

University of the Peloponnese
School of Human Movement and Quality of Life
Sciences
Department of Sports Organization and
Management

MSc Program “Sport Management and Organization of Sport Activities
for People with Disabilities”

The Academic Advisor System

Regulation on the Operation of the Academic Advisor System

1. Academic Advisor

The Academic Studies Advisor (ASA) is an internal member of the Teaching and Research Staff who teaches in the Postgraduate Studies Program and voluntarily offers the experience he or she has acquired in matters of education and career development. The Academic Studies Advisor provides guidance for the development and attainment of substantive educational, professional and personal goals of the postgraduate students.

2. The role of the Academic Studies Advisor

The Academic Studies Advisor acts as an intermediary in respect of the following:

- ❑ supports the effective transition of students from the undergraduate to the postgraduate cycle of studies.
 - ❑ provides information on the general operation of the Postgraduate Studies Program, the organization of its Study Guide, the infrastructure offered, the laboratory facilities and the possibility for students to take part in laboratory activities as well as in research projects under way in the Department.
 - ❑ provides information on the services offered by the University of the Peloponnese to its students in support of their studies,
 - ❑ monitors the academic progress of students during the period of guidance.
 - ❑ advises students on the best way to attain their individual goals at every level of their studies.
 - ❑ provides support to students in relation to any problems that may arise and impede the smooth progress of their studies,
 - ❑ encourages their participation in conferences, one-day events, etc.
 - ❑ facilitates communication between students and teaching staff.
 - ❑ may call a student to a meeting where this is requested by a member of the teaching staff of the Postgraduate Studies Program who identifies problems in the progress of that student's studies.
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In the exercise of his or her duties, the ASA cooperates with the Director, the Coordinating Committee of the Postgraduate Studies Program, the teaching staff and the staff of the Program in order to settle any issues that arise. At the end of each academic year, the ASA draws up an annual report on the flow of the procedure and on any problems or malfunctions raised by the students concerning the operation of the Program, at which point proposals for addressing those problems are also discussed.

3. Procedure for assigning students to an Academic Studies Advisor

At the beginning of the academic year, the Coordinating Committee of the Postgraduate Studies Program assigns, on a random basis, the duties of Academic Studies Advisor for each newly admitted student to the internal members of the Teaching and Research Staff of the Program. The number of postgraduate students is distributed equally among the members of the Teaching and Research Staff of the Program. The Academic Advisor of a student remains the same until the completion of his or her studies. In the event of the absence of the ASA for a long period of time (for example, educational leave or a health problem), the Assembly of the Department assigns the students of that ASA to another member of the Teaching and Research Staff. The procedure is repeated annually, with the admission of students in each academic year.

The Postgraduate Studies Program informs students by every appropriate means (announcements, electronic messages, the website) of the ASA with whom they will be working, of the role of the ASA, and of the days and hours of communication with them.

In exceptional cases, students may request a change of their Academic Advisor, setting out the reasons to the Coordinating Committee of the Postgraduate Studies Program.

Duties of the Academic Advisor. The ASA draws up a list of the institutional email addresses of the students for whom he or she has assumed responsibility within the framework of his or her remit, and arranges communication with them (either in person or online, office days and hours). Meetings may be held both individually, with each student, and in groups, for the discussion of matters of common interest.

4. Communication with the Academic Studies Advisor

The name of the academic advisor is notified to the student upon his or her registration at the Secretariat of the Postgraduate Studies Program. The first meeting between the academic advisor and the student should take place as early as possible at the start of the studies and in any case before the end of the calendar year in which the studies begin. In the event of the absence of the academic advisor on educational or other leave, the corresponding file and his or her advisory duties are temporarily assumed by his or her replacement.

The ASA draws up a list of the institutional email addresses of the students for whom he or she has assumed responsibility within the framework of his or her remit, and arranges communication with them (either in person or online, office days and hours). Academic Advisors receive students for consultation and guidance at specific hours, which are announced at the beginning of each semester. Extraordinary meetings may be held if the student considers this necessary, or if the Academic Advisor requests one on a major matter concerning the student. The content of the discussions is confidential and the student's personal data are protected. Meetings may be held both individually, with each student, and in groups, for the discussion of matters of common interest.