

University of Ioannina
Department of History and Archaeology
D4.4 Regulation for academic advisors
[Faculty Board Decision, No 542, 27/5/2026]

The PSP, in its implementation, follows the regulation for the management of complaints and objections of the students at the University of Ioannina, in accordance with the Senate Decision 1192/24-03-2026

1. General Provisions

The institution of the Academic Study Advisor (ASA) was established by Article 35 of Law 4009/2011 with the purpose of guiding and supporting students through their study programs. The role of Academic Study Advisors is to monitor the academic progress of students, facilitate their adjustment to the university environment, offer them advice, and suggest ways to achieve their individual academic goals at every stage of their studies. These Academic Study Advisor regulations were approved by the Quality Assurance Unit (MODIP) of the University of Ioannina during its session no. 40/23-1-2026.

By December of each academic year at the latest, the Department Assembly assigns ASA duties for every first-year student randomly among the Department's Faculty members (DEP), as well as Special Teaching Staff (EEP) and Laboratory Teaching Staff (EDIP) members who provide independent teaching work. The number of first-year students is distributed equally among the aforementioned members of the Department. A student's Academic Study Advisor remains the same until the completion of their studies. In the event of an Academic Study Advisor's prolonged absence (e.g., sabbatical, health issues, retirement), the Assembly reassigns that Advisor's students to another member of the Department. This process is repeated after the completion of admissions for students with serious diseases or special categories, for those students who registered in the Departments at a later date.

2. Role of the Academic Study Advisor

The Academic Study Advisor is responsible for informing and advising students on all of the following:

- a) Support to facilitate the transition of first-year students from secondary to higher education.
- b) Course content, participation in laboratories, utilization of the Department's laboratory infrastructure, course performance evaluation methods, and encouraging the student to participate in midterms, tests, assignment series, and remedial teaching with additional tutorials, etc., which help the student understand and successfully complete courses they find difficult, study methods, and bibliography.
- c) Guidance on using digital communication channels (discussion forums, course chats, scheduled teleconferences) for the immediate resolution of queries.
- d) Content of compulsory and elective courses, determining the optimal choice of courses to minimize exam failure, and discussing with the student so that their course selection aligns with their personal interests, skills, and abilities.
- e) Discussion of exam results.
- f) Selection of topics for theses or other projects.
- g) Informing students about legislative provisions regarding the maximum duration of study, as well as beneficial provisions (part-time study, suspension of study, extension of maximum study duration, etc.).
- h) Postgraduate studies (in the Department, in Greece, and abroad).
- i) Career prospects (opportunities in the public and private sectors, self-employment, jobs abroad).

- j) Discussion of any issue that creates obstacles to their studies.
- k) Issues with instructors.
- l) Provision of information regarding the services offered by the University to its students (Student Welfare, Student Support Unit, Equal Access Unit, Counseling Center (S.K.E.P.I.) / Center for Psychological and Counseling Support, Student Advocate Office, Internship Office, Career and Entrepreneurship Office, etc.).

The Academic Study Advisor records the meeting with each assigned student by completing form A10a, and may inform the Department Assembly in writing, by completing form A10b, regarding the progress of the institution and any problems raised by the students concerning the aforementioned matters. In their report, they may highlight malfunctions or deficiencies (including digital accessibility issues) that create problems for students and propose measures to address them. In exceptional cases, and following a reasoned application by the student or the Study Advisor, a new Study Advisor may be appointed.

3. Communication with the Study Advisor

The Academic Study Advisor maintains a list of the email addresses of the students assigned to them and communicates with them regarding their study matters. Furthermore, they announce on their personal webpage and on the Department's website a specific time for discussion with the students they advise. Communication with students takes place either in person or remotely, via the institution's approved digital teleconferencing platforms and electronic mail. To ensure meetings are effective, both individual face-to-face meetings with each student and group meetings for matters of common interest are conducted. It is recommended that the first meeting (welcome meeting) be scheduled within the first month from the official start of the winter semester. Subsequent meetings will be set for mutually agreed-upon dates.

The Department Heads, Sector Directors, and members of the Departments' Internal Quality Assurance Committees (OMEA) must cooperate with and support the Academic Study Advisors in their work, taking into account their observations, suggestions, recommendations, or any requests they may submit.

4. Protection of Students' Personal Data and Confidentiality

For the implementation of all matters referred to in Paragraphs 2 and 3, the legislation regarding the protection of students' personal data applies, as well as the obligation to maintain confidentiality, which continues even after the expiration of the Academic Study Advisor's duties.

5. Approval and Amendment of the Present Regulations

These model regulations were approved during session no. 1192/24-03-2026 of the Senate of the University of Ioannina and may be amended or revised by a decision of the Senate.

ACADEMIC ADVISING MEETING RECORD FORM

Academic Advisor Information

First Name: _____ Last Name: _____

Academic Rank/Position: _____

Student Information

First Name: _____ Last Name: _____

Student ID Number: _____ Telephone: _____ E-mail: _____

Year of Study: _____

Meeting Details

First meeting? ☐ Yes ☐ No If no, Meeting Number: _____

Date of Meeting: _____ Time: _____ Duration: _____

Meeting Format: ☐ In person ☐ Online

Discussion Topics (Summary)

Did the student request a follow-up meeting? ☐ Yes ☐ No

Did the Academic Advisor recommend a follow-up meeting? ☐ Yes ☐ No

The collection and processing of the personal data submitted are carried out in accordance with the provisions of Law 4624/2019 and Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR). The University of Ioannina collects and processes personal data exclusively for the purposes of implementing the present procedure. During the period in which the personal data are retained by the University of Ioannina, the data subject has the right to exercise their rights in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 and Articles 34 and 35 of Law 4624/2019. The University's Data Protection Officer (DPO) is Ms. Stavroula Stathara (e-mail: dpo@uoi.gr).

ACADEMIC ADVISOR MEETINGS RECORD FORM

Academic Advisor Information

First Name: _____ Last Name: _____
Academic Rank/Position: _____

Meeting Information

Academic Year: _____ Academic Semester: ☐ Fall ☐ Spring
Total Number of Meetings: _____ (In-person: _____ | Online: _____)
Number of Initial Meetings: _____ (In-person: _____ | Online: _____)

The majority of meetings were held on:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

The majority of meetings were held during the following time slot:

- ☐ 08:00 – 10:00
- ☐ 10:00 – 12:00
- ☐ 12:00 – 14:00
- ☐ 14:00 – 16:00
- ☐ 16:00 – 18:00
- ☐ 18:00 – 20:00

Average Meeting Duration:

- ☐ Up to 15 minutes
- ☐ More than 15 minutes
- ☐ 30 minutes
- ☐ More than 30 minutes
- ☐ 1 hour
- ☐ More than 1 hour

The collection and processing of the personal data submitted are carried out in accordance with the provisions of Law 4624/2019 and Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR). The University of Ioannina collects and processes personal data exclusively for the purposes of implementing the present procedure. During the period in which the personal data are retained by the University of Ioannina, the data subject has the right to exercise their rights in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 and Articles 34 and 35 of Law 4624/2019. The University's Data Protection Officer

(DPO) is Ms. Stavroula Stathara (e-mail: dpo@uoi.gr).

The majority of students were enrolled in the following year/semester range:

- ☐ 1st–2nd Semester
- ☐ 3rd–4th Semester
- ☐ 5th–6th Semester
- ☐ 7th–8th Semester
- ☐ 9th–10th Semester
- ☐ 11th–12th Semester
- ☐ Beyond the 12th Semester

Topics Covered

- ☐ Class Attendance
 - ☐ Understanding of Course Material
 - ☐ Learning Difficulties
 - ☐ Lecture Notes – Study Methods
 - ☐ Coursework/Assignments
 - ☐ Academic Support (Remedial Instruction)
 - ☐ Recommended Reading / Bibliography
 - ☐ Course Registration Process
 - ☐ Group/Individual Assignments
 - ☐ Clinical Training
 - ☐ Laboratory Sessions
 - ☐ Questions Regarding the Selection of a Bachelor's Thesis
 - ☐ Midterm Assessments
 - ☐ Study Tracks / Specializations
 - ☐ Examination Periods
 - ☐ Participation in Erasmus+ (Studies)
 - ☐ Participation in Erasmus+ (Traineeship)
 - ☐ Internship / Practical Training
 - ☐ Digital Skills
 - ☐ Foreign Languages
 - ☐ Seminars / Conferences
 - ☐ Teaching Qualification (Pedagogical and Didactic Competence)
 - ☐ Graduation Procedure
 - ☐ Postgraduate Studies
 - ☐ Career Prospects
 - ☐ Issues Concerning Teaching Staff
 - ☐ Issues Concerning Administrative Staff / Student Secretariat
 - ☐ Personal Issues Affecting Academic Studies
 - ☐ **Other (please specify):** _____
-
-

Ioannina, ____ / ____ / 20____
Signature: _____

Note: This form is to be completed by the **Academic Advisor** at the end of each academic semester, based on the individual **A10a Meeting Record Forms** collected and retained during the semester. It should be submitted to the **Department Secretariat** and discussed at a **Department Assembly** meeting so that it is recorded in the official minutes and taken into consideration by the **Department's Internal Evaluation Group (OMEA)** and the **University's Quality Assurance Unit (MODIP)**.

A10b