Regulation for the Operation of the Academic Advisor Institution of the Transnational Inter-Institutional Postgraduate Program "Digital Governance of Educational Institutions"

of the Department of Educational Sciences and Early Childhood Education (coordinating department) of the School of Humanities and Social Sciences, University of Patras,

in collaboration with the Department of Education of the School of Education, University of Nicosia, and the Department of Digital Innovation of the School of Business, University of Nicosia.

(As resolved by the Assembly of the Department of Educational Sciences and Early Childhood Education at its meeting no. 10/31.03.2026)

Contents

Regulation for the Operation of the Academic Advisor Institution……...3
Article 1: General Information on Academic Advisors ……...3
Article 2: Allocation of Postgraduate Students to Academic Advisors……..3
Article 3: Communication between Postgraduate Students and Academic Advisors …….... 4
Article 4: Role of Academic Advisors …… 4

Regulation for the Operation of the Academic Advisor Institution

The operation of the Academic Advisor institution in the Transnational Inter-Institutional Postgraduate Program of the Department of Educational Sciences and Early Childhood Education entitled "Digital Governance of Educational Institutions" aims to support postgraduate students during the course of their studies and to facilitate their successful completion. The present Regulation was approved by the Assembly of the Department of Educational Sciences and Early Childhood Education at its meeting no. 10/31.03.2026, and its implementation is supervised by the Director of the Transnational Inter-Institutional Postgraduate Program and the members of the Coordinating Committee.

Article 1: General Information on Academic Advisors

- Academic Advisors may be faculty members (DEP) or members of the laboratory teaching staff (EDIP) of the Department who teach courses or supervise Master's Theses in the Postgraduate Program.
- Academic Advisors are appointed by the Coordinating Committee of the Transnational Inter-Institutional Postgraduate Program at the beginning of the postgraduate students' studies and cooperate with the Committee by highlighting issues concerning the operation of the Program that become apparent to them through their role.
- Academic Advisors remain the same throughout the duration of the students' studies, unless (a) an impediment arises in the exercise of their advisory duties, for example due to educational or other leave, or (b) a justified request for a change of Academic Advisor is submitted by the postgraduate student and is positively evaluated by the Coordinating Committee of the Program.
- Academic Advisors are required to comply with the applicable legislation on the protection of personal data of postgraduate students, both during the performance of their advisory duties and after their completion.

Article 2: Allocation of Postgraduate Students to Academic Advisors

- The allocation of postgraduate students to Academic Advisors is carried out by specialization. The Coordinating Committee of the Transnational Inter-Institutional Postgraduate Program assigns the postgraduate students of each specialization to Teaching and Research Staff and members of the

laboratory teaching staff (EDIP) who teach courses or supervise Master's Theses in that specialization.

- Postgraduate students of each specialization are assigned to the academic staff of that specialization either alphabetically or based on the relevance of their academic profile to potential Academic Advisors, as this may emerge from the candidates' application files. In any case, the allocation takes into account the number of postgraduate students in the specialization and the number of potential Academic Advisors.
- The allocation takes place after the first registration of postgraduate students in the Postgraduate Program, specifically in the specialization in which they have been admitted, and is announced within the first month of classes in the section of the Department's website dedicated to the Transnational Inter-Institutional Postgraduate Program.

Article 3: Communication between Postgraduate Students and Academic Advisors

- The first meeting between the postgraduate student and the Academic Advisor is scheduled after electronic communication initiated by the postgraduate student with the Academic Advisor assigned to them.
- Subsequent meetings may again be scheduled either at the initiative of the postgraduate student or at the initiative of the Academic Advisor.
- In the event that the Academic Advisor considers that there are issues of common interest for the postgraduate students assigned to them, they may also schedule group meetings with them.
- All meetings may take place either in person or online, while at least one meeting per semester is recommended, so that the academic progress of the postgraduate student can be regularly discussed.

Article 4: Role of Academic Advisors

- Academic Advisors provide postgraduate students with the expertise, guidance, and support that will facilitate the successful completion of their studies in the Transnational Inter-Institutional Postgraduate Program, without their recommendations having a mandatory or binding character for the students.
- Specifically, Academic Advisors:

  i. assist postgraduate students in designing their individual study plan by selecting courses that align with their interests and goals,

  ii. monitor the academic progress of postgraduate students and provide

advice for resolving potential problems and improving their academic performance,

iii. encourage postgraduate students to participate in tutorial sessions, research activities, conferences, workshops, and other events organized by the Department, the University, and the wider academic community,

iv. encourage postgraduate students to contribute to the smooth operation of the Department by offering invigilation services and assisting with academic support tasks,

v. inform postgraduate students about available study programs, scholarships, and other relevant opportunities that may be of interest to them,

vi. inform postgraduate students about structures, services, and activities of the University of Patras that may be useful to them (e.g., Library, Sports Center, Student Welfare Services, Student Ombudsman, Career Office, International Relations Office, Alumni),

vii. discuss with postgraduate students' issues related to continuing studies for the acquisition of a doctoral degree, as well as broader career prospects after graduation from the Transnational Inter-Institutional Postgraduate Program,

viii. discuss with postgraduate students' issues concerning suspension or extension of studies in accordance with the regulations of the Postgraduate Program, when necessary,

ix. assist in resolving potential problems of postgraduate students related to educational or administrative services offered by the Program, if requested by the students themselves,

x. support postgraduate students who face serious personal, family, or other difficulties affecting their studies in the Program by directing them to specialized support structures such as the Social Welfare Services of the University of Patras.