

**SCHOOL OF HEALTH SCIENCES**  
**Department of Midwifery**

**New Postgraduate Program**  
**"Reproductive Health – Childbirth –**  
**Parenthood – Breastfeeding"**

**REGULATIONS FOR THE FUNCTIONING**  
**OF THE ACADEMIC ADVISOR SYSTEM**

June 2025

### **The Institution of the Academic Advisor**

At the Department of Midwifery, the institution of the Academic Advisor is implemented at both undergraduate and postgraduate levels, in accordance with the Internal Regulation of the Institution (Study Advisors, Article 49, Government Gazette 4889/B'/06.11.2020) and the Study Advisor Regulation of the Quality Assurance Unit (MODIP).

An Academic Advisor (AA) is appointed from among the faculty members of the Department. All faculty members of the Department of Midwifery undertake responsibilities as Academic Advisors. The primary role of the AA is to provide academic support and guidance to students with regard to the Department's Curriculum.

Each student is assigned a specific Academic Advisor, who remains the same throughout the duration of their studies until graduation.

### **Role of Academic Advisors**

The Academic Study Advisor serves a supportive and guiding role, responsible for informing and advising students on matters related to their academic program, as well as on personal issues that may impact their studies. Advisors also engage with students to identify optimal strategies for achieving their individual academic goals at each stage of their studies. Academic Advisors provide guidance and suggestions without imposing decisions, and their recommendations are non-binding and not compulsory.

Indicatively, Academic Advisors offer:

- a) **Support for first-year students** in their transition from secondary to higher education.
- b) **Guidance on the structure and objectives of courses**, including mandatory and elective courses, assistance in selecting the most appropriate modules, utilization of departmental lab infrastructure for skill development, participation in laboratory and clinical training, methods of course performance evaluation, study strategies, use of academic literature, instructions for assignments, information on thesis projects, internships, and more.
- c) **Discussion of examination results.**
- d) **Advising on the selection of thesis/dissertation topics.**
- e) **Guidance for further postgraduate studies**, both in Greece and abroad.
- f) **Career counseling**, including professional opportunities available to graduates of the Department or the Postgraduate Program (e.g., in the public or private sector, self-employment, or employment abroad).
- g) **Support regarding any issue** that may hinder academic progress.
- h) **Discussion of academic matters** that may cause obstacles or delays in degree completion.
- i) **Information on university support services**, such as Student Welfare and the Internship Office

## **Communication with Academic Advisors**

The role of the Academic Advisor is communicated to students through the Study Guide and the official website of the Department of Midwifery.

Meetings between students and Advisors are scheduled mutually. An initial meeting may take place at the beginning of the academic year, followed by individual appointments initiated by students whenever they feel support is needed.

In exceptional and urgent cases, meetings may be initiated by the Academic Advisor.

## **Assignment of Students to Academic Advisors**

At the beginning of each academic year, the Department Assembly assigns newly admitted undergraduate and postgraduate students to faculty members alphabetically and in a balanced manner.

The assignment is published electronically via the Department's website, with student names replaced by registration numbers to ensure compliance with data protection regulations. At the same time, the contact details and office hours of the Advisors are made available to students.

In the case of an Advisor's absence due to educational leave or other reasons, a temporary replacement is appointed by the Department Assembly or the Coordinating Committee.

In exceptional cases, students may request a change of Advisor by submitting written justification to the Head of the Department or the Director of the Postgraduate Program. Each request is evaluated on a case-by-case basis.

## **Responsibilities of Academic Advisors**

Academic Advisors may be supported by other faculty members or relevant departmental committees, depending on the nature of the matters being addressed. When necessary, Advisors may report to the Department Assembly or the Coordinating Committee and seek solutions to issues raised by students.

After each student meeting, the Advisor completes the documentation required by the MODIP regulation:

1. **Advising Session Record Form (ASS-1)**
2. **Summary Meeting Form (ASS-2)**

These records are maintained in a dedicated file.

## **Protection of Student Data and Confidentiality**

All activities described above are subject to national and institutional legislation regarding the protection of personal data. Advisors are bound by confidentiality, which remains in effect even after the conclusion of their role as Academic Advisor.