



**HELLENIC REPUBLIC
UNIVERSITY OF THESSALY
SCHOOL OF HEALTH SCIENCES
FACULTY OF MEDICINE**

**MSc in Public Health and Epidemiology.
Streams: (1) Public Health and Applied Epidemiology
and (2) Public Health and Maritime Transport**

RULES FOR THE PROCEDURE OF THE ACADEMIC ADVISOR

(according to the provisions of the Government Gazette Issue B'
2144/07.04.2024 - No. 5913/24/GP Approval of the Regulation of
Postgraduate and Doctoral Studies of the University of Thessaly)

A. INTRODUCTION

According to article 17 (Government Gazette Issue B' 2144/07.04.2024 - No. 5913/24/GP) for each postgraduate student, one tutor of the Postgraduate Program is appointed by the Assembly of the Department upon the recommendation of the Steering Committee as advisor and one as supervisor.

The advisor is responsible for monitoring and controlling the general course of studies of the postgraduate student.

The supervisor has the scientific responsibility for the preparation of the Master's Thesis.

This role is mandatory.

In the active Postgraduate Programs of Study of the Faculty of Medicine, academic advisors are faculty members of the same or another Institution unless the structure, the particular physiognomy of the Program or the number of Postgraduate students allows this role to be assigned to other lecturers.

In this case, the Coordinating Committee of the Postgraduate Program is responsible, submitting a substantiated request to the Assembly of the Department. The reason is purely practical, as faculty members are "closer" to the "academic environment" and can essentially direct their supervised graduate student on the subjects of his/her competence.

For the uninterrupted support of postgraduate students in terms of their studies and student life in general, Student Advisors collaborate where required with

- a) the Support Structure for Students with Disabilities and/or Special Educational Needs - "PROSVASI",
- b) the Student Counseling Service of the Laboratory of Psychology and Applications in Education
- c) the Harassment and Bullying Support Service.

The teaching staff, the administrative staff, the Directors of Laboratories and Clinics and the Heads of the Departments, as well as the competent services of the Institution, cooperate and support the Study Advisors in their work, while taking into account their information, observations, suggestions and requests, for any deficiencies, malfunctions that create problems for postgraduate students and any proposals for their immediate treatment.

Postgraduate students, especially first-year students, are encouraged to have frequent meetings with their Advisors, in order to better organize their curriculum and solve the relevant problems. The final responsibility for their choices in matters of study lies with the postgraduate students themselves.

In case the academic advisor does not repeatedly fulfill his/her duties, the student may request his/her replacement with a reasoned request to the Director of the Program

and the Coordinating Committee. In case the Academic Advisor finds that the student does not follow his/her advice, he/she may ask the Director of the Program for his/her substantiated replacement by another Academic Advisor.

B. Award Procedure

Regarding the Postgraduate Programs of Study in the Faculty of Medicine, the academic advisor assumes his role with the registration of the postgraduate student as follows.

Upon registration, each student receives an e-mail from the Secretariat, which is simultaneously communicated to the tutor advisor, who is informed of the name of his academic advisor, his role and his contact details.

The academic advisor may also be a supervising professor during the course of his studies, but the reverse cannot be true. A supervising professor may also be someone who has not assumed the role of Academic Advisor.

C. Frequency of communication

It is recommended that the academic advisor communicates at least two (2) times during the course of his/her studies.

D. Obligations of the Academic Advisor

1. To co-investigate and broaden with the appropriate support, inclinations and skills of postgraduate students
2. To facilitate, if and when there are difficulties, the adaptation of the student to the academic environment
3. Communicate with the student(s) at least two (2) times during their studies
4. To guide the student academically to make the right decisions regarding the course of studies or his/her connection with the labor market
5. Ask the Secretariat for information on whether there are learning or other difficulties
6. Keep a personal record of the student's details, meetings and issues for which academic advice has been requested.
7. To make the most of students' comments and to inform the teaching staff of the MSc in order to improve the quality of the teaching work provided (feedback).