



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ

Εθνικόν και Καποδιστριακόν  
Πανεπιστήμιον Αθηνών

— ΙΔΡΥΘΕΝ ΤΟ 1837 —

## **Department of History and Archaeology**

### **Regulation on Academic Advising**

## Table of Contents

|  |   |
|--|---|
| Article 1. Aim and scope of application .....                                  | 3 |
| Article 2. Allocation of students to academic advisors .....                   | 3 |
| Undergraduate Programmes of studies .....                                      | 3 |
| Postgraduate Programmes of studies .....                                       | 3 |
| Article 3. Duties of the Academic Advisor.....                                 | 4 |
| Article 4. Observance, Completion and Revision of the present Regulation ..... | 4 |

# **Regulation on Academic Advising**

**Department of History and Archaeology  
National and Kapodistrian University of Athens**

## **Article 1. Aim and scope of application**

The Academic Advisors are members of teaching staff of the Department who advise and support, through meetings they appoint, in particular first-year students in order to facilitate their integration into higher education, inform, inform and advise all students on matters relating to their studies and their subsequent professional careers, and provide special supportive care for students who are facing serious family, personal or other difficulties which prevent the successful completion of their studies.

The members of teaching staff, the administrative staff, the Directors of the Laboratories and the Chair of the Department, as well as the competent services of the Institution cooperate with and support the Academic Advisors in their work, and take into account their information, comments, suggestions and requests for any deficiencies, malfunctions that create problems for students and any suggestions for their solution.

## **Article 2. Allocation of students to academic advisors**

### **Undergraduate Programmes of studies**

At the beginning of the academic year, the Assembly of the Department appoints two Academic Advisors from the Sector of History and two from the Sector of Archaeology and Art History. The names and contact details of the Academic Advisors are listed in the annual Study Guide and on the Department's website.

### **Postgraduate Programmes of studies**

The supervisors of the students, i.e. the faculty members of the department or (in the case of MSc programmes) of the collaborating departments, who teach in the programme and undertake the supervision of the students admitted to the programme each year, assume the role of Academic Advisors.

The Academic Advisor of each student is appointed by the Directing Committee of the MA/MSc. The appointment of the Academic Advisor takes into account the specific scientific interests of the student in the context of his/her chosen field of study, as revealed by his/her CV and/or the discussion accompanying the oral examination for admission to the programme.

### Article 3. Duties of the Academic Advisor

The duties of the Academic Advisor are the following:

- It supports students from the very first moment of their admission to the programme, both in terms of the organisation of their studies and the choice of courses, as well as in the preparation of their work, including the Master's Thesis.
- It informs about the general operation of the Department's Study Programme, the organisation of the Study Guide, the infrastructure offered, the laboratory structures and the possibility for students to participate in laboratory activities and in research projects developed in the Department.
- It informs about the services offered by the NKUA to its students to support their studies.
- Provides support in identifying the optimal combinations of courses within the offered Programme of Studies, so that they can choose the appropriate courses according to their personal interests, skills and abilities.
- Monitor students' academic progress during the guidance period, with the aim of ensuring smooth completion of the curriculum. Provide support to students in relation to any problems that may arise, either due to poor attendance or due to assessment results in individual courses, which may constitute an obstacle to the smooth progress of their studies.
- It provides support for the formulation of students' individual planning regarding both the continuation of their studies at the next level and their professional development, based on their interests, and informs them about the postgraduate programmes offered in the Department and the professional opportunities they may have as graduates of the Department.

### Article 4. Observance, Completion and Revision of the present Regulation

The present Regulation of Academic Advising was approved by the 8th Assembly of the Department of History and Archaeology on 24/1/2023.