



3.3 Regulation for academic advisors

(As decided in the Department's Assembly no 884/26.02.2024)

Article 1 – General

The Academic Advisor offers students at the School of Medicine Undergraduate programme information for the better organisation of their studies. The Programme appoints an Academic Advisor for each student enrolled in the Programme. The institution is mandatory considering that academic advising will contribute significantly to the success of the students' studies. The Academic Advisors are members of the faculty of the Human-Computer Interaction Program and follow the students they take on from the beginning to the completion of their studies.

Article 2 – Procedure

The name of the academic advisor is communicated to the student at the time of enrollment in the Program. The first meeting between the academic advisor and the student should take place as early as possible in the start of the course of study and certainly before the end of the calendar year in which the student first enrolls in the programme. In the absence of the academic advisor on educational or other leave, the respective record and advising duties shall be temporarily assumed by the substitute academic advisor.

Academic Advisors receive students for collaboration and guidance at specific times, which are announced at the beginning of each semester. Extraordinary meetings may 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 discussions is confidential, and the student's personal data is protected.

In exceptional cases students may request a change of their Academic Advisor, explaining the reasons to the Department Assembly.

Article 3 – Duties of the Academic Advisor

A. Creation of a student file

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

B. Advisory work

The academic advisor will contact each student he/she is assigned to, twice during each semester as follows: a) at the beginning of the fall or spring semester, b) at the end of the fall or spring semester and after the results of the examinations have been released, in order to discuss any problems, the student has encountered during the academic year. The academic advisor will advise the student accordingly, without his/her suggestions being binding.

The task of the academic advisor is to support the student in the timely completion of his/her studies. The academic advisor guides the student(s) in their programme of study and indicates to the student(s) the best way to achieve their individual goals at each level of study. The advisor facilitates communication between students and faculty and also supports graduate students for possible assistance with problems they encounter in completing their studies. In addition, the academic advisor may invite the student to a meeting if requested by a member of the Program faculty who identifies problems with the student's course of study.