

New Master's Programme (MSc)
“Evidence-Based Physiotherapy Management of
the Musculoskeletal Patient”

Department of Physiotherapy
School of Health Sciences

A14. Regulation on the Role of the Academic
Advisor in the MSc Programme

August 2025

Regulation on the Role of the Academic Advisor in the MSc Programme

"Evidence-Based Physiotherapy Management of Musculoskeletal Patient"
International Hellenic University (IHU), School of Health Sciences

Reference: DF 2.1/A14 – Regulation on the Functioning of the Academic Advisor Institution
Based on: Article 49 of the Internal Regulation of the International Hellenic University (Gov. Gazette B' 4889/06.11.2020) and subsequent decisions of the IHU Senate and Quality Assurance Units.
Approval: Programme Committee Decision (August 2025).

Note: This is an English summary provided for informational purposes. In case of discrepancies, the official Greek version published in the Government Gazette and the Internal Regulations of IHU shall prevail.

1. Purpose and Role of the Academic Advisor

The Academic Advisor is a permanent faculty member of the Department of Physiotherapy, appointed by decision of the Programme Committee. The Advisor's role is to provide academic guidance and support to postgraduate students throughout their studies. Main responsibilities include:

- Supporting students in their transition from undergraduate to postgraduate study.
- Advising on curriculum requirements, course selection, and academic progress.
- Guiding students towards the timely and successful completion of their studies.

2. Appointment and Duration of Duties

- Academic Advisors are appointed by decision of the Department Assembly, selected among permanent faculty members.
- Duties are assigned on a rotating basis for one academic year (beginning on 1 September), with the possibility of renewal if both sides agree.
- Advisors are matched to students individually, based on the list of admitted MSc students and the list of faculty members.

3. Collaboration and Support

Academic Advisors collaborate closely with:

- Faculty members (DEP, EEP, EDIP, ETEP).
- Administrative staff.
- Directors of Laboratories and Academic Divisions.
- Department Chairs and other University services.

The feedback provided by Advisors is considered in identifying student needs, addressing possible deficiencies, resolving operational issues, and developing proposals for improvement.

4. Documentation of Advisory Meetings

Advisory activities are formally recorded using two official forms:

Advisory Meeting Record Form (ASS-1)

Completed and kept by the Academic Advisor after each meeting with a student. It includes:

- Advisor's details (name, academic rank, school, department)
- Student's details (name, ID number, year of study, contact information)
- Meeting details (date, time, duration, type of meeting – first or follow-up)
- Summary of topics discussed
- Record of follow-up meetings requested or recommended

Advisory Meetings Summary Form (ASS-2)

Completed by the Advisor at the end of each semester, based on all individual ASS-1 forms. It includes:

- Academic year and semester
- Number of meetings held and number of first meetings
- Typical days and times of meetings
- Average meeting duration
- Overview of issues discussed, including: class attendance, comprehension of course material, learning difficulties, study methods, assignments, clinical practice, course registration, thesis selection, examinations, Erasmus+ participation, career prospects, and personal matters affecting studies
- Submission to the Department Secretariat; discussion at the Department Assembly; communication of results to the Department's Internal Evaluation Group (OMEA) and the University's Quality Assurance Unit (MODIP)

5. Data Protection

The collection and processing of personal data arising from advisory meetings is carried out in accordance with Law 4624/2019 and EU General Data Protection Regulation (Regulation 2016/679). Data are used exclusively for the implementation of this procedure. While personal data are retained by IHU, students retain all rights provided by GDPR and Articles 34 and 35 of Law 4624/2019.

Approved by the Programme Committee (August 2025)
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