



POSTGRADUATE PROGRAM
DEPARTMENT OF ARCHITECTURE
REUSE OF BUILDINGS AND COMPLEXES

UNIVERSITY OF THESSALY
DEPARTMENT OF ARCHITECTURE
PSP REUSE OF BUILDINGS AND COMPLEXES

Academic Advisory Board Operating Regulations
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ΕΠΑΝΑΧΡΗΣΕΙΣ ΚΤΙΡΙΩΝ ΚΑΙ ΣΥΝΟΛΩΝ

General Information

For every new postgraduate student, the Coordinating Committee of the Postgraduate Program (PMS) or the Program Studies Committee for interdepartmental or inter-institutional PMS assigns the role of Academic Advisor to the program's teaching staff by no later than November 30 of each academic year. The number of postgraduate students is evenly distributed among the teaching staff of the PMS, and the selection is made randomly. The Academic Advisor assigned to a postgraduate student remains the same until the completion of the student's studies.

The coordination of the Academic Advisors in each PMS is carried out by the Director of the PMS.

Role of the Academic Advisor

The responsibilities of the Academic Advisor include, among others:

- Informing students about the vision of the Postgraduate Program, the professional skills, and the qualifications of its graduates.
- Identifying the needs and interests of the students, supporting their talents and skills.
- Facilitating students' communication with university authorities, administrative bodies, and services.
- Providing information about the services offered by the university library, along with supportive materials.
- Offering guidance on course content, the use of PMS lab facilities, methods for evaluating course performance, etc., to help students understand and successfully complete challenging courses, study methods, and relevant bibliographies.
- Advising on the selection of topics for theses or other projects.
- Exploring professional opportunities (in the public or private sector, freelance work, or employment abroad).
- Discussing matters with teaching staff.
- Informing students about the services offered by the University (Student Welfare, Student Ombudsman, Career Office, Alumni Office, etc.).

In all cases, the role of Academic Advisors is supportive and advisory.

However, students are also required to inform their Academic Advisor about their decisions. The final responsibility for choices related to their studies lies solely with the students themselves.

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Communication

1. The Academic Advisor maintains a list of the email addresses of the postgraduate students assigned to them and communicates with them regarding study-related matters. Additionally, the advisor announces specific consultation hours on their personal webpage and the PMS website for meetings with the students they advise. To ensure effective meetings, both individual meetings with each student and group meetings for topics of common interest are conducted.
2. Students may request a meeting with their Academic Advisor by submitting an application (see Template 1 – Application).
3. The Academic Advisor provides written updates to the Director of the PMS (see Template 2 – Student Meeting Contact Form), detailing their interactions with students and any issues raised by them. In their report, the advisor may highlight dysfunctions or shortcomings that create problems for students and suggest measures to address them.
4. The Academic Advisor ensures regular meetings, either in person or remotely, with the students they oversee, at least once per semester. Students are reminded that the role of the Academic Advisor is purely advisory.

To effectively support students in their studies, collaboration between the Academic Advisors of each PMS, the Career Office, and the Student Support Unit for Vulnerable Groups (M.Y.F.E.O.) is essential. The role of the Academic Advisor cannot be effective without the active cooperation of the student.

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Students are encouraged to initiate contact with their advisors by sending an email to the provided contact information. The subject line should read 'Academic Advisor,' and students are requested to include the following personal details:

SURNAME:

NAME:

FATHER'S NAME:

DATE OF BIRTH:

SEMESTER OF STUDY:

STUDENT ID NUMVER:

MOBILE PHONE:

E-MAIL ADRESS:

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