions raised by the students concerning the functioning of the Department/Institution. The report is submitted to the Undergraduate Study Programme Committee and to the Internal Evaluation Group (IEG) which, at the end of each academic year, jointly recommend to the Departmental Assembly proposals for the management of the problems.

3.Contact with the Academic Studies Advisor

The ASA creates a list of the institutional e-mail addresses of the students for whom he/she is responsible within his/her area of responsibility and arranges communication with them (either in person, by telephone or online). In addition, complementary to posting the hours of collaboration on the Department's website, he/she shall also indicate them on his/her Notice Board. The meetings may be held both individually, with each student, and in groups, to discuss issues of common interest.