



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Εθνικόν και Καποδιστριακόν  
Πανεπιστήμιον Αθηνών  
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**Regulations for the Operation of the Academic  
Advisor Institution  
Postgraduate Programme  
“Earth Sciences and Environment”**

# **Regulations for the Operation of the Academic Advisor Institution**

## **Postgraduate Programme**

### **“Earth Sciences and Environment**

The “Regulations for the Operation of the Academic Advisor Institution” of the Postgraduate Programme “Earth Sciences and Environment” of the Department of Geology and Geoenvironment at the National and Kapodistrian University of Athens were approved by the 12th meeting of the Department’s General Assembly on 28 March 2025.

#### **Article 1. Purpose of the Academic Advisor Institution**

The Academic Advisors are members of the teaching staff who provide specialized information to the students and graduates of the Department of Geology and Geoenvironment regarding postgraduate studies as well as professional prospects.

According to the Regulations of the Postgraduate Program “Earth Sciences and Environment,” each newly enrolled postgraduate student is assigned a Study Advisor (hereinafter referred to as Academic Advisor — A.A.), whose duty and responsibility is to offer academic support to the student through monitoring, advisory coordination, and oversight of their academic progress.

As per the standing decision of the Coordinating Committee, the duties of the Academic Advisor for newly admitted postgraduate students of each Specialization are assigned to the member of the Specialization Committee who coordinates the academic activities of the Specialization followed by the student. The designated Academic Advisor supports the newly enrolled postgraduate students throughout their studies in the program and until a Master's Dissertation (M.D.) is assigned, from which point onward the duties of the Academic Advisor are transferred to the Dissertation Supervisor.

Information is provided by the Academic Advisor to the student through scheduled appointments arranged between the Academic Advisor and the student..

#### **Article 2. Interaction between Students and Academic Advisors (A.A.).**

At the beginning of the academic year, the name and position of each Academic Advisor are communicated to the newly admitted postgraduate students, and an introductory meeting is scheduled. This meeting may take place either in person or via teleconference and has an informative character regarding the role of the Academic Advisor and the support services they can provide.

Subsequent meetings between the Academic Advisor and students may be held at regular intervals, if so agreed between the parties, or upon the initiative of either the student or the Academic Advisor, whenever either party deems it necessary to offer advice, guidance, or support.

Academic Advisors are available to meet with students for consultation and academic guidance during specific office hours, which are announced during the first introductory meeting. Communication between Academic Advisors and students is conducted through the usual means (in-person contact, telephone, or email), and meetings can be individual or group sessions, either in person or via teleconference.

The content of these discussions is confidential, and students' personal data are protected by the Academic Advisor..

### **Article 3. Duties of Academic Advisors**

The role of the Academic Advisor is to counsel and support postgraduate students in matters related to their study program, as well as with personal issues connected to their studies, and to suggest ways for achieving their individual goals. The Academic Advisor offers advice and recommendations, which are not compulsory or binding in nature.

The Academic Advisor assists, supports, and guides students in forming the best possible understanding of their studies, the prospects and options available to them as graduates of a specialization within the Postgraduate Program "Earth Sciences and Environment," and their potential professional development and career progression. The Academic Advisor also helps students resolve issues that may cause delays in the completion of their studies (e.g., by liaising with relevant faculty members for the provision of additional educational material, etc.).

In carrying out the duties described in Articles 2 and 3 above, the personal data and confidentiality of the student are fully protected in accordance with the law. This protection applies both during and after the conclusion of the Academic Advisor's duties..

### **Article 4. Change of Academic Advisor**

A student's Academic Advisor remains the same throughout the duration of their studies. The replacement of an Academic Advisor is possible only if there are very serious reasons, following a recommendation by the Coordinating Committee.