



UNIVERSITY OF IOANNINA
SCHOOL OF PHILOSOPHY
DEPARTMENT OF PHILOLOGY
DIVISION OF CLASSICS



Regulations on the Role of the Academic Advisor in the Postgraduate Program “Ancient Texts and Modern Readings” Department of Philology, University of Ioannina

Article 1 – Introduction

According to Article 14, paragraph 3 of the Regulations on Postgraduate Study Programs of the University of Ioannina (Government Gazette, Issue B, No. 4942/07.08.2023):

By decision of the Department Assembly or the Program Committee, a faculty member (member of the teaching and research staff) who teaches in the Postgraduate Program (MA) is appointed as Academic Advisor for each student. The Academic Advisor monitors the student’s academic progress throughout their studies. Furthermore, in the case of complaints or appeals by postgraduate students, the Academic Advisor must, if necessary, communicate with the student, the Program Director, and other faculty members with relevant experience in order to find an appropriate solution (Article 20, paragraph 3 of the same Gazette).

The MA “*Ancient Texts and Modern Readings*” fully complies with the above provisions and this Regulation, like all regulations of the program, has been approved by the General Assembly of the Department of Philology (Meeting No. 888/03-12-2024).

Article 2 – Appointment and Term of the Academic Advisor

At the beginning of the semester of the new academic year, following the publication of the list of successful applicants, the Department Assembly of Philology appoints an Academic Advisor for each postgraduate student.

The term of the Academic Advisor coincides with the duration of the student’s studies in the program.

Article 3 – Role of the Academic Advisor

The Academic Advisor is responsible for informing and advising postgraduate students. Their duties include, among others:

- Informing students about the structure and objectives of the program, the specific subject areas it covers, the methods of course assessment, study methods, and bibliography.
- Advising, in collaboration with the program instructors, on the selection of the topic for the Master’s Thesis.

- Informing students about the research and professional opportunities the program offers.
- Identifying students' needs and interests, supporting their talents and skills.
- Facilitating contact between students and the university's authorities, administrative bodies, and services (e.g. Student Welfare, Career Office, Counseling and Psychological Support Unit, Internship Office, International Relations Office – Erasmus+).
- Informing students about the use of departmental facilities (Library, Laboratories, Secretariat).
- Providing guidance on pursuing doctoral studies within the Department or elsewhere in Greece or abroad.
- Exploring professional prospects (public/private sector opportunities, freelance work, employment abroad).
- Informing students about available scholarships and opportunities to participate in ongoing or proposed research projects of the Department.
- Informing students about academic events (conferences, workshops, lectures) and outreach activities of the Department.
- Encouraging students to organize conferences in the Department and to participate in conferences in Greece and abroad.
- Discussing any issues that may hinder their studies.
- Discussing relevant matters with teaching staff of the program.

It should be noted that the role of Academic Advisors is **supportive and advisory**. Postgraduate students are responsible for informing their Advisor about their decisions, but the final responsibility for all study-related decisions lies with the students themselves.

Article 4 – Communication

The Academic Advisor maintains a list of email addresses of the students assigned to them and communicates with them regarding study-related matters. The Advisor also announces on the program's website specific days and hours for consultation.

The **first meeting (introductory meeting)** is recommended to take place within the first month of the official start of the first semester. The Academic Advisor should meet with their assigned students (in person or remotely) **at least once per semester**. Students are informed that the Advisor's role is strictly advisory.

The Academic Advisor must **report in writing** to the Program Director (see attached Form A10a: "Advisory Meeting Record") concerning meetings with students and any issues raised. The form may also note problems or shortcomings affecting students and propose measures for their resolution.

Effective support for students' studies requires close cooperation between the Academic Advisors and the other support structures of the University.

Article 5 – Protection of Personal Data and Confidentiality

In carrying out the responsibilities described in Articles 3 and 4, the applicable legislation on the protection of students' personal data and the obligation of confidentiality apply. This obligation continues even after the Advisor's term has ended.

Article 6 – Replacement of the Academic Advisor

In the event of the Academic Advisor's long-term absence (e.g. due to sabbatical leave or health reasons) or termination of their employment with the Department (e.g. resignation or dismissal), the Department Assembly assigns the affected students to a new Academic Advisor.