



**International Graduate Program in Biological Inorganic Chemistry**

**Regulations for the Functioning of the Academic Advisor Position  
International Graduate Program in Biological Inorganic Chemistry**



## International Graduate Program in Biological Inorganic Chemistry

### 1. General

The regulations for the Academic Advisor were drafted and approved by the Quality Assurance Unit of the University of Ioannina in session no. 12/2-11-2020. According to the regulations, by December of each academic year at the latest, the Program Committee (PCS) assigns the duties of Academic Advisor for each newly admitted postgraduate student to the supervising professor of their choice.

The selection of the Master's Thesis Supervisor takes place after the first semester—or during the first semester upon the student's request to the PCS of the IPPS, co-signed by the chosen supervisor. The supervisor then recommends the three-member examination committee, which, after evaluating the candidate upon completion of the thesis, submits its recommendation to the PCS accordingly (Request for Appointment of Three-Member Examination Committee: <http://bic.chem.uoi.gr/entipa.html>).

The supervising professor also submits a request to the PCS to propose the topic of the student's thesis (Request for Thesis Topic Appointment: <http://bic.chem.uoi.gr/entipa.html>).

The Academic Advisor of a postgraduate student remains the same throughout the duration of their studies. In case the Academic Advisor is absent for an extended period (e.g., educational leave, health issues, retirement), the PCS assigns the students of that advisor to another faculty member or instructor within the IPPS. This procedure is repeated after the admission of students in special categories to the program.

### 2. Role of the Academic Advisor

The Academic Advisor is responsible for informing and advising students on the following areas:

a) Course Content and Laboratory Participation: Guidance on course material, participation in laboratory sessions, use of the postgraduate program's lab facilities, assessment methods, encouragement to participate in progress checks, tests, problem sets, and supplementary tutorials that help the student understand and successfully complete courses they find challenging. Advice on study methods and relevant bibliography is also included.

b) *(omitted letter b in original, continues to c)*

c) Thesis Topic Selection: Assisting the student in choosing a thesis topic in a way that minimizes the risk of failure during the public presentation and discussion of the postgraduate thesis. The advisor ensures that the chosen topic aligns with the student's personal interests, skills, and abilities.

d) Discussion of Exam Results: Reviewing and analyzing the student's performance in examinations.



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g) Participation in Erasmus Programs and Postgraduate Studies Opportunities: Advising on international mobility and academic exchange programs.

h) Career Prospects: Guidance regarding opportunities in the public and private sectors, self-employment, or positions abroad.

i) Discussion of Obstacles to Studies: Addressing any issues that may impede academic progress.

j) Issues with Faculty Members: Assisting in resolving conflicts or concerns involving instructors.

k) University Services: Informing students about available services (e.g., Student Welfare, DASTA, SKEPI, Internship Office, etc.).

The Academic Advisor reports in writing to the Program Committee using forms A11A and A11B regarding the student's thesis progress and communicates any problems raised by students related to the above areas. In their report, the advisor may identify deficiencies or dysfunctions that create difficulties for students and propose measures to address them.

In exceptional cases, and upon a well-documented request by the student or the Academic Advisor, a new Academic Advisor may be appointed.

### 3. Communication with the Academic Advisor

The Academic Advisor maintains a list of the email addresses of the postgraduate students assigned to them and communicates with them regarding academic matters. Additionally, the advisor announces on the ΔΠΜΣ website a specific time for student consultations.

To ensure effective meetings:

- One-on-One Meetings: Individual sessions with each student to address personal academic progress, challenges, and guidance.
- Group Meetings: Sessions with multiple students to discuss common interests or issues relevant to the group.

The first meeting (orientation meeting) is recommended to take place within the first month of the official start of the winter semester. Subsequent meetings are scheduled on mutually agreed dates.

The Program Committee and the members of the Departmental Quality Units (OMEA) are expected to collaborate with and support Academic Advisors in their duties, taking into account their observations, recommendations, and requests.

### 4. Protection of Students' Personal Data and Confidentiality

For the implementation of the provisions described in Paragraphs 2 and 3, the legislation on the protection of students' personal data applies, along with the obligation to



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maintain confidentiality. This obligation continues even after the Academic Advisor's duties have ended.



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## Forms A11A and A11B

### STUDENT ADVISORY MEETING RECORD FORM

#### Advisor Information

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

#### Student Information

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Student ID: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year of Study: \_\_\_\_\_

#### Meeting Information

First Meeting? YES  NO  If not, meeting number: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Duration: \_\_\_\_\_

#### Discussion Topics (brief summary)

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Was a follow-up meeting requested by the student? YES  NO

Was a follow-up meeting proposed by the Student Advisor? YES  NO



ΔΜΠΣ Ανόργανη Βιολογική Χημεία

**SUMMARY FORM OF STUDENT ADVISOR MEETINGS**

**Advisor Information**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

**Meeting Details**

Academic Year: \_\_\_\_\_ Academic Semester: Fall  Spring

Number of Meetings: \_\_\_\_\_

The majority of meetings took place on the following days:

Monday  Tuesday  Wednesday  Thursday   
Friday

The majority of meetings took place on the following hours:

08:00 – 10:00   
10:00 – 12:00   
12:00 – 14:00   
14:00 – 16:00   
16:00 – 18:00   
18:00 – 20:00

**Average duration of meetings:**

Up 15 minutes   
Above 15 minutes   
Half an hour



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Above Half an hour

One hour

Above one hour

The majority of students were in semester::

1<sup>ο</sup> – 2<sup>ο</sup>

3<sup>ο</sup> – 4<sup>ο</sup>

5<sup>ο</sup> – 6<sup>ο</sup>

7<sup>ο</sup> – 8<sup>ο</sup>

9<sup>ο</sup> – 10<sup>ο</sup>

11<sup>ο</sup> – 12<sup>ο</sup>

Above 12<sup>ου</sup>

#### Cover Topics

Attendance in Lectures

Understanding of Course Material

Learning Difficulties

Lesson notes

Exercises

Supplementary Instruction

Bibliography

Course Registration

Exercises with students groups

Laboratories

Question for Thesis

Tracks/Specializations

Examinations



### ΔΜΠΣ Ανόργανη Βιολογική Χημεία

- Erasmus+ studies
- Digital Skills
- Foreign Languages
- Conferences
- Graduation Ceremony Procedure
- Career Prospects
- Issues with Instructors
- Issues with Staff/Administration
- Personal Issues Affecting Studies
- Other (specify):

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Ioannina, ...../...../20..

(Signature)

The collection and processing of personal data submitted are carried out in accordance with the provisions of Law 4624/19 and Regulation (EU) 2016/679. The University of Ioannina collects and processes personal data exclusively for the purpose of implementing this procedure. For the duration that personal data remain at the disposal of the University of Ioannina, the data subject has the right to exercise their rights under the terms of the General Data Protection Regulation 2016/679 (EU) and the provisions of Articles 34 and 35 of Law 4624/2019. The Data Protection Officer of the institution is Ms. Stavroula Stathara (email: dpo@uoi.gr).