



● ΤΜΗΜΑ ΠΑΡΑΣΤΑΤΙΚΩΝ ΚΑΙ ΨΗΦΙΑΚΩΝ ΤΕΧΝΩΝ
● DEPARTMENT OF PERFORMING AND DIGITAL ARTS

GUIDELINES STUDENT ACADEMIC ADVISORS DPDA

B. 18

Guidelines: Student Academic Advisors

Operation Regulations of the Institution of Academic Advisor

Department of Performing and Digital Arts

The Institution

Academic Advisors are professors of the Institution who provide students—without additional remuneration—with counselling and support services emphasizing attendance and study issues, in order to guide and support students in their programmes of study (Internal Regulation of Operation of the UOP, Chapter 13, article 2, Government Gazette 1563/2019).

Work of the Study Advisors

Study Advisors provide advice and support in meetings they will arrange, especially to first-year students, in order to facilitate their transition from Secondary to Tertiary education. To this end, they inform and advise all students on issues of their studies and subsequent professional career and provide special supportive care to students who face serious family, personal or other difficulties that may hinder the successful completion of their studies.

Procedure for the appointment and replacement of Study Advisors

Every October, the Assembly of the Department assigns the duties of Study Advisor to all faculty members, apportioning equally and in a random manner the number of first-year students to the faculty members of the Department. A student's study advisor remains the same until the end of his/her studies. In case of absence of a Study Advisor for a long period of time (e.g. due to Sabbatical leave or health issues), the Chair of the Department appoints a new Study Advisor for the students of the absent Advisor. Students are equally assigned to the other Advisors. In exceptional cases, provided there are serious reasons, a student may request the change of his/her Study Advisor. A student who wishes to do so must submit an application to the Secretariat of the Department explaining the reasons. The possibility of satisfying the student's request will be examined by the Assembly of the Department. The decision to change the Study Advisor requires a majority vote of 3/4 of the members of the Assembly.

Possibility of Referral for further Counselling

The Study Advisors try, to the degree it is possible, to propose solutions to any problems that arise, without the a priori assumption that a solution will be guaranteed for each problem. They may, however, cooperate with the other counselling services of the University (such as the Liaison Office or psychological counselling centres) in case the need arises to refer students to them, by proposing the specific referral and possibly informing the respective counselling service in accordance with the relevant code of ethics.

Provision of Feedback

Study Advisors may inform the Assembly of the Department in writing about their work and activity. In their report, the Study Advisors can point out malfunctions or omissions that they observed caused problems to students and suggest measures to successfully address them.

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Department of Performing and Digital Arts
University of the Peloponnese

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