



Τομέας Μετεωρολογίας και Κλιματολογίας
Τμήμα Γεωλογίας
Αριστοτέλειο Πανεπιστήμιο Θεσσαλονίκης

**MASTER PROGRAM -METEOROLOGY, CLIMATOLOGY
AND ATMOSPHERIC ENVIRONMENT**

School of Geology
Aristotle University of Thessaloniki

REGULATION OF THE MASTER'S STUDIES ADVISOR

REGULATION OF THE MASTER'S STUDIES ADVISOR, SCHOOL OF GEOLOGY, FACULTY OF SCIENCE, ARISTOTLE UNIVERSITY OF THESSALONIKI

1. INTRODUCTION

To improve the quality of the Postgraduate education organized or coordinated by the School of Geology, Aristotle University of Thessaloniki, a Master's Studies Advisor (MSA) is established. The Master's Studies Advisor assists postgraduate students, provides guidance, and significantly contributes to their Academic development. The Master's Studies Advisor also prepares students to be the best professional they can be and helps the students develop professional skills that will make them competitive for employment in their given field. This Regulation of the Master's Studies Advisor (MSA) was adopted by the Assembly of the School of Geology in the session no. 620/26-5-2023 and applies to all postgraduate study programs organized (MSc) or coordinated (Inter-Institutional MSc Programs) by the School of Geology, AUTH. The MSA guides the postgraduate student in all matters concerning studies and life at the Academic Institution and, together with the MSc Coordinating Committee (CC) or the MSc Study Program Committee (SPC) of the Inter-Institutional MSc, is responsible for monitoring and supervising the progress of the students. The MSA operates exclusively within the limits of its pedagogical role.

2. APPOINTMENT WITH THE MASTER'S STUDIES ADVISOR

For each postgraduate study program of the School of Geology, the MSA is selected among the School members of the Coordinating Committee (CC) or the MSc Study Program Committee (SPC) for the InterInstitutional Programs, by decision of the Department Assembly (MSc) or the Study Program Committee (SPC), in accordance with the provisions of the Regulation of the Postgraduate Study Program. The MSA remains the same until the completion of the postgraduate student's studies. A change of MSA can only be made following a relevant documented request from the postgraduate student. The appointment of the MSA takes place every year upon the completion of the registration of new postgraduate students in the respective program. Each faculty member can act as an advisor for up to five [5] postgraduate students. If this number is exceeded by the members of the CC/SPC, additional faculty members of the CC or the total teaching staff of the respective MSc/Inter-Institutional MSc Programs is selected by decision of the Assembly of the School or the SPC. In case the MSA is absent for a long period of time (e.g., authorized educational leave, health issues, and retirement), the Department Assembly/SPC assigns the postgraduate students of the respective Advisor to another Faculty member of the CC/SPC or the entire teaching staff of the respective MSc/Inter-Institutional MSc.

3. ROLE OF THE MASTER'S STUDIES ADVISOR

The Master's Studies Advisor is responsible for informing, guiding, and advising the students. Academic advising processes to meet postgraduate students needs include the following:

- I. Guiding the postgraduate students regarding the supporting structures and services of the School of Geology and of the Aristotle University of Thessaloniki (physical and digital).
- II. Providing information on the content and structure of the Study Program, as well as the course content, laboratories, and practical exercises.

- III. Providing information concerning the utilization of the physical devices, technical infrastructure and electronic/digital scientific facilities and resources of the laboratories of the School of Geology and of the Aristotle University of Thessaloniki in general.
- IV. Advising on the methods of evaluating learning.
- V. Guiding the student in the selection and planning of courses, considering the student's personal interests, skills, and abilities.
- VI. Initiating conversations about academic progress and examination results.
- VII. Counseling regarding the preparation of the Postgraduate Thesis or Dissertation.
- VIII. Informing students about the possibilities of expanding studies at the same or higher level in Greece and abroad, as well as about European exchange programs.
- IX. Informing students about career opportunities in Greece and abroad. Advising on matters of career options, job market, and strategies for launching a career in research and/or referring students to relevant career and professional development resources on campus.
- X. Discussing any issues that - according to the student's judgment - can negatively affect student's outcomes and taking actions to correct it and prevent it.
- XI. Guiding students on potential issues of discrimination, gender equality, etc.
- XII. Facilitating the communication between students and instructors.

4. COMMUNICATION WITH THE GRADUATE STUDIES ADVISOR

The Graduate Studies Advisor, after being appointed, communicates electronically with the assigned graduate students and organizes face-to-face or distance meetings. For the meetings to be effective, both individual meetings with each student and group meetings on matters of common interest are held. The first (welcoming) meeting is recommended to be scheduled within the first month from the official start of the winter semester, and the Graduate Studies Advisor collaboratively determines the times, locations, and methods of the subsequent meetings with the graduate students. The Directors of the MSc/Inter-Institutional MSc Programs should cooperate and support the Graduate Studies Advisors in their work, considering their observations, suggestions, recommendations, and requests.

5. PROTECTION OF STUDENT'S PERSONAL DATA AND CONFIDENTIALITY

For the exercise of the provisions mentioned in Paragraphs 2 and 3, the legislation on the protection of students' personal data and the obligation to maintain confidentiality apply, which continues even after the completion of the duties of the Graduate Studies Advisor.