



SAPIENZA
UNIVERSITÀ DI ROMA

DEPARTMENT OF
ENVIRONMENTAL BIOLOGY



HELLENIC REPUBLIC
National and Kapodistrian
University of Athens
EST. 1837

DEPARTMENT OF PHARMACY
SCHOOL OF HEALTH
SCIENCES



UNIVERSITY OF
BUCHAREST
— VIRTUTE ET SAPIENTIA —

FACULTY OF CHEMISTRY

**INTERNATIONAL JOINT MSc IN «Drug development: from natural products to
formulations and applications- NAT4DD»**

ANNEX A14

ACADEMIC ADVISING REGULATIONS

*(Adopted by the Assembly of the Department of Pharmacy, School of Health Sciences, NKUA,
on 24 February 2026, item 7)*

ACADEMIC ADVISING REGULATIONS

General

The institution of the Academic Advisor is governed by Article 35 of Law 4009/2011 (Government Gazette of the Hellenic Republic A 195), which states the following: «The Academic Advisor guides and supports students in their study programs. The Internal Regulation of each institution defines the rotational assignment of Academic Advisor duties to faculty members and regulates the specific related matters».

The institution of the Academic Advisor was established to facilitate undergraduate students in completing their studies more efficiently, with the aim of reducing prolonged study duration. A similar rationale applies to postgraduate students, who are encouraged to make use of the Academic Advisor institution in order to address any difficulties that may arise during their studies. Through the institution of the Academic Advisor, each postgraduate student can directly and meaningfully communicate with the faculty members responsible for their education. In this way, each student can be reliably informed regarding issues related to their personal values and goals, and on how these may be aligned both with the academic curriculum of the MSc Programme and with the broader framework of their integration into society as emerging scientist.

Role of the Academic Advisor

The Academic Advisor informs and advises postgraduate students in the following areas:

- a) Support in facilitating the transition of first-year postgraduate students from their undergraduate studies to the specialized postgraduate studies of the MSc Programme.
- b) Provision of reliable guidance on the optimal attendance of courses, particularly for postgraduate students coming from other Departments with related but not identical academic backgrounds.
- c) Discussion and guidance on course content, the effective use of laboratory facilities, course assessment methods, and the encouragement of students to engage in student-centered and supportive educational activities (group assignments, attendance of invited lectures, participation and training in research laboratories and departmental development activities, conferences, Erasmus and CIVIS programs, etc.).
- d) Discussion/review of examination results and advice regarding future examination periods.
- e) Discussion and guidance on the selection of topics for master's theses or other research projects.
- f) Advice on continuing studies in Greece or abroad.
- h) Discussion of any family, personal, or other issues that may create obstacles to studies and referral to appropriate services of NKUA or public authorities (where necessary), in strict compliance with personal data protection legislation.
- i) Information on the services provided by the NKUA to its students (Career Services Office, Internship Office, University Gym, Library, Catering – Accommodation, Student Ombudsman, Medical Care, Day-care Centre, Counselling – Psychosocial Support, and Student Welfare).
- j) Support for students' professional prospects based on their career development plans (opportunities in the public sector, private sector, self-employment, or employment abroad).

Role of the Academic Advisor

The institution of the Academic Advisor includes three (3) procedures:

1. **Appointment of the Academic Advisor:** The Programme Board of the MSc Programme appoints one faculty member participating in the MSc Programme as Academic Advisor for each newly admitted postgraduate student, no later than 31 December of each academic year. In essence, the role of Academic Advisor is assumed by the future supervisor of the student's master's thesis. The Academic Advisor assigned to a student remains the same until the completion of the student's studies. In case of prolonged absence of the Academic Advisor (e.g. educational leave, health issues, retirement), the Programme Board assigns the students of the said Advisor to another faculty member. Postgraduate students are informed by the Programme Secretariat about the Academic Advisor/supervisor to whom they should address any matter of concern.
2. **Communication / Student Support:** The Academic Advisor determines the way he/she approaches and supports the students assigned to him/her. Meetings with interested students are conducted by appointment (either in person or remotely) on specific days and times set by the Academic Advisor in consultation with the students. During the initial contact with first-year postgraduate students, or whenever deemed appropriate, the Academic Advisor may organize group meetings, either in person or online, addressing matters of general information (e.g. presentation of the Academic Advisor institution). The first meeting (welcome meeting) is recommended to take place within the first month following the official assignment of Academic Advisor duties. Furthermore, the Academic Advisor maintains a list of the email addresses of the students assigned to them or makes use of electronic platforms such as e-class in order to communicate with students regarding their studies. The content of discussions between the Academic Advisor and students is confidential, and students' personal data are protected by the Academic Advisor. In case where the Academic Advisor does not fulfil his/her duties in a manner consistent with the objectives of the institution, the student(s) under their supervision may submit a reasoned request to the Programme Board of the MSc Programme for his/her replacement.
3. **Feedback:** The Academic Advisor is required to inform the members of the MSc Programme Board verbally and, where required or deemed appropriate, through a brief annual written report regarding the progress of the institution, and to communicate any issues faced by postgraduate students that relate to the operation of the MSc Programme. At the beginning of the academic year, the Programme Board discusses the outcomes of the Advisors' reports and proposes specific actions to improve the institution. In all cases, and whenever written or oral reporting to the General Assembly is required, Academic Advisors must protect the personal data of their students. The Programme Board, acting collectively, shall support Academic Advisors in their work, taking into account their observations, suggestions, recommendations, and requests., and requests.