



## **Academic Advisor Regulation**

Department of Informatics and Telecommunications

MSc Program in Informatics and Networks

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## Introduction

The MSc Program “Informatics and Networks” has developed, among other student-centered learning strategies, the institution of the Academic Advisor.

Previously, the Director of the MSc Program had the exclusive responsibility for advising postgraduate students during the first year of studies, while afterwards this role was undertaken for each student by the supervisor of the diploma thesis.

In March 2021, the Quality Assurance Unit of the University of Ioannina approved a unified regulation during meeting no. 12/2-11-2020, and since then the Department has adopted this regulation.

## 1. General Information

The present Academic Advisor Regulation was approved by the Quality Assurance Unit of the University of Ioannina during meeting no. 12/2-11-2020.

No later than December of each academic year, the Department Assembly assigns Academic Advisor duties for each newly admitted student to members of the Department's faculty on a random basis. The number of first-year students is equally distributed among the faculty members. A student's Academic Advisor remains the same until the completion of the student's studies.

In the event of the prolonged absence of an Academic Advisor (e.g., educational leave, health issues, retirement), the Department Assembly assigns the students of that Advisor to another faculty member. The procedure is repeated following the completion of the admission process for students with special health conditions or special categories who enroll later in the Department.

## 2. Role of the Academic Advisor

The Academic Advisor is responsible for informing and advising students on all of the following matters:

- a. Support for facilitating first-year students' transition from secondary to higher education.
- b. Course content, participation in laboratories, use of the Department's laboratory infrastructure, methods of course assessment, encouragement of student participation in progress tests, quizzes, exercise series, remedial teaching through additional tutorials, etc., which help students understand and successfully complete courses in which they experience difficulties, as well as study methods and bibliography.
- c. Content of compulsory and elective courses, determination of the optimal course selection while minimizing examination failure, and discussion with the student so that course choices are aligned with the student's personal interests, skills, and abilities.
- d. Discussion of examination results.
- e. Selection of topics for diploma theses or other assignments.
- f. Postgraduate studies (within the Department, in Greece, and abroad).
- g. Professional prospects (opportunities in the public sector, private sector, self-employment, and employment abroad).
- h. Discussion of any issue that creates obstacles to the student's studies.
- i. Issues concerning teaching staff.
- j. Information regarding the services provided by the University to its students (Student Welfare, DASTA, SKEPI, Internship Office, etc.).

The Academic Advisor informs the Department Assembly in writing, by completing forms A10A and A10B, about the progress of the institution and communicates any issues raised by students concerning the above matters. In the report, the Advisor may point out malfunctions or deficiencies that create problems for students and may propose measures for addressing them.

In exceptional cases, and following a documented request by either the student or the Academic Advisor, a new Academic Advisor may be appointed.

## 3. Communication with the Academic Advisor

The Academic Advisor maintains a list of the email addresses of the students assigned to them and communicates with them regarding matters related to their studies.

In addition, the Advisor announces on their personal webpage and on the Department's website a specific time for meetings with the students they advise.

In order for the meetings to be effective, both individual meetings with each student and group meetings for matters of common interest are held.

The first meeting (welcome meeting) is recommended to be scheduled within the first month following the official start of the winter semester. Subsequent meetings are arranged on mutually agreed dates.

The Presidents, Heads of Divisions, and members of the Department's Internal Evaluation Group (OMEA) should cooperate with and support the Academic Advisors in their work and should take into account their remarks, recommendations, suggestions, and requests.

#### 4. Protection of Students' Personal Data and Confidentiality

For the implementation of the matters referred to in Sections 2 and 3, the legislation concerning the protection of students' personal data and the obligation to maintain confidentiality shall apply. This obligation continues even after the termination of the Academic Advisor's duties.