



IONIAN UNIVERSITY  
SCHOOL OF HUMANITIES  
DEPARTMENT OF HISTORY

## **Academic Advisor Guidelines for the MA in Adriatic Studies**

The Academic Advisor offers students of the MA "Adriatic Studies" information in order to organize their studies. The MA appoints an Academic Advisor for each student enrolled in the programme. The institution is compulsory considering that academic advising will contribute significantly to the success of the students' studies. The Academic Advisors are members of the teaching staff of the MA "Adriatic Studies" and supervise the students they take on from the beginning to the completion of their studies.

### **Article 1: Allocation of students to the Academic Advisors**

The name of the Academic Advisor is communicated to the student at the time of his/her registration at the Secretariat of the MA. The first meeting between the Academic Advisor and the student should take place as early as possible in the start of the course and in any case before the end of the calendar year of the start of the course. In the absence of the Academic Advisor on educational or other leave, the respective record and advising duties shall be temporarily assumed by the substitute Academic Advisor. Academic Advisors contact with students for collaboration and guidance at specific times, which are announced at the beginning of each semester. Off schedule online meetings may be held if deemed necessary by the student, or if requested by the Academic Advisor for a major issue concerning the student. The content of discussions is confidential, and the student's personal data is protected.

### **Article 2: Duties of Academic Advisors**

#### **α. Creation of a student data file**

During the first meeting, the Academic Advisor fills in the student's personal data (name, Registration Number, address, telephone numbers and other contact details). Any other information the student wishes to mention (special abilities, any learning disabilities, etc.) can be added to the form. Each student's file is considered a confidential document, the custody and responsibility for which rests solely with the Academic Advisor.

#### b. Advisory work

The Academic Advisor contacts each student he/she has assigned, twice during each semester as follows: a) at the beginning of the semester of the winter or spring semester, b) at the end of the winter or spring semester and after the results of the examinations are issued, in order to discuss any problems that the student has encountered during the academic year. The Academic Advisor will advise the student accordingly, without his/her suggestions being binding. The final responsibility for their choices in matters of study rests with the students themselves.

The task of the Academic Advisor is to support students in the timely completion of their studies. The Academic Advisor guides students through their programme of study and indicates to students the best way to achieve their individual goals at each level of study. The advisor facilitates communication between students and instructors. In addition, the Academic Advisor may call a student to a meeting if requested by a teaching member of the MA who identifies problems in the student's course of study.

#### Article 3: Change of Academic Advisor

In exceptional cases and for good cause, a student may request a change of Academic Advisor. The student who wishes to do so must apply to the Postgraduate Studies Office of the Department explaining the reasons for the request. The request will be submitted for consideration and decision to the MA Steering Committee and then approved by the Departmental Assembly.

Student file template

IONIAN  
UNIVERSITY  
MA "Adriatic  
Studies"

STUDENT FILE

Academic Advisor: .....

Student's full name: .....

Registration number: .....

Year of Registration: .....

Residence Address: .....

Mobile phone: .....

e-mail: .....

Other contact details: .....

COMMENTS - OBSERVATIONS

Student

Academic Advisor