

ACADEMIC ADVISOR FUNCTION REGULATION

Article 1: Role of Academic Advisors

Academic Advisors support first-year students, mainly, with the aim of facilitating, undergraduates transitioning from secondary to higher education and postgraduates encouragement to extend experimentation in research. Through their educational, research and work experience, they provide support and guidance to students on issues related to the progress and successful completion of their studies, as well as career issues.

Article 2: Distribution of Students to Academic Advisors

The Assembly of the Department supervises the functioning of the institution by annually appointing the academic advisors of undergraduates and postgraduates students for the following academic year, according to the time-frame described in the internal regulation of the Ionian University. Academic Advisors are members of the teaching staff of the study program in which they carry out the project. Their appointment is mandatory and the list of all Academic Advisors is posted on the University website.

Article 3: Duties of the Academic Advisors

Academic Advisors receive students for collaboration and guidance at specific scheduled times, which are announced at the beginning of each semester. The content of the discussions is confidential and the student's personal data is protected. The Academic Advisors advise the student accordingly, without their suggestions being binding. The final responsibility for their choices in matters of study rests with the students themselves.

Article 4: Support for the work of the Academic Advisors

All faculty, as well as laboratorial and administration staff members, cooperate and support the Academic Advisors in their work, while taking into account information, observations, their suggestions and requests, for any deficiencies and malfunctions that create problems for the students and any suggestions for dealing with them.

Article 5: Change of Academic Advisor

In exceptional cases, a student can request the change of his/her Academic Advisor by applying to the Department Secretariat explaining the reasons for the request. The request will be submitted for examination and decision-making to the corresponding Coordinating Committee of the program of studies and will then be approved by the Department Assembly.