

STUDY ADVISOR – DEPARTMENT OF BIOLOGY

At the beginning of each academic term, a Study Advisor (SA) is appointed for each first-year student, who is one of the faculty members of the Department. The allocation of students to the SAs is made by the Department Chair with equal distribution among the faculty members of the Department and is ratified by the General Assembly of the Department. If an SA is absent on educational leave, then a substitute is appointed on his/her responsibility for the students he/she advises and for the period of his/her absence. In the event of a professor's withdrawal from the Department, the allocation of students to the remaining professors is the responsibility of the Department Chair. The institution of the SA is provided for by Article 35 of Law 4009/2017 (A' 195), is harmonized with Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, and is supervised by the Chair of the Department, the SA and the Department's Internal Evaluation Committee (OMEA).

In exceptional cases and if there are serious reasons, a student may request a change of his/her SA. A student who wishes to do so must apply to the Departmental Secretariat explaining the reasons. The possibility of granting the student's request will be considered by the General Assembly at its first meeting following the submission of the request. In any case, the decision to change the SA requires a 3/4 majority of the members of the General Assembly.

The SA advises and supports students in order to facilitate their transition from secondary to higher education and provides special supportive care thereafter for the successful completion of their studies.

It is desirable that students feel free to discuss with their SA any issue of their academic life that concerns them, e.g. problems with courses, laboratories, computer centre, library, issues concerning the study regulations, course selection, or even personal difficulties (family problems, health problems), provided that it affects their studies. The SA is obliged to try, as far as possible, to give or propose solutions within its competence to any problems that arise. In no case, however, is it obliged to guarantee in advance a solution to every problem. For issues outside the competence of the SA, which cannot be dealt with in cooperation with the SA, each student may contact the Student Counselling Centre of the University of Crete. Referral of a matter to the Student Counselling Centre can also be made by the SA.

The Student Advisor completes the standardized Meeting Calendar, approved by the Board, which is submitted to the Departmental Secretariat immediately after each meeting. At the same time, the Department Secretary maintains an electronic record of the dates of the meetings each student has had with the SA. Access to the meeting logs is granted to the Chair of the Department and the Coordinator of the OMEA in order to evaluate the progress of the institution of the SA and to identify any problems for which therapeutic intervention is required or recommended. The Calendar of Meetings is destroyed at the end of the 6th year following the Academic Year of induction. Destruction is under the supervision and responsibility of the Department Chair.

First-year students should have a first meeting (welcome meeting) with the SA to be set within the first two months of the official start of the winter semester. This first meeting should be a group meeting and subsequent meetings should be on an individual basis. Subsequent meetings will be set on mutually agreed upon dates. The interval between two consecutive meetings may not be less than one (1) month, except in exceptional circumstances. The periodicity of meetings between first-year students and SA is recommended to be once every two months. In exceptional circumstances, extraordinary meetings may be convened if deemed necessary by both parties, or if requested by the SA to discuss a major issue affecting the students. The SA of a student remains the same until the completion of the student's studies. From the third year of study onwards there will be no regular meetings, but it is recommended that there is at least one meeting per academic term. Meetings with the SA from year 3 onwards will continue to be held on an individual basis and not in groups.