



**UNIVERSITY OF
WEST ATTICA**
ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ

ACADEMIC ADVISOR REGULATION

Department of Tourism Management, General Assembly no. 1/14.01.2022

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Article 1. Introduction – Purpose

The adoption of this Academic Advisor Regulation for the Postgraduate Program in HOTEL MANAGEMENT ADMINISTRATION - EXECUTIVE MBA IN HOTEL MANAGEMENT aims at the qualitative enhancement of the postgraduate program's operation, placing the student at the center and considering that it will decisively contribute to the academic and subsequent professional career of the student.

The purpose of this institution is to provide individualized academic advising to postgraduate students during their studies. The expected outcome is to facilitate the postgraduate students in completing their studies while utilizing their special skills and interests within the educational and research process. The Academic Advisor chooses the manner of approach and provision of advising to the students assigned to them each academic year.

Article 2. Objective of the Academic Advisor Institution

The Academic Advisor of the PGP in HOTEL MANAGEMENT ADMINISTRATION - EXECUTIVE MBA IN HOTEL MANAGEMENT aims to

guide and support postgraduate students in their study program for the effective organization and successful completion of their studies. Equally important objectives include identifying any difficulties hindering student progress and taking initiatives to limit or eliminate them, facilitating communication between students and teaching staff of the PGP, and increasing students' interest for more meaningful participation in their studies and university activities.

Article 3. Appointment of the Academic Advisor of the PGP

The role of Academic Advisor of the PGP in HOTEL MANAGEMENT ADMINISTRATION - EXECUTIVE MBA IN HOTEL MANAGEMENT is undertaken by any faculty member (regardless of rank or position) participating in the PGP educational process.

The appointment of the Academic Advisor is made at the beginning of each academic year by decision of the Program's Supervisory Committee (PSC), following a proposal by the Director of the PGP. For each intake of new students within the academic year, an Academic Advisor is appointed. The PSC also appoints a substitute advisor to cover cases of incapacity, health issues, or other serious matters. In case the advisor is on educational or other types of leave, the advisory duties are temporarily assumed by the appointed deputy.

This institution is mandatory, considering that academic advising substantially contributes to student success.

The Secretariat informs students of their assigned Academic Advisor and contact methods.

Article 4. Duties of the Academic Advisor of the PGP

The Academic Advisor undertakes the guidance of new postgraduate students, provided they have a term remaining at least equal to the duration of the PGP program to which they are assigned. The Academic Advisor monitors the students from the beginning to the end of their studies.

Before meeting a student, the Academic Advisor may consult the student's file, maintained by the PGP Secretariat.

The student file is confidential, and every faculty member serving as Academic Advisor commits to confidentiality regarding file contents and student meetings.

I. Creation of Student File

During the first meeting, the student fills out a form with personal details (full name, student ID, permanent and temporary address, phone numbers, other contact details). Additional information (special interests, future goals, learning difficulties, etc.) may also be added. The student file is confidential and is exclusively maintained by the Academic Advisor or their appointed substitute.

II. General Advisory Role

The Academic Advisor contacts each student at least twice during the first semester:

a) at the semester start, b) at semester end after exam results, to discuss any issues

encountered during the semester and examination period. The advisor provides suggestions without being mandatory. Meetings can be individual or group-based for common interests.

III. Specific Advisory Role

The Academic Advisor guides and supports students academically and with personal problems related to their studies and suggests the best ways to achieve individual goals. Specific duties include, but are not limited to:

1. Informing students about the program's vision, professional skills, and graduate qualifications.
2. Identifying student needs and interests, supporting their talents and skills.
3. Facilitating student contacts with university authorities and administrative bodies.
4. Providing information on library services and sending supportive materials.
5. Informing about course content, facilities usage, evaluation methods, study methods, bibliography, helping students overcome difficulties.
6. Advising on thesis or other academic work topics.
7. Exploring professional prospects (public/private sector, self-employment, jobs abroad).
8. Exploring academic prospects (e.g., doctoral studies in the department, Greece, or abroad).
9. Discussing academic issues with teaching staff.
10. Informing about university services (student welfare, student ombudsman, career office, alumni, etc.).

The advisor should call a meeting with a student if requested by any faculty member noting educational problems (e.g., absences, poor performance).

The Academic Advisor's role is advisory/supportive; students must keep their advisor informed of their decisions. Students bear final responsibility for their academic choices.

The Academic Advisor cannot be effective without student cooperation.

The Academic Advisor must report in writing to the PGP Director about contacts with students and any problems raised, and may suggest measures to address dysfunctions or deficiencies affecting students.

Article 5. Change of Academic Advisor

In exceptional cases and for serious reasons, a student may request a change of Academic Advisor. Such a student must apply to the PGP Secretariat explaining the reasons. The request will be reviewed by the PSC at its first meeting after submission. Any decision to change the advisor requires a majority vote of the PSC members.

APPENDIX A. Student File Template

POSTGRADUATE PROGRAM
HOTEL MANAGEMENT ADMINISTRATION - EXECUTIVE MBA IN HOTEL

MANAGEMENT
STUDENT FILE

Academic Advisor:
Student Full Name:
Student ID Number:
Year of Entry:
Address:
Mobile Phone:
E-mail:
Other Contact Details:

COMMENTS – REMARKS

1st Semester:
Student:
Academic Advisor:
2nd Semester:
Student:
Academic Advisor:
3rd Semester:
Student:
Academic Advisor: