

**P.S.P. «Greek and World Theatre:  
Drama, Performance, Education»**

**Appendix A11**

**Rules of Procedure of the Institution of Academic Advisor**

# **Rules of Procedure of the Institution of Academic Advisor**

## **Contents**

<b>Article 2. Allocation of postgraduate students to academic advisors.....</b>	<b>2</b>
<b>Article 3. Duties of Academic Advisors .....</b>	<b>3</b>
<b>Article 4. Change of Academic Advisor .....</b>	<b>4</b>
<b>Article 5. Compliance, supplementation, revision and dissemination of this Regulation.</b>	<b>4</b>

## **Article 1. Purpose of the institution of «Academic Advisor»**

The institution of Academic Advisors includes all permanent instructors of the Department, DEP, EDIP and EEPmembers, and they supervise postgraduate students of the special field they teach.

The purpose of the institution is advisory. Academic Advisors discuss issues of academic orientation, structure and development of the postgraduate programme in face-to-face or distance meetings and through regular electronic communication. Together with the postgraduate students they explore issues of professional career and further studies after the completion of their studies at the PGP. They show special care when the postgraduate student faces family or personal difficulties which suspend his/her academic course.

## **Article 2. Distribution of postgraduate students to Academic Advisors.**

At the beginning of each academic period an Academic Advisor (AA) is designated for each newly admitted postgraduate student. The postgraduate students are distributed to the AAs in alphabetic order and according to their specialization. The postgraduate students are informed via e-mail personally by their AA about the way and the hours of communication with them from the start to the end of their studies.

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

The Academic Advisor:

- chooses the way of approaching and helping the postgraduate students assigned to him/her. It is recommended that the Academic Advisors set up a separate e-class for a more direct, effective, simultaneous, or non-simultaneous communication with the postgraduate students they supervise.
- informs the postgraduate students about the structure and operation of the PSP “Greek and World Theatre: Drama-Performance-Education” and the specialization they follow, as well as the optional courses of the specialization they follow, so that they choose those that suit their interests, abilities, and skills.
- helps the postgraduate students to complete their studies on time in the most rational and effective way and contribute to solving problems that may arise during their studies.
- is available for unscheduled meetings with the students, to provide advisory assistance and referral to specialists, when personal issues arise.
- discusses issues of professional and further academic development (doctoral studies).

The content of the discussions is confidential, and the personal data of the postgraduate student are protected by the Academic Advisor.

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

In the event of an instructor’s absence for a long period of time (e.g. due to educational leave, suspension of duties, health problems etc.), the Secretariat of the Postgraduate Programme assigns the absentee’s postgraduate students to a new Academic Advisor.

In exceptional cases, the postgraduate students can request the change of their AA, explaining in writing the reasons to the Director of the PSP. The possibility of satisfying the request is examined depending on the case.

In the event that a postgraduate student feels that he/she does not have sufficient response from the AA corresponding to him/her, he/she addresses directly the Director of the PSP.

## **Article 5. Compliance, supplementation, revision, and dissemination of this regulation**

This regulation was approved by the SC of the PSP during the meeting ... and subsequently by the Assembly of the Department no ... of ... . The supplementation and revision of this regulation takes place every two academic years. After each supplementation/revision, the new regulation is posted on the PSP website.