

## **D4.4 - Regulation for the operation of the academic advisor**

of the

### **ADRION Joint Transnational Master's Programme in Renewable Energy**

#### **Article 1**

##### **Purpose and Quality Framework**

1. Academic advising constitutes a core component of the **internal quality assurance system** of the ADRION Joint Transnational Master's Programme in Renewable Energy, in accordance with the **Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)** and the principles of the **Hellenic Authority for Higher Education (HQA / EΘΑΑΕ)**.
2. The purpose of academic advising is to promote **student-centred learning**, support academic progression, enhance retention and completion rates, and ensure equal opportunities and inclusive support for all students.

#### **Article 2**

##### **Appointment and Qualifications of Academic Advisors**

1. An Academic Advisor shall be appointed for each student enrolled in the Programme.
2. Academic Advisors shall be members of the academic staff of the **Human-Computer Interaction Programme**, possessing appropriate academic qualifications and experience relevant to the Programme's learning outcomes.
3. Academic Advisors shall support students continuously from enrolment until completion of studies, contributing to the systematic monitoring of academic progress.
4. The identity of the Academic Advisor shall be communicated to the student upon enrolment.

#### **Article 3**

##### **Student-Centred Orientation and Initial Advising**

1. The first meeting between the Academic Advisor and the student shall take place as early as possible after enrolment and, in any case, no later than the end of the calendar year of first enrolment.
2. During the initial meeting, the Academic Advisor shall:
  - a) inform the student about the structure, learning outcomes, and assessment framework of the Programme

- b) explain the academic advising process and available student support services
- c) identify potential academic needs or risks affecting student progression.

#### **Article 4**

##### **Continuity of Advising**

1. In cases of temporary absence of the Academic Advisor due to educational, research, or other authorised leave, advising responsibilities shall be assumed by a **Substitute Academic Advisor**, ensuring continuity of student support.
2. The Programme shall ensure that advising services remain uninterrupted, in line with ESG Standard 1.6.

#### **Article 5**

##### **Availability, Accessibility, and Confidentiality**

1. Academic Advisors shall offer scheduled advising hours, announced at the beginning of each academic semester, ensuring accessibility for all students, including those participating through distance learning modalities.
2. Additional meetings may be arranged upon request by the student or the Academic Advisor when significant academic or personal issues arise.
3. All advising interactions shall be conducted in a confidential manner, with full respect for personal data protection legislation and ethical principles.

#### **Article 6**

##### **Change of Academic Advisor**

1. Students may request a change of Academic Advisor in duly justified and exceptional circumstances.
2. Requests shall be submitted in writing to the **Programme Coordinating Committee**, which shall assess the request in accordance with principles of transparency, fairness, and student welfare.

#### **Article 7**

##### **Student Records and Data Management**

1. During the first advising meeting, the Academic Advisor shall complete a student record containing essential personal and academic information necessary for effective academic support.
2. Any additional information disclosed voluntarily by the student, including information related to learning needs or special circumstances, shall be recorded only with the student's informed consent.

3. Student records shall be treated as confidential quality assurance documents and shall be used solely for academic support and monitoring purposes.

## **Article 8**

### **Systematic Monitoring of Academic Progress**

1. Academic Advisors shall contact each assigned student at least **twice per semester**:
  - a) at the beginning of the semester, to support study planning;
  - b) at the end of the semester, following the publication of assessment results, to review academic progress.
2. This process contributes to early identification of difficulties, academic risks, and support needs.
3. Guidance provided by the Academic Advisor shall be advisory in nature and non-binding.

## **Article 9**

### **Role in Student Support and Quality Enhancement**

1. Academic Advisors support students in the timely completion of their studies and in achieving the intended learning outcomes of the Programme.
2. Academic Advisors shall:
  - a) guide students in organising their individual study paths;
  - b) facilitate communication between students and academic staff;
  - c) support students in addressing academic or administrative challenges;
  - d) contribute, where appropriate, to the Programme's continuous quality improvement processes through feedback to the Programme Coordinating Committee.

## **Article 10**

### **Collaboration with Academic Staff**

The Academic Advisor may invite a student to an advising meeting upon justified request by a member of the Programme's academic staff who has identified concerns regarding the student's academic progress, ensuring coordinated and student-centred support.