



**HELLENIC REPUBLIC**

National and Kapodistrian University of Athens

School of Philosophy

Department of Educational Studies

**REGULATIONS FOR THE ACADEMIC ADVISER (TUTOR)  
SCHEME**

*Operating Regulations for the institution of the Academic Adviser*

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# Regulations for the Academic Adviser (Tutor) Scheme

## 1. General Provisions

The Academic Adviser (Tutor) Scheme is grounded in Article 35 of Law 4009/2011 (Government Gazette A 195), which provides that the adviser guides and supports students in their programme of studies, while the Internal Regulations of each institution set out the rotation of duties and the more specific arrangements.

For the purposes of the Department of Educational Studies, the Academic Adviser (AA) may be a member of the Department's academic and research staff (DEP), Special Teaching Staff (EEP), or Laboratory Teaching Staff (EDIP), irrespective of grade. The AA provides guidance, inter alia, on the selection of modules and on any matters that may arise during a student's studies. The same AA ordinarily remains assigned to each student until completion of studies (this provision applies mutatis mutandis to students who are 'pending graduation').

## 2. Allocation of Students to Academic Advisers

At the beginning of each academic year, the Department Assembly assigns an Academic Adviser (AA) to each newly admitted first-year student. The number of first-year students is distributed as evenly as possible, by matriculation number, amongst members of DEP, EEP and EDIP. Any allocation beyond the equal distribution is made by lottery.

The process is repeated following the completion of admissions for special categories, for those students who register later in the Department. Where an AA is absent on educational or other leave, the relevant file and advisory duties are undertaken pro tempore by the AA's substitute (DEP/EEP/EDIP), who is designated through a random temporary assignment.

In exceptional circumstances, students may request a change of AA by setting out their reasons in writing to the Head of the Department. The possibility of granting such a request is considered on a case-by-case basis.

## 3. Procedure

At the start of the first-year students' enrolment, a table is published on the Department website indicating the names of the Academic Advisers, their e-mail addresses and office hours, as well as the allocation of students to Advisers. The first meeting between the AA and the student takes place within the first month of enrolment (ordinarily in October).

Academic Advisers meet students for collaboration and guidance during specified office hours, which are announced at the beginning of each semester on the Department website. The standard (scheduled) meetings are: (a) during the period for module selection for the semester; and (b) following the publication of results for the relevant examination period, when the student's overall progress during the preceding semester is discussed.

Additional (ad hoc) meetings may be arranged where considered necessary by the student, or where requested by the AA in relation to a significant matter concerning the student. The content of discussions is confidential and the student's personal data are protected by the AA in accordance with the applicable rules.

## 4. Duties of Academic Advisers

### 4.1 Advisory Role

The AA's role is to advise, guide and support students in their programme of studies and in personal matters that are related to their studies, and to indicate ways of achieving their individual objectives at each stage of study.

The AA advises and recommends; however, guidance is not of a compulsory or binding character. In particular, the AA supports first-year students so as to facilitate the transition from secondary to higher education. In later years, the AA assists students in forming the best possible understanding of their prospective professional life. The AA also supports students who are pending graduation in matters that delay completion of studies (for example, liaising with relevant members of staff to provide additional educational material, where appropriate).

### 4.2 Communication

The AA maintains a list of the institutional e-mail addresses of the students for whom they are responsible and organises communication with them (whether in person (viva voce), by telephone, or online). In addition to the publication of office hours on the Department website, the AA may also post them on the eClass noticeboard. Meetings may be held either individually or in groups, for the discussion of matters of common interest.

Further information on the Academic Adviser scheme and the legislative framework governing it is available (in Greek) at:

<https://www.kodiko.gr/nomothesia/document/120922/nomos-4009-2011>

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