



Με τη χρηματοδότηση
της Ευρωπαϊκής Ένωσης
NextGenerationEU

REGULATIONS FOR THE OPERATION OF THE ACADEMIC ADVISOR SCHEME FOR THE POSTGRADUATE STUDY PROGRAMME

**"MSc in Children's Health & Wellbeing: Exercise, Nutrition & Digital
Technologies"**

1. The Academic Advisor provides guidance and support to students throughout their programme of studies. The main responsibilities of the Academic Advisor are:
 - (a) to provide advisory support to students in order to help them complete their studies in the most rational and effective manner,
 - (b) to propose solutions to problems that may arise and to refer students to the appropriate University support structures depending on the nature of the issue or difficulty encountered (e.g. family, psychological, financial, or health-related matters), and
 - (c) to provide advice and recommendations regarding the student's future academic and professional career development.
2. Advisors are appointed, for each student, by the Curriculum Committee following a recommendation from the Coordinating Committee, within one (1) month of their enrolment. Academic Advisors may be members of academic or laboratory teaching staff of the Department.
3. The number of Programme students is equally distributed among the academic and laboratory teaching staff members of the Department and assignment is made on a randomised basis.
4. The Academic Advisor assigned to each student remains the same until the completion of studies. The responsibilities of the Academic Advisor include, indicatively:
 - i. provides information on the operation and organisation of the Postgraduate Programme and the available facilities,
 - ii. informs students about the course content, proposes more effective study methods, and may recommend attendance of undergraduate courses where considered necessary to address learning gaps,
 - iii. advises students on the selection of the direction of their postgraduate dissertation so that it aligns with their personal interests and future aspirations and can be completed within the prescribed period of study,
 - iv. discusses issues relating to the student's relationship with teaching staff, administrative personnel, or fellow students,
 - v. provides information regarding mobility opportunities for studies or internships in Greece or abroad,
 - vi. provides information regarding opportunities for further doctoral studies at the Department or at another Higher Education Institution in Greece or abroad,
 - vii. discusses issues related to professional career prospects, and
 - viii. informs students about the services provided by Harokopio University to support their studies.
5. The Academic Advisor collaborates with the Coordinating Committee, teaching staff, administrative personnel and OMEA on issues arising in the course of their duties, always following the University's personal data management policy.
6. Upon appointment, the Academic Advisor contacts their assigned students and provides their contact details and preferred means of communication. Consultations may be held at the student's request or at the initiative of the Academic Advisor, individually or in groups on matters of common interest. Consultations are conducted remotely. The Academic Advisor ensures at least one (1) consultation per semester with each assigned student. Following a consultation, if issues concerning the Programme's general operation arise, the Academic Advisor prepares a brief report submitted to the Programme Director.

