



UNIVERSITY OF PIRAEUS

SCHOOL OF ECONOMICS, BUSINESS AND INTERNATIONAL
STUDIES DEPARTMENT OF INTERNATIONAL AND EUROPEAN
STUDIES
GRADUATE STUDIES PROGRAMS

Regulation Governing the Role of the Academic Advisor of the M.A. Program “American Studies: Politics, Strategy, and Economics”

2023-2024





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REGULATION OF THE ACADEMIC ADVISOR

[Meeting of the Assembly on 31/01/2024]

Article 1 - Introduction

The adoption of these Academic Advisor Regulations for the Graduate Program of the Department of International and European Studies entitled

“American Studies: Politics, Strategy, and Economics,” aims to enhance the quality of the postgraduate program’s operations by placing the student at the center and recognizing that it will make a decisive contribution to their academic and future professional career.

Article 2 - Purpose of the Academic Advisor Institution

The Academic Advisor of the current Master’s Program **“American Studies: Politics, Strategy, and Economics”** aims to guide and support graduate students in their coursework with the goal of ensuring its effective organization and successful completion.

Equally important objectives are to identify potential obstacles to academic progress and take appropriate measures to mitigate or eliminate them, to facilitate communication between students and faculty members of the **“American Studies: Politics, Strategy, and Economics,”** and to increase students’ interest in more meaningful participation in their studies and in University activities.

Article 3 - Appointment of the M.A. Program Academic Advisor

The role of the academic advisor for the Master’s Program

“American Studies: Politics, Strategy, and Economics” of the Department of International and European Studies, School of Economics, Business, and International Studies,

University of Piraeus may be undertaken by any faculty member of the relevant Department, regardless of rank or position, who participates in the educational process of the M.S. program.

The appointment of the Academic Advisor takes place at the beginning of each academic year, by decision of the Departmental Assembly and upon the recommendation of the Director of the M.A. program

“American Studies: Politics, Strategy, and Economics.” The term of the Academic Advisor corresponds to the duration of the Master’s program to ensure continuity in monitoring the studies of graduate students. The same Assembly also appoints the Academic Advisor’s alternate.

This position is mandatory, as academic advising is considered essential to the success of students’ studies.

In the event of the academic advisor’s absence due to educational or other leave, his or her advisory duties are temporarily assumed by the alternate appointed by the Assembly.

The Secretariat informs the students of the Master’s Program of the appointment of the Academic Advisor as well as the means of communication. The Regulations are posted on the Master’s Program website.

Faculty members, adjunct faculty, teaching assistants, laboratory instructors, and other educational staff in general, administrative staff, Laboratory Directors, and the Department Chair, as well as the relevant university departments, collaborate with and support the Academic Advisors in their work, while taking into account their information, comments, suggestions, and requests regarding any shortcomings or malfunctions that create problems for students, as well as any proposals for addressing them.

Article 4 - Duties of the Academic Advisor for the Master’s Program

The academic advisor is responsible for guiding new graduate students, provided they have a remaining term of study at least equal to the duration of the graduate program to which they are assigned. The academic advisor monitors the students under their supervision from the beginning to the end of their studies.

Prior to meeting with each student, the academic advisor may consult the student registry, which is maintained by the Secretariat of the Master’s Program.

Each student’s record is a confidential document, and every faculty member who serves as an academic advisor is bound to maintain confidentiality regarding the information in the record and the sessions with each student.

I. General Advisory Work

The academic advisor meets with each student at regular and clearly scheduled meetings, which are communicated to students at the beginning of the academic year.

The academic advisor counsels the student on any educational, academic, or learning-related request, without their recommendations being binding or constituting an obligation for the student.

II. Special Advisory Work

The role of the academic advisor is to guide and support students in their academic program, as well as with personal issues related to their studies, and to suggest to students the best way to achieve their individual goals.

They may offer support to facilitate graduate education and provide advice regarding—by way of example and not as a binding requirement—the content of courses, participation in workshops and educational or scientific seminars, the use of the infrastructure and laboratories of the Master's Program and the Department, methods of evaluating course performance, encouraging participation in progress reports, tests, exercise sets, remedial instruction, study methods, bibliography, etc., which help the student understand and successfully complete courses in which they are struggling, and determining the optimal selection of elective courses so that they align with their personal interests, skills, and abilities, as well as their professional aspirations.

The academic advisor may refer students to other services or administrative units within the academic institution for the appropriate handling of each student's specific issues. The academic advisor may offer counseling services to each student to help them form the best possible understanding of their professional career or potential further academic development through the completion of a doctoral dissertation.

The academic advisor is required to schedule a meeting with the student if requested to do so by a faculty member of the graduate program who identifies problems of any educational nature (e.g., frequent absences, consistently poor performance on assignments, etc.).