



**REGULATION OF OPERATION  
OF THE ACADEMIC ADVISOR INSTITUTION**

**OF THE STUDY PROGRAMMES OF THE DEPARTMENT  
OF INFORMATICS AND TELEMATICS**

**Approved by the Assembly of the School of Digital Technology**

**Decision no: 175/18.01.2024**

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## **Article 1: General Principles**

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The institution of the Academic Advisor is provided by current legislation and has the ultimate goal of supporting first-year students in both undergraduate and postgraduate studies.

Academic Advisors are faculty members of the Department who advise and support, through appointed meetings mainly with first-year students, to enable their integration into the curriculum, inform and advise all students on issues related to their studies and subsequent professional careers, and give special supportive care for students facing serious family problems. Personal or other difficulties that prevent the successful completion of their studies. The Academic Advisor tries as much as possible to give or propose solutions to any problems that arise. However, he/she, under no circumstances, shall guarantee in advance a solution to any problem that may arise.

The Assembly of the School assigns duties of the Academic Advisor to all faculty members, distributing to them in a random and equal way the number of first-year students. The Academic Advisor of a student remains the same until the completion of the student's studies. The members of the teaching and administrative staff of the Department as well as the competent bodies of the University cooperate and support the Academic Advisors in their work while taking into account their opinions, observations, suggestions, and requests, for any deficiencies, malfunctions that cause problems to students and any suggestions for dealing with them.

## **Article 2: Academic Advisor Assignment**

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The assignment of students is carried out among the faculty members also in a random manner. The student is informed about the name of their Academic Advisor by the Department Secretariat and can contact them either via email or during the office hours announced on the Department's website. In case the Academic Advisor is absent due to educational or other leave, their responsibilities and the relevant file are temporarily assigned to their substitute, or another faculty member is randomly assigned temporarily.

In any case, the students can request the replacement of their Academic Advisor with a justified application to the Department. The possibility of satisfying the request will be examined by the Assembly of the School of Digital Technology during its first session after the submission of the application.

## **Article 3: Duties of the Academic Advisor**

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The role of the Academic Advisor is to guide and support students in the framework of their study program as well as with personal issues related to their studies, and to suggest the best ways for them to achieve their individual goals at every level of their studies. In advanced years, the Academic Advisor helps students form a clearer perception of their professional life. The Academic Advisor also supports final-year students by offering assistance for their exams (e.g., attending lectures/projects for those courses, discussing with relevant faculty members for additional educational material, etc.). Additionally, the Academic Advisor may come in touch with a student upon request from a faculty member who identifies any type of issues (e.g., frequent absences, consistently poor performance in projects, unjustified abandonment of coursework).

The Academic Advisor facilitates the following:

- a) Supports the effective integration of undergraduate and postgraduate students into the curriculum.
- b) Provides information about the general structure of the study program, the organization of the study guide, the available facilities, the laboratory structures, and opportunities for students to participate in actions or research projects within the Department.
- c) Informs students about services provided by the Institution to support their studies.
- d) Encourages participation in offered workshops and supplementary tutorials, aiming to enhance their progress in their courses, as well as systematic collaboration with instructors within the framework of teaching and research activities or the preparation and writing of assignments.
- e) Offers support in determining the best course combinations within the offered curriculum, allowing

students to choose courses suited to their personal interests, skills, and abilities.

f) Monitors the academic progress of students during the advisory period. To ensure smooth completion of the study program, the Academic Advisor provides support to students regarding potential issues arising from inadequate attendance or course evaluation results, which may hinder their academic progress.

g) Guides individual planning regarding further studies at postgraduate/doctoral level or professional development based on their interests and informs them about postgraduate programs offered by the Department and professional opportunities as graduates of the program.

In fulfilling their duties, the Academic Advisor collaborates with the Dean of the Department, instructors, and staff to resolve issues that may arise during their responsibilities. The Academic Advisor prepares an annual report summarizing the process flow and any problems/shortcomings expressed by students regarding the Department's or Institution's operations. This report is submitted to the Quality Assurance Unit, which jointly proposes solutions to the Assembly of the School of Digital Technology to resolve these issues at the end of each academic year.