



**Department
Medicine**

**Postgraduate Studies Program
*"New methods and technologies in the
treatment of Diabetes Mellitus"***

**M3.3
Rules of Procedure
Institution of Academic Advisor**

December 2023

Rules of Procedure

Institution of Academic Advisor

According to the Decision of the Senate of the Aristotle University of Thessaloniki no. No. 78656/23.06.2023 "Approval of the Regulation of Postgraduate Programs of the Aristotle University of Thessaloniki (AUTH)" (Government Gazette 4084/B-23.06.2023) the following apply:

Article 13 – Teaching Staff

Upon commencement of attendance of the Postgraduate Program, a permanent member of the Teaching and Research Staff of the Postgraduate Program is appointed for each postgraduate student as an **Academic Advisor**. Its role is to monitor the progress of students' studies, to be informed by the lecturers of any continuous absences of students that are under their responsibility, as well as to inform them (through the Secretariat) that such absence may result in failure in the course. In addition, the Academician Consultant provides assistance with the selection of the master's thesis, taking into account the research interests of the graduate student. Postgraduate students should contact their academic advisor for any problem that may affect the smooth course of their studies.

The Academic Advisor provides the postgraduate student with the necessary counseling to meet the requirements of the Postgraduate Program.

The Academic Advisor makes sure to have meetings at regular intervals with the postgraduate students he has undertaken and not less than two (2) times per semester. His duties include, but are not limited to:

- To identify the needs and research interests of the graduate student, to support the inclinations and skills of the graduate student and to encourage him to be directed towards the areas that suit him.
- The updating and facilitation of the postgraduate student's contacts with the collective bodies of the Postgraduate Program and the administration services.
- The provision of assistance for the preparation of the individual semester program of study and the determination of the topic of the postgraduate dissertation.
- Identifying students who owe multiple courses.
- Taking care and drawing up a plan for these students.

The teaching staff, the administrative staff, as well as the competent services of the Foundation 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 students and any suggestions for dealing with them.

The procedure for assigning the Academic Advisor for the MSc "New methods and technologies in the treatment of Diabetes Mellitus" is agreed at the beginning of each academic year, with the agreement of the Professors-members of the Coordinating Committee of the Postgraduate Program.

"Personal Data"

The Postgraduate Program archives and manages the information concerning students' personal data in accordance with the applicable legislation. It is noted that all the above procedures must follow the Personal Data Protection Regulation of the Aristotle University of Thessaloniki and operate in accordance with it in order to fully ensure the protection of postgraduate students."

It is noted that the terms "student", "students", "professor", "professor" refer to all genders.