

# REGULATION OF THE ACADEMIC ADVISOR INSTITUTION



## TABLE OF CONTENTS

<b>PROLOGUE</b>	<b>3</b>
<b>1. Objective of the Academic Advisor institution</b>	<b>3</b>
<b>2. Allocation of students to Academic Advisors</b>	<b>4</b>
<b>3. Obligations of Academic Advisors</b>	<b>4</b>
<b>4. General Duties of Academic Advisors</b>	<b>5</b>
<b>5. Special Advisory Work of Academic Advisors</b>	<b>6</b>
<b>6. Summary of Academic Advisors' responsibilities</b>	<b>6</b>

## **PROLOGUE**

The present Academic Advisor's Regulations have been approved by the decision of the 182nd/29-12-2023 Meeting of the Assembly of the Department of Sport Organisation and Management and are posted in the "STUDENTS" section of the website of the MSc (<https://sportjournalism.uop.gr/wp-content/uploads/2024/04/kanonismos-akadimaikou-sumvoulou>). The Assembly of the Department of Sport Organisation and Management is the competent body for the improvement or completion or amendment or revision of these Regulations.

### **1. AIM OF THE INSTITUTION**

The institution of the Academic Advisor is based on Article 35 of Law 4009/2011, Government Gazette A 195) and is mandatory as academic advising contributes significantly to the success of students' studies.

The specific implementation of the institution in the MSc "Contemporary Sports Communication, Journalism and Photojournalism" aims at the qualitative upgrade of the student-centered content of the Programme, since the Academic Advisor puts the student at the centre of interest in order to guide and support him/her for the better organisation of his/her studies and, therefore, to contribute decisively to his/her academic and subsequent professional career. The Academic Advisor for Studies tries to provide creative guidance, information and advice to students on matters relating to their studies and their subsequent professional career, to provide special supportive care for students who are facing serious family, personal or other difficulties which prevent them from successfully completing their studies and, as far as possible, to give or suggest solutions to any problems that arise.

The MSc shall appoint an Academic Advisor for each student enrolled in the Program. The Academic Advisors are members of the teaching staff of the MSc and follow the students they take on from the beginning to the completion of their studies, in order to ensure the continuity and effectiveness of the support provided and to strengthen the relationship of trust and good cooperation between the two parties. The Academic Adviser will work with the Director and the Steering Committee of the MSc, the lecturers, the MSc administrative staff and the Internal Evaluation Team (OMEA) to resolve issues arising in the exercise of his/her responsibilities. The Chairperson and the entire staff of the Department of Sport Organisation and Management cooperate as appropriate and support the Academic Advisors in their work, while taking into account their information, comments, suggestions and requests for any deficiencies and/or malfunctions that create problems for the students and any suggestions for addressing them.

## **2. DISTRIBUTION OF STUDENTS AMONG ACADEMIC ADVISORS**

The list of Academic Advisors and the allocation of students is announced in October of each academic year. The allocation is made as follows:

1. If a proposal has been submitted for the acceptance of the student to MSc by a faculty member of the Department of Sports Organization and Management, the duties of academic advisor are assigned to the member who submitted the proposal.
2. If no proposal has been submitted or a proposal has been submitted by a member of staff who is not a faculty member of the Department, a faculty member of the Department who teaches in the MSc shall be appointed by the Steering Committee as academic advisor. The assignment procedure shall follow the principle of equal distribution of the academic advisors' work among the faculty members.

The name of the academic advisor shall be communicated to the student immediately upon completion of his/her enrolment in the Programme. Once the name is disclosed, the student should contact him/her as soon as possible. The first meeting between the academic advisor and the student should take place by mid-November. The academic advisor during the first meeting will fill out a form with the student's personal information (full name, GIN, home address, telephone numbers and other contact details). Any other information the student wishes to mention (special abilities, any learning problems, etc.) can be added to the form. Each student's file is considered a confidential document, the responsibility for which lies solely with the academic adviser.

In the absence of the academic adviser on educational or other leave, the corresponding file and his/her advisory duties shall be taken over by a temporary substitute appointed by decision of the Coordinating Committee.

In exceptional cases, the student(s) may request, with a reasoned request to the MSc, the replacement of the Academic Advisor. The possibility of granting the request will be examined by the General Assembly of the Department at its first meeting after the submission of the request.

## **3. OBLIGATIONS OF THE ACADEMIC ADVISOR**

The Academic Advisor has the following obligations towards the students:

- a) Communicate with each student he/she has taken on, at least twice during each semester, absolutely including
  - (1) the beginning of the fall or spring semester, (2) at the end of the fall or spring semester, after the results of the examinations have been released, in order to discuss any problems that the student has encountered during the academic year. The academic advisor advises the student accordingly, specifying each time whether his/her suggestions arise from the Regulations of the MSc and have a binding character or constitute suggestions in the context of simple consultation.
- b) To receive students or to be available for distance collaboration and guidance at specific times, which are announced at the beginning of each semester. Extraordinary meetings may be held if deemed necessary by the student or if requested by the Academic Advisor for a

major issue concerning the student. The content of discussions is confidential and the student's personal data is protected.

c) To invite the student to a meeting if requested by a member of the teaching staff of the MSc who identifies problems in the course of the student's studies.

At the discretion of the Academic Advisor and with the student's consent, the assistance of the MSc Steering Committee may be requested for the content of the discussions between them, especially if they concern forms of malfunctioning of the programme. In this case, the academic advisor shall prepare a report to the Coordinating Committee with notification to the Department's Internal Evaluation Team (OMEA). In general, the MSc Steering Committee and the Internal Evaluation Team (OMEA) should cooperate and support the Academic Advisor(s) in their work.

#### **4. GENERAL DUTIES OF THE ACADEMIC ADVISER**

The Academic Advisor has the following general duties :

α) Support the effective transition of students from secondary to higher education, especially in the case of first-year students.

b) Informs about the general operation of the MSc, the organization of the MSc Study Guide, the infrastructure offered, the laboratory structures and the possibility for students to participate in research activities of the Department of Sport Organisation and Management.

c) Informs about the services offered by the University of Peloponnese and the Department of Sports Organisation and Management to its students for the support of their studies.

d) Encourages systematic cooperation with the lecturers both in the context of teaching and research activities and in the preparation and writing of papers.

(e) Provide support in identifying the optimal combinations of courses within the curriculum offered, so that they can choose the appropriate elective courses according to their personal interests, skills and abilities.

f) Monitor the academic progress of students during the mentoring period. In order to ensure the smooth completion of the curriculum, provide support to students in case of problems arising either from poor attendance or from the assessment results of individual courses, which may constitute an obstacle to the smooth progression of their studies.

(g) Provide support for the formulation of students' individual planning with regard to both the continuation of their studies at postgraduate and doctoral level and their professional development, based on their interests.

h) prepare an annual report on the process flow and any problems/malfunctions raised by students concerning the functioning of the Department/Institution. The report is submitted to the MSc Board and the Internal Evaluation Team (OMEA)., which, at the end of each academic year, jointly recommend to the Department Assembly and the Director of the MSc proposals for the management of the problems.

#### **5. SPECIFIC ADVISORY WORK OF THE ACADEMIC ADVISER**

The following obligations are included in the special advisory work of the Academic Advisor:

α) Identifying the needs and interests of students, supporting their aptitudes and skills.

- b) Facilitating students' contacts with university authorities, institutions and administrative services.
- c) Providing information on the services provided by the library of the institution, by sending supporting material.
- d) Providing information on the content of the courses, the use of the infrastructure of the MSc laboratories, the ways of assessing the performance of the courses, etc., which help them to understand and successfully complete the courses in which they have difficulties, the ways of studying, the bibliography.
- e) The provision of advice on the choice of thesis or dissertation topics.
- f) exploring career prospects (opportunities in the public or private sector, freelance work, jobs abroad).
- g) Providing information about the services offered by the University (Student Services, Student Advocate, Liaison Office, Alumni, etc.).

## **6. SUMMARY**

To contact the Academic Advisor, students fill in the "Request for contact with the Academic Advisor" form (ANNEX 1) or a corresponding electronic contact form that can be provided on the website of the MSc. The Academic Advisor, after each individual meeting, completes the "Individual meeting report form" (see. ANNEX 2), submit at the end of each semester (to the steering committee) an information report on the number of students who have contacted them and the problems encountered by the students during their postgraduate studies (see ANNEX 3), be available for a personal meeting with the students and communicate with them by phone or email.

In general, Academic Advisors are expected to maintain frequent contact and encourage regular meetings with students, particularly those experiencing academic difficulties, to establish positive relationships with students and to inform them about roles, the roles, duties and responsibilities of the Academic Advisor and students, prepare advice to be given in meetings with students, keep records of meetings with students