

DEPARTMENT OF SOCIOLOGY

Programme of Postgraduate Studies "CRIMINOLOGY"

**REGULATION FOR THE FUNCTIONING OF THE INSTITUTION OF THE
STUDY ADVISOR (S.A.)**

(ACADEMIC ADVISOR)¹

I. The Academic Advisor (AA) can be either a member of the Teaching and Research Staff of any rank of the Department of Sociology and member of the teaching staff of the Postgraduate Programme "CRIMINOLOGY" or only a member of the teaching staff of the Postgraduate Programme "CRIMINOLOGY". The AA provides guidance to postgraduate students on the programme and on any problems that may arise during their studies. The AA remains the same for each student until the completion of their studies unless the latter requests his/her replacement.

II. For the selection of the AA, postgraduate students are informed by the website of the Postgraduate Programme regarding the teaching staff, their curricula vitae and, in particular, their scientific and research interests; at the beginning of each academic year they declare in their application and on the basis of their own research interests the names of three members of the teaching staff of the Postgraduate Programme whom they propose as AA.

Coordinating Committee (CC) of the Postgraduate Programme, in consultation with the teaching staff, assigns the duties of Academic Advisor (AA) for each incoming student, taking into account the preferences of the students and the equal distribution between the teaching staff. In case of absence of the AA on sabbatical or other leave, his/her advisory duties are temporarily taken over by his/her substitute appointed by the CC. Postgraduate students may apply for a change of AA by explaining the reasons to the CC, and the possibility of granting their request shall be considered on a case-by-case basis.

III. Through the website of the Postgraduate Programme or the open e-class are communicated the e-mails and the reception hours of the

¹ Approved at the General Assembly of the Department of Sociology on 15-12-2023.

teaching staff. The AAs accept students for cooperation and guidance by appointment or during office hours. The content of the discussions is confidential and the student's personal data is protected by the AA based on the general rules in force.

IV. The task of the AA is to advise, to guide and to support students in their studies and regarding relevant issues and to suggest ways of achieving their individual objectives. The AA shall advise and propose, without his/her suggestions being of a mandatory or binding nature. There is no conflict of responsibilities if the AA is supervisor of the student's dissertation.

In general, the role of the AA is to advise students on the planning of their academic course and progress, on study programming and other academic activities, so that they are able to take decisions about the achievement of their goals.

More specifically, the AA:

- Advises students individually or as part of a group on core academic requirements and course selection.
- Assists students in adjusting within the University life.
- Clarifies the relationship between the courses of the Postgraduate Programme and the possibilities of professional opportunities.
- Assists students to identify and develop a realistic plan for their academic career, based on their abilities and interests.
- Helps students to develop a realistic long-term plan for continuing their studies and for their professional career.
- Informs and, if necessary, refers students to other members of the academic community, as well as to other processes or services of the Department or the University, on matters outside his/her responsibility (e.g. Student Complaints Management Process, the Ombudsperson, etc.).

The AAs can point out to the CC any malfunctions or deficiencies that create problems to the students and propose measures to overcome them.