

Master's degree programme "German Philology: Theory - Applications"

FACULTY OF PHILOSOPHY

NKUA

Regulations of the Institution of the Academic Consultant

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Article 1: Values and Objectives of the Institution of the Academic Consultant

The values that guide academic advising activities according to the National Academic Advising Association (NACADA) identify with the values held by the entire Department of German Language and Literature. These values guide the actions of all its members: sincere interest, commitment, empowerment, inclusion, diversity and respect.

The aim of the Academic Consultant is to help students complete their MA studies in the most rational and efficient way and to contribute to overcoming problems that may arise during their studies. He/she has a counselling role regarding the student's academic career, is available to students to schedule special meetings, to offer advice and to refer personal issues to experts.

The Academic Consultants, in collaboration with the NKUA's Student Support Service, advise and support first-year students in particular to facilitate their integration into the Master's programme, provide information and advice to all students regarding their studies and subsequent careers, and provide special support to students who have serious family, personal or other difficulties that prevent them from successfully completing their studies. The Academic Student Consultant will endeavor, as far as possible, to suggest or find solutions to any problems that may arise. Under no circumstances, however, can he/she guarantee a solution in advance.

Article 2: Function of the Institution of the Academic Consultant

At the beginning of the academic year, the Master's Programme Coordinating Committee assigns one or more faculty members to serve as Academic Consultants. Academic Consultants are appointed on a rotating basis. Their term of office is one year and begins on 1st October of each academic year and can be renewed with the consent of the consultant. The academic consultant informs the Coordinating Committee of the MA programme of any concerns that have arisen and have not been resolved and determines the contact with them (in person, by telephone or via the internet). He/she also announces consultation hours for the students he/she advises on his/her personal website and on the department's website. The Academic Consultant has a list of the email addresses of the students in the MA programme and determines how to contact them (in person, by telephone or via the internet). In order to provide effective counselling, both individual consultations and group meetings are arranged to discuss topics of common interest. The first meeting (reception of first-year students) takes place in the first month after the official start of the winter semester. The next meetings are arranged either individually or in groups depending on demand.

Article 3: Role and tasks of the Academic Consultant

The role of the Academic Consultant is to advise his/her students in planning their academic career and progression, and also to assist them in developing their master's degree and other academic activities so that they make decisions related to their educational and research goals. In more detail:

- The Academic Consultant advises students individually or in groups on the basic academic requirements of the MA programme and also on the resources

that can be used from the University's Department of German Language and Literature as a whole.

- The Academic Consultant informs students about the MA programme, the conditions for participation in the seminars of the MA programme and the content of the subjects (compulsory or elective).
- The Academic Consultant discusses the choice of the thesis topic and the submission deadline for the thesis.
- The Academic Consultant provides information on the possibilities of extending or discontinuing the MA programme.
- The Academic Consultant helps students to integrate into the new degree programme.
- The Academic Consultant explains the connection between the MA programme and the possibilities of a professional career and integration. He/she discusses the career prospects that open up after the new degree programme (opportunities in the public or private sector, freelance work, a job abroad).
- The Academic Consultant supports students in defining and developing a realistic academic plan based on their competences and interests.
- The Academic Consultant supports students in developing a long-term realistic plan for possible further education in the doctoral programme and for their professional career.
- The Academic Consultant will inform and refer the student, as necessary, to other members of the academic community, as well as to other procedures or services of the Department of German Language and Literature or the NKUA for concerns not under his/her jurisdiction (e.g., Student Appeals/Complaints Administration, Student Welfare/Support, Counselling Services, NKUA General Student Committee).
- The Academic Consultant discusses any issue that may cause obstacles to studying.
- The Academic Consultant provides information about the services the University offers to students.
- The Academic Consultant discusses the academic perspectives that open up after this particular MA programme (further education opportunities in Greece or in institutions abroad, writing a doctoral thesis in the same or a related field, etc.).

Article 4: Duties of the Students

Ideally, students should build up a relationship of trust and co-operation with the teachers of the MA programme during their studies. However, as far as the academic consultant is concerned, the students should ensure the following:

- that they have informed themselves about the scope of duties of the Academic Consultant and about the other regulations and rules/regulations of the Master's degree programme,
- that they are aware of the requirements for participation in the seminars,
- that they realize that they are ultimately responsible for the decisions they make in the course of their MA programme,

- that they contact the Academic Consultant in advance by email to make an appointment after finding out about his/her office hours,
- that they turn up punctually for the agreed appointment and let them know in good time if they are unable to attend.

In exceptional cases and after submission of a documented application by the student or the academic consultant, a new academic consultant may be appointed.

Article 5: Protection of personal data

The content of discussions with the Academic Consultant is strictly confidential and the Academic Consultant ensures the protection of personal data. The confidentiality obligation must also be observed after the Academic Consultant's term of office has ended.