



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 12

Regulations for Academic Studies Advisors of Democritus University of Thrace

Komotini 2024

Article 1

General Provisions

1. The Academic Studies Advisor (ASA) guides and supports students (both undergraduates and graduates) during their studies. The Supervisor plays this role for doctoral candidates.
2. The ASA has an advisory role regarding the academic progress of the student, is available for emergency meetings to provide assistance and redirection to experts (such as the Center for Psychological and Counseling Support) in cases where the student is facing personal issues that are affecting his/her studies, monitors the student's progress, and encourages him/her to achieve his/her professional goals as best as he/she can.
3. The members of the teaching staff, the administrative staff, the Directors of the Laboratories and Clinics, the Heads of the Departments, the Presidents of the Departments, as well as the responsible departments of the University, cooperate with and support the Academic Advisors in their work.

Article 2

ASA appointment procedure

1. Upon commencement of the academic year and no later than 10 October, the Assembly of each Department shall assign to faculty members, members of the Special Teaching Staff and the Laboratory Teaching Staff the duties of Academic Studies Advisor for each newly admitted undergraduate student of the Department. Students are assigned alphabetically by the Department's Secretariat, and the number of first-year students is equally distributed among faculty members, members of the Special Teaching Staff and the Laboratory Teaching Staff of the Department. Following approval by the Assembly, the Department's Secretariat informs students by all appropriate means (through announcements, e-mails, website) of the ASAs they will be working with. This procedure is repeated after the completion of the admission of students in special categories who are enrolled later in the Departments.
2. For post-graduate students, the proposal for the assignment of the duties of Academic Studies Advisor is carried out by the Coordinating Committee within 10 days from the completion of enrolment and is then validated by the Assembly of the Department. For Interinstitutional or Interdepartmental Post-graduate Study Programmes the assignment is done by the Coordinating Committee and validated by the Study Programme Committee (SPC), while for foreign-language interdepartmental or interinstitutional PGMPs it's done by the responsible body, and teaching staff members from both Universities can be appointed as ASAs.
3. Students shall be assigned the same ASA until their studies are completed. In the event of long-term absence of the ASA (e.g. sabbatical), the Assembly shall assign the students assigned to this ASA to another faculty member of the Department.
4. Following a substantiated request from the student or ASA to the Assembly of the Department, a new ASA may be appointed.

Article 3

Role of the Academic Studies Advisor

1. The ASA plays a primarily advisory role regarding the student's academic career. More specifically, the ASA:

- a) Supports the more effective transition of students from secondary to higher education, in the case of first-year students.
 - b) It provides information on the general operation of the Study Programme, the organization of the Study Guide, the infrastructure offered, the laboratory or other structures and the possibility of students participating in laboratory activities as well as in research programmes that are being developed in the Department and the Programme.
 - c) Informs students about the services offered by Democritus University of Thrace to support their studies and directs them appropriately (e.g. to the Career Office, the Academic Officer for the Erasmus+ Programme or Internships at the Department, etc.).
 - d) Encourages student participation in educational activities, so that their education is supported in the best possible way, as well as their systematic cooperation with the teachers.
 - e) Provides support for identifying the combinations of courses within the offered Study Programme, so that they can choose the appropriate courses, depending on their personal interests, skills and competences.
 - f) Provides support to students with regard to potential problems that arise either due to inadequate attendance or due to the evaluation results of individual courses, which may constitute an obstacle to the smooth progress of their studies.
 - g) Provides support for shaping students' personal planning with regard to both the continuation of their studies and their professional development, based on their interests, and informs them about next level study programmes at the Department, as well as the professional opportunities they may have as graduates of a particular Study Programme.
2. In the event that the ASA becomes aware of any problems or failures which are expressed by the students and relate to the operation of the Department/University, they shall draw up a relevant report to be submitted to the Department/Single-Department Study Programme Committee (for Undergraduate Study Programmes) or to the responsible body (for Post-graduate Study Programmes), and the Internal Evaluation Team, which may recommend to the Assembly of the Department proposals for managing problems or failures.

Article 4

Contacting the Academic Studies Advisor

- 1. The ASA maintains a list of the phones and institutional e-mail addresses of the students for which he/she is responsible as part of his/her competence and regulates communication with them (either in person, by telephone or online).
- 2. The Department Secretariat shall post a table of the Academic Advisors' working hours on the Department's website.
- 3. ASA meetings with students are held both individually, with each student, and on a group basis. For undergraduate students, the first meeting of the group with the Academic Studies Advisor, where they will be briefed about the ASA's role, the Study Programme, the Study Regulations, the obligations and rights of students, and will have a general discussion on issues of common interest, shall take place by November 15th. For post-graduate students, the first meeting shall take place within one month of their enrolment.
- 4. One-on-one meetings with each student are held at the student's request.
- 5. The content of the discussions is confidential and the student's personal data is protected by the ASA. The ASA will be notified of the student's personal data (e.g. detailed grades) only with the student's written consent. Discussions with the ASA are of a purely advisory nature and in no

way binding. The decisions made by students regarding their academic career and any specific academic issues that concern them belong exclusively to them and are clearly their choice.

6. Students are invited to use the ASA institution in the best way possible for their studies, requesting the assistance of the ASA whenever they deem it necessary, within the time available to them, without abusing the institution.

Article 5

Entry into force

These Regulations shall enter into force upon their publication in the Official Government Gazette.