

Regulation on the Operation of the Academic Advisor Institution

The Academic Advisor offers the students of the Department of Law information for the best organization of their studies. The PMS appoints an Academic Advisor for each student enrolled in it. The institution is mandatory since academic counseling contributes significantly to the success of students' studies. The Academic Advisors are members of the PMS teaching staff and monitor the students whom they undertake from the beginning to the completion of their studies.

Procedure

The name of the academic advisor is communicated to the students when they register at the Secretariat. The first meeting between the academic advisor and the students should take place as early as possible, at the start of the studies, and definitely before the end of the calendar year of the start of studies. In the event of the absence of the academic advisor on educational or other leave, the respective file and advisory duties are temporarily taken over by his replacement.

Academic Advisors receive students for collaboration and guidance at specific times, which are announced at the beginning of each semester. Extraordinary meetings can be held, if requested by a student or if requested by the Academic Advisor, in case a major issue has arisen. The content of the discussions is confidential and the personal data of students is protected.

In exceptional cases, a student can request a change of Academic Advisor, explaining the reasons to the PMS Coordinating Committee. The outgoing Advisor has the obligation to hand over all the information and thoroughly inform the new Advisor about each of his students.

Duties of the Academic Advisor The duties of the academic advisor include the following:

a. Creation of a temporary student file

During the first introductory meeting, the academic advisor notes, in addition to the student's personal information, other information such as special abilities, any learning problems, etc., if the student requests it. Each file is considered a confidential document, the custody and responsibility of which rests exclusively with the academic advisor. After the completion of the student's studies, the file created for him or her will be destroyed at the responsibility of the academic advisor.

b. Consulting project

The academic advisor contacts each assigned student two (2) times during each semester to discuss any problems encountered during the academic year. The academic advisor advises, without his suggestions being binding for the student.

The task of the academic advisor is to support students for the timely completion of their studies. The academic advisor guides students through their study program and indicates the best way to achieve their individual goals at each level of studies. In addition, the study advisor facilitates communication between students and teaching staff, while supporting and helping students with the problems they face regarding the completion of their studies. Finally, the academic advisor can call a student to a meeting if requested by another member of the PMS teaching staff, if the latter has identified problems with the course of their studies.

For the further improvement of the institution, as well as the awareness of the faculty members, it is required at the end of the academic year the coded (anonymous with respect to the student's data) results of each faculty member in relation to the students under their supervision. The gathering and evaluation is done by an authorized member of the Coordinating Committee of the PMS and the finding is communicated to the members of the Coordinating Committee and the Director of the PMS. The participation in the general process of the Academic Advisor of each faculty member can be certified and recognized as an additional qualification in the administrative procedures of the Department.