

**SCHOOL OF PHYSICAL EDUCATION AND
SPORT SCIENCE
Postgraduate PROGRAMME
HUMAN PERFORMANCE**

Regulation for the academic advisor

June 2023

Regulation of operation for the institution of Academic Advisor

The Academic Advisor offers the students information for the best organization of their studies. The Secretary of the MSc designates an Academic Advisor for each student enrolled in it. The institution is mandatory considering that academic counseling will contribute significantly to the success of the students' studies. The Academic Advisors are members of the teaching staff of the MSc and monitor specific students from the beginning to the end of their studies.

Procedure

The name of the academic advisor is known to the student during his/her registration at the Secretariat. The first meeting between the academic advisor and the student should take place as early as possible at the start of the studies and before the end of each academic calendar year. In case of absence of the academic advisor on educational or other leave, the corresponding file and his advisory duties are being transferred.

Academic Advisors receive students for collaboration and guidance at specific times, which are announced at the beginning of each academic year. Extraordinary meetings can be held if deemed necessary by the student, or if requested by the Academic Advisor for a major issue concerning the student. The content of the discussions is confidential and the student's personal data is protected.

A student's Academic Advisor remains the same until the completion of their studies. In exceptional cases, students can request a change of their Academic Advisor, explaining the reasons to the Coordination Committee of the MSc.

Duties of an Academic Advisor

a) Creation of a student file

During the first meeting, the academic advisor fills in the student's personal information on a form (name, surname, social security number, home address, telephone numbers and other contact information). Any other information the student wishes to mention can be added to the form (special abilities, any learning problems, etc.). Each student's file is considered a confidential document, the custody and responsibility of which rests exclusively with the academic advisor.

b) Consulting work

The academic advisor communicates with each student he/she has undertaken, twice during each semester as follows: a) at the beginning of the winter or spring semester, b) at the end of the winter or spring semester and after the results of the examination periods are being announced, in order to discuss any problems, the student faced

during the academic year. The academic advisor advises the student accordingly, without his suggestions being binding.

The task of the academic advisor is to support students in order to complete their studies in time. The Academic Advisor guides students through their program of study and indicates the best way to achieve their individual goals at each level of study. The study advisor facilitates communication between students and teachers and also supports graduate students for possible help with the problems they face regarding the completion of their studies. In addition, the academic advisor can call the student to a meeting in case he/she is requested by a member of the teaching staff of the MSc., who observes if any problem during the student's studies is occurred.