



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ

Εθνικόν και Καποδιστριακόν
Πανεπιστήμιον Αθηνών

— ΙΔΡΥΘΕΝ ΤΟ 1837 —

Academic tutors' regulation

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General Information

The Department of Political Science and Public Administration, both at the undergraduate and postgraduate levels, has in place the function of the Academic Advisor.

A faculty member of the Department of Political Science and Public Administration, regardless of rank, is designated as an Academic Tutor (AT).

The role of the AT is to support and guide students regarding the Department's Study Programme.

The AT remains the same for each student until the end of their studies.

1. Allocation of students to Academic Tutors

All faculty members of the Department have AT duties. At the beginning of each academic year, the Assembly of the Department equally allocates the first-year students of the Department to its faculty members based on their alphabetical order.

This procedure is repeated after the completion of the admission of students of special categories for those students who were later enrolled in the Department. In the event of their absence on educational or other leave, the corresponding file and their advisory duties are temporarily taken over by their replacement, who is appointed after a random temporary assignment.

In exceptional cases, students can request to change their AT, explaining the reasons to the Department Chair. The possibility of satisfying the request is examined on a case-by-case basis.

A corresponding procedure is followed by the General Assemblies of the Department's Sectors for the Master's Programmes that operate in it.

2. Procedure

At the beginning of the first-year students' studies, the new incoming students are notified via the Department's website of their allocation to ATs as well as a list with the names of ATs, their e-mail addresses and their office hours.

At the beginning of each academic year, within October, there is a specific meeting of the ATs with the first-year students - members of their group. This meeting, which will be common and can be held either in person or by teleconference, will be of an informative nature regarding the function of the AT and the support it can provide.

Following that, there are no other pre-arranged meetings of the students with the AT, however, these are held at the initiative of the students whenever they feel they

need support. In exceptional cases and for particularly serious matters concerning the students, a meeting may be held at the initiative of the ATs.

The ATs accept the students for collaboration and guidance at specific times, which are announced at the beginning of each semester on the Department's website, but also in the e-classes managed by each AT.

The content of the discussions is confidential and the student's personal data is protected by the AT.

3. Academic Tutors' duties

The work of ATs is to advise, guide and support students in their Study Programme and in personal problems related to their studies, as well as to indicate ways to achieve their individual goals in each level of their studies.

ATs advise and suggest, without their recommendations and suggestions being mandatory or binding.

The ATs help, support and guide the students to understand in the best possible way their professional life and the prospects and options they can have as graduates of the Department and/or the Master's Programmes it offers.

ATs also support students in resolving issues, which provoke a delay in the completion of their studies (e.g. communicate and work with respective faculty members the provision of additional educational materials, etc.).

4. Communication

The ATs support the students they assist in matters related to the function of the AT. All the possibilities of personal and electronic communication can be used.

Meetings with students can be held both individually, with each student separately, and in groups, to discuss issues of common interest, either face-to-face or by teleconference.