



ARISTOTLE UNIVERSITY OF THESSALONIKI
FACULTY OF HEALTH SCIENCES
SCHOOL OF MEDICINE



**POSTGRADUATE STUDY PROGRAMME
«ADVANCED CARDIOPULMONARY
PRACTICE –
CARDIOVASCULAR PERFUSION
SCIENCE»**

Regulation
on the Operation of the
Academic Advisor Institution

Thessaloniki, June 2026

The Postgraduate Studies Program (PSP) "Advanced Cardiopulmonary Practice – Cardiovascular Perfusion Science" has fully adopted the Regulation on the Operation of the Academic Advisor Institution which was approved by the Assembly of the School of Medicine for its PSPs, during its meeting with No. 13/31-1-2023, and which fully complies with the corresponding Regulation of the Aristotle University of Thessaloniki (AUTH) which was approved by the Senate decision with No. 78656/23.06.2023 (Government Gazette 4084/B/23.06.2023).

Personal Data

The P.S.P. archives and manages information concerning the personal data of its students, in accordance with the current legislation. It is pointed out that all the above procedures must follow the AUTH Regulation on the Protection of Personal Data and operate in accordance with it to fully ensure the protection of the postgraduate students.

The relevant excerpt from the Internal Operating Regulation of the PSP and the corresponding regulations of the School of Medicine and AUTH are following.

REGULATION ON THE OPERATION OF THE ACADEMIC ADVISOR INSTITUTION

*(Excerpt from the Internal Operating Regulation of the PSP)
(26058/25-11-2024 AUTH Senate Decision - Government Gazette 6621/03-12-2024 Issue B')*

Article 10 - Teaching Staff

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Upon commencement of the Postgraduate Studies Program (PSP), a permanent Faculty Member (D.E.P.) of the P.S.P. is appointed as the **Academic Advisor** for each postgraduate student. Their role is to monitor the progress of the students' studies, to be informed by the instructors of any continuous absences of the students under their responsibility, and to ensure the students are informed (via the Secretariat) that such an absence may result in failure in the course. Furthermore, the Academic Advisor provides assistance regarding the selection of the postgraduate diploma thesis, taking into account the research interests of the postgraduate student. Postgraduate students must contact their academic advisor for any problem that may affect the smooth progress of their studies.

The Academic Advisor provides the postgraduate student with the necessary consultancy to meet the requirements of the P.S.P.

The Academic Advisor is responsible for meeting at regular intervals with the postgraduate students under their supervision, no less than two (2) times per semester. Their duties include, but are not limited to:

- Identifying the needs and research interests of the postgraduate student, supporting the postgraduate student's aptitudes and skills, and encouraging them to pursue fields that suit them.
- Informing and facilitating the postgraduate student's contact with the collective bodies of the P.S.P. and the administrative services.

- Providing assistance in drafting their individual semester study program and defining the topic of the postgraduate diploma thesis.
- Identifying students who have outstanding course obligations.
- Taking action and drafting a plan for these students.

The teaching staff, the administrative staff, as well as the competent services of the Institution cooperate with and support the Academic Advisors in their work, while taking into account their information, observations, suggestions, and requests regarding any deficiencies or dysfunctions that create problems for the students, as well as any proposals for addressing them.

REGULATION ON THE OPERATION OF THE ACADEMIC ADVISOR INSTITUTION IN THE PSPs OF THE SCHOOL OF MEDICINE

(Assembly of the School of Medicine Meeting No. 13/31-1-2023)

The Academic Advisors (A.A.) are members of the teaching staff who provide specialized information and advice to postgraduate students and graduates of the ATh School of Medicine regarding their postgraduate studies as well as their career prospects.

The Internal Regulation of the P.S.P. defines the rotational assignment of academic advisor duties to Faculty Members (D.E.P.) and regulates the specific relevant matters. The role of the Academic Advisor can be undertaken by any Faculty Member (D.E.P.) who teaches in the P.S.P., regardless of rank or position. Academic Advisors monitor the postgraduate students they undertake from the beginning until the end of their studies.

1. The institution is mandatory, as it is considered to contribute significantly to the successful completion of the studies of postgraduate students.
2. Information from the A.A. to the postgraduate student takes place after a pre-scheduled meeting between the Academic Advisor and the postgraduate student.
3. Depending on the number of postgraduate students, the Steering Committee/Program Committee (S.E/E.P.S.) may assign A.A. duties to E.D.I.P., E.E.P., E.T.E.P. members, or Emeritus or retired Faculty Members (D.E.P.), in addition to permanent Faculty Members (provided they are instructors in the P.S.P.).
4. The assignment of postgraduate students to Academic Advisors is based on the number of first-year postgraduate students. The A.A. may have more than one postgraduate student under their supervision.

When the A.A. communicates with the postgraduate student, they should record the postgraduate student's details and anything else they consider important for the student, e.g., if they have any learning difficulties that will require examination in a different manner, mobility issues so that an easily accessible classroom can be proposed, etc.

The file containing the personal data of each postgraduate student is subject to the General Data Protection Regulation (GDPR) and is confidential.

The work of the A.A. is advisory and supports the postgraduate students in their study program, guiding them to achieve their goals.

Postgraduate students should discuss with their A.A. any issue concerning their academic life, e.g., problems with courses, labs, practical training, issues concerning the study regulation, course selection, and even personal difficulties (family problems, health problems) that may affect their studies. The A.A. will try, as much as possible, to provide or suggest solutions to any problems that arise.

Additionally, the Academic Advisor may be the first person to call the postgraduate student, if requested by an instructor, to advise them on their performance (if they have absences or poor course performance, etc.) or to discuss with them any issue that may be creating problems in their studies (including issues that may arise with an instructor). Depending on the postgraduate student's interests and desired career path, the A.A. can also advise them on the topic of their Postgraduate Diploma Thesis.

Furthermore, they can help and suggest career prospects in the public or private sector, self-employment, or even job opportunities abroad. They can also inform students about the services offered by the University to postgraduate students (International Relations Office, Erasmus+, academic ID, email for updates, etc.).

The Academic Advisor for a postgraduate student remains the same until the completion of their studies. The replacement of the A.A. is possible only for very serious reasons, following a decision by the Assembly of the School/Programme of Studies Committee.

REGULATION ON THE OPERATION OF THE ACADEMIC ADVISOR INSTITUTION IN THE PSPs OF THE ARISTOTLE UNIVERSITY OF THESSALONIKI (AUPh)

(78656/23.06.2023 AUPh Senate Decision - Government Gazette 4084/B-23.06.2023)

In accordance with the AUPh Senate Decision No. 78656/23.06.2023 "Approval of the Regulation of the Postgraduate Studies Programs of the Aristotle University of Thessaloniki (AUPh)" (Government Gazette 4084/B-23.06.2023), the following apply:

Article 13 - Teaching Staff

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Upon commencement of the Postgraduate Studies Program (PSP), a permanent Faculty Member (D.E.P.) of the P.S.P. is appointed as the Academic Advisor for each postgraduate student. Their role is to monitor the progress of the students' studies, to be informed by the instructors of any continuous absences of the students under their responsibility, and to ensure the students are informed (via the Secretariat) that such an absence may result in failure in the course. Furthermore, the Academic Advisor provides assistance regarding the

selection of the postgraduate diploma thesis, taking into account the research interests of the postgraduate student. Postgraduate students must contact their academic advisor for any problem that may affect the smooth progress of their studies.

The Academic Advisor provides the postgraduate student with the necessary consultancy to meet the requirements of the Postgraduate Studies Program.

The Academic Advisor is responsible for meeting at regular intervals with the postgraduate students under their supervision, no less than two (2) times per semester. Their duties include, but are not limited to:

- Identifying the needs and research interests of the postgraduate student, supporting the postgraduate student's aptitudes and skills, and encouraging them to pursue fields that suit them.
- Informing and facilitating the postgraduate student's contact with the collective bodies of the P.S.P. and the administrative services.
- Providing assistance in drafting their individual semester study program and defining the topic of the postgraduate diploma thesis.
- Identifying students who have outstanding course obligations.
- Taking action and drafting a plan for these students.

The teaching staff, the administrative staff, as well as the competent services of the Institution cooperate with and support the Academic Advisors in their work, while taking into account their information, observations, suggestions, and requests regarding any deficiencies or dysfunctions that create problems for the students, as well as any proposals for addressing them.