



ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΕΙΡΑΙΩΣ  

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UNIVERSITY OF PIRAEUS

## **Τμήμα Χρηματοοικονομικής & Τραπεζικής Διοικητικής**

# Academic Advising Rules and Regulations



## ACADEMIC ADVISOR RULES

Department of Banking and Financial Management  
School of Finance and Statistics  
University of Piraeus

### ACADEMIC ADVISOR

The Academic Advisor Regulation was approved by the Department Assembly (at the 20-12-2023 meeting).

#### *General Description*

The role of the Academic Advisor is defined by article 54 of the current Internal Rules and Regulations of the University of Piraeus, which state the following: "1. Every May, the Assembly of each Department assigns the duties of Academic Advisors to one or more faculty members. The Academic Advisors are appointed on a rotating basis for an annual term, which begins on September 1 of each academic year, and may be renewed with the consent of the involved student. 2. Academic Advisors inform and advise students on all matters regarding their studies and their subsequent professional career, advise and support first-year students to facilitate the transition from secondary to higher education and provide special supportive care to students facing family, personal or other challenges towards successfully completing their studies. 3. The Study Advisors inform the Department Assembly about their work and activity."

In the context of strengthening the student-centered nature of the Department, the position of the Academic Advisor is adopted for all study programs with the following guidelines.

#### **Article 1**

##### **Appointment of Academic Advisors**

After the completion of student and doctoral candidate registration, the Department Assembly designates the faculty members of the Department who will perform the duty of the Academic Advisor typically until the completion of the student's studies. The role of Academic Advisor of the Department of Banking and Financial Management of the School of Finance and Statistics at the University of Piraeus at the undergraduate and postgraduate level can be assumed by any faculty member teaching at the respective program, regardless of rank and position, while at the Doctoral level, the supervising professor of the PhD candidate can act as Academic Advisor. Academic Advisors undertake the guidance of students or doctoral candidates, from the beginning to the end of their studies.



## Article 2

### *Assignment of students and doctoral candidates to Academic Advisors*

The assignment of the undergraduate and postgraduate students to the Academic Advisors proceeds as follows: The total number of new incoming students is divided by the number of active Academic Advisors to obtain the number of students per Academic Advisor. It is noted that the assignment by Academic Advisor is carried out in alphabetical order and the relevant information is posted on the Department's website. The Department Office notifies students of the name of their Academic Advisor. It is the responsibility of each student to contact their Academic Advisor as soon as possible. The first meeting between the Academic Advisor and the student must take place during the first few months of the student's attendance, that is, by December of the year of admission to the Department. In the event of the Academic Advisor's absence on educational or other type of leave, the student may choose another advisor from the list of Academic Advisors. At the Doctoral level, the Academic Advisor is the supervising professor of the doctoral candidate and in the event of the Academic Advisor's absence on educational or other category leave, the Doctoral Program Director.

## Article 3

### *Academic Advisor Duties*

#### I. General advising duties

The Academic Advisor sets specific meeting times with the students or doctoral candidates every semester, or meetings may be arranged by appointment. During the meetings, the student or PhD candidate informs the Academic Advisor about their progress as well as any issues arising. The Academic Advisor advises the student or PhD candidate accordingly on an array of issues:

- educational,
- academic and
- of a learning nature.

The Advisor suggestions are not binding, and the student is not obliged to follow them. Each faculty member who assumes the duties of an Academic Advisor is bound to maintain confidentiality regarding the student's information and the content of their discussions.



## II. Special advising duties

The responsibilities of the Academic Advisor are:

- to guide and support students or doctoral candidates in their study program, but also in personal problems related to their studies, as well as to indicate to students the best way to achieve their individual goals at each stage of their studies.
- to offer support for a smooth transition of incoming undergraduate and postgraduate students to higher education by utilizing the tools of Assessment Counseling (establishing a good relationship between themselves and the students, discovering through exploratory discussions existing strengths, abilities and skills, trying to identify expectations for the future, collaborative planning for the fulfillment of expectations, support for the realization of expectations when obstacles arise and, encouragement to use the full potential during studies).
- to provide information regarding: course content, participation in workshops and educational or scientific seminars, utilization of the infrastructure of the Department's computer laboratory, methods of evaluating course performance, encouraging student participation in competitions, alternative study methods, study groups, bibliography, etc., which help the student to understand and successfully complete the courses in which they face challenges , guidance towards optimal selection of courses for better performance and discussion with the student, so that the choice of courses is consistent with their personal interests , skills and abilities.
- to inform students about other services or administrative units of the academic institution, which are responsible for processing non-educational issues.
- to offer counseling services to all students to help them form the best possible concept for their professional career or possible further scientific development through pursuing a doctoral degree.

In case a faculty member or the Department Office identifies any issues of educational or administrative nature about a student (e.g, repeated absences), the Academic Advisor must call the student or doctoral candidate to a session.

## III. Annual Report

The Academic Advisor annually provides an information sheet to the Interval Evaluation Committee of the Department regarding the flow of the advising process (see appendix). At the end of each academic year, the Committee may propose to the Department Assembly actions for dealing with the identified issues.



#### **Άρθρο 4**

##### **Responsibilities of students and doctoral candidates**

For the proper and effective functioning of the position of the Academic Advisor and given the interactive and bidirectional nature of the latter's relationship with the respective student or doctoral candidate, the following points should be emphasized. PhD students or candidates should:

- have comprehensive information regarding the framework of the Academic Advisor position as well as its responsibilities.
- meet their requirements and obligations of their respective Program.
- realize that the role of the Academic Advisor is guiding and not binding, and therefore they have the freedom to make their own choices while bearing the responsibility.
- not to neglect contacting their Academic Advisor regularly.

#### **Άρθρο 5**

##### **Academic Advisor Replacement**

In exceptional cases and if there are important reasons, the Academic Advisor may be replaced. This change may be requested either by the Academic Advisor or by the student or doctoral candidate, upon submission of a justified request to the Departmental Office.



**ΕΝΤΥΠΟ ΕΝΗΜΕΡΩΣΗΣ ΑΠΟ ΤΟΝ ΑΚΑΔΗΜΑΪΚΟ ΣΥΜΒΟΥΛΟ:**

ΟΝΟΜΑΤΕΠΩΝΥΜΟ .....

ΑΚΑΔΗΜΑΪΚΟ ΕΤΟΣ 202.. - 202..

Α. ΠΡΟΠΤΥΧΙΑΚΟ

Γ. ΠΜΣ «ΧΡΗΜΑΤΟΟΙΚΟΝΟΜΙΚΗ  
ΚΑΙ ΤΡΑΠΕΖΙΚΗ»

Β. ΠΜΣ «ΤΟ ΧΡΗΜΑΤΟΟΙΚΟΝΟΜΙΚΟ ΚΑΙ  
ΘΕΣΜΙΚΟ ΠΛΑΙΣΙΟ  
ΤΩΝ ΑΓΟΡΩΝ ΧΡΗΜΑΤΟΣ  
ΚΑΙ ΚΕΦΑΛΑΙΟΥ»

Δ. ΠΜΣ ΧΔΔΟΜ

Ε. ΔΙΔΑΚΤΟΡΙΚΟ

1. Φοιτητές υπό την καθοδήγησή μου (αριθμός) .....

2. Συναντήσεις που προγραμματίσα (αριθμός) .....

3. Συναντήσεις που πραγματοποιήθηκαν/ολοκληρώθηκαν (αριθμός) .....

4. Ακαδημαϊκά θέματα που διαπιστώθηκαν (αριθμός) .....

Διεκπεραιώθηκαν; (αναφέρετε αριθμό)

ΝΑΙ

ΟΧΙ

5. Διοικητικά θέματα που διαπιστώθηκαν (αριθμός) .....

Διεκπεραιώθηκαν (αναφέρετε αριθμό)

ΝΑΙ

ΟΧΙ

6. Λοιπά θέματα (αναφέρετε αριθμό και περιγράψτε το θέμα)

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Διεκπεραιώθηκαν; (αναφέρετε αριθμό)



ΝΑΙ

ΟΧΙ

**Σχόλια Ακαδημαϊκού Συμβούλου προς την ΟΜΕΑ**

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