



UNIVERSITY OF  
THESSALY

**Department of Physical Education & Sport Science  
Interdepartmental Graduate Program in Lifestyle Medicine**

M3.3

Regulation of the Academic Advisor  
Institution



**MLM**  
Msc Lifestyle Medicine

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# Regulation of the Role of Academic Advisor

## 1. The Institution of the Academic Advisor

The role of the Academic Advisor is undertaken by a professor who is responsible for guiding the student on any issue related to their studies, as well as providing support, to the extent possible, on various personal matters related to their academic experience. Among other responsibilities, the Academic Advisor informs and advises students about courses and procedures of the MSc program, the research process, the utilization of the department's laboratory facilities, and the services offered by the University of Thessaly to students, particularly concerning research activities.

## 2. Role of the Academic Advisor

The role of the Academic Advisor (A.A.) is undertaken by any faculty member of the Department of Physical Education and Sport Science, regardless of rank or position. The Academic Advisor is responsible for advising and guiding students throughout their studies to ensure better organization and successful completion. Additionally, the Academic Advisor:

- informs students about matters related to their study program,
- provides information about the intended learning outcomes of the program and the professional prospects of graduates,
- encourages students to participate in available academic activities,
- offers advice on resolving problems that may arise during their studies.

Students can seek the advice of the Academic Advisor for issues concerning their academic life. Finally, the Academic Advisor offers advice without their suggestions being mandatory.

## 3. Appointment of Academic Advisors

Academic Advisors are appointed by decision of the Program Committee at the beginning of the academic year, following the recommendation of the Program Director or the Coordinating Committee of the MSc Program, if it has been established. To assign students to Academic Advisors, the total number of students is divided by the number of faculty members (Departmental Teaching Staff) of the MSc in "Lifestyle Medicine," determining the number of students per advisor. The final allocation of students is done by lottery. Faculty members who are absent for extended periods (e.g., on educational leave) cannot be appointed as Academic Advisors.

Each student is notified of their assigned Academic Advisor at the start of the semester. The notification is sent via email to the student's academic email account.

## 4. Meetings between Students and the Academic Advisor

The first meeting between the Academic Advisor and the student should take place as early as possible at the beginning of the student's enrollment. The scheduling of meetings between the student and the Academic Advisor is determined mutually. Meetings should be held during the office hours set by the Academic Advisor for students, or at another agreed-upon day and time, if necessary, after communication via email. All communication between

students and the Academic Advisor is to be conducted exclusively through academic email (msc-lm@uth.gr). Graduate students are required to meet with their Academic Advisor at least once at the beginning of each semester, and if deemed necessary by both parties, additional meetings may be arranged.

### 5. Change of Academic Advisor

A change of Academic Advisor is possible in exceptional cases and provided there are serious reasons. The graduate student must submit a request to the Secretariat of the MSc in "Lifestyle Medicine," explaining the reasons for requesting the change of Academic Advisor.

The request is reviewed by the Coordinating Committee (C.C.) of the MSc Program, and the decision is communicated to the Department Council, which makes the final decision. The request must be reviewed at the first Council meeting following the submission of the graduate student's request.

### 6. Monitoring the Function of the Academic Advisor Institution – Problem Resolution

The Academic Advisor is responsible for informing the Council about the functioning of the role and for reporting any problems raised by the students that relate to the operation of the MSc in "Lifestyle Medicine." The Program Committee reviews and proposes measures to address the problems, shortcomings, and dysfunctions identified by the Academic Advisor.