



**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
University of the Peloponnese

DEPARTMENT OF THEATRE STUDIES

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MA PROGRAMME

Theatre, Education, Society

A14

**Academic-Advisor Regulation —
Department of Theatre Studies**

Nafplion, 2025



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Ma Programme “Theatre, Education, Society”:

Academic-Advisor Regulation — Department of Theatre Studies

1. Operation

The present Regulation on the Academic Advisor (AA) was approved by Department Assembly decision No 114/13 November 2024.

2. Purpose of the scheme

- The AA scheme aims to enhance the quality of the MA Programme by placing MA students (MAs) at the centre of academic support.
- Every faculty member, Special Teaching Staff member, or Laboratory Teaching Staff member who teaches on the Programme may serve as AA.
- The AA guides and supports MAs—especially newcomers—during their studies, offers information about the curriculum and potential career paths, and pays special attention to students who face serious personal or family difficulties.
- While the AA suggests solutions whenever possible, the scheme does not guarantee that every issue can be resolved.
- Faculty, technical and administrative staff, laboratory directors, the Programme Director, and the Department Chair cooperate with AAs, take account of their observations, and act on documented shortcomings.
- The Department Assembly appoints AAs at the start of each academic year on the recommendation of the Programme Committee.
- Each MA normally keeps the same AA until graduation, except where replacement is required under article 3.



3. Allocation of MAs to AAs

- The list of AAs is published each November (winter-semester intake) and March (spring-semester intake).
- MAs first contact an AA to discuss study-related problems or complaints.
- If the AA cannot resolve the issue, the AA informs the Programme Director, who may refer the matter to the Programme Committee or the Department's Internal Evaluation Team; those bodies may in turn bring the case before the Department Assembly or another competent body.
- During an AA's leave of absence another faculty member temporarily assumes the file.
- An MA may request a change of AA by submitting a reasoned application to the Programme Committee; the Assembly considers the request at its next meeting.

4. Duties of the Academic Advisor

4.1. General duties

- Facilitate the transition from first-cycle to second-cycle studies.
- Explain the Programme structure, Study Guide, facilities, laboratories, and research opportunities.
- Inform MAs about central university services that support their studies.
- Encourage participation in workshops, laboratories, seminars, and support sessions.
- Help MAs choose appropriate module combinations in line with their interests and skills.
- Monitor academic progress and advise on problems linked to attendance or assessment results.
- Assist in individual planning for doctoral studies or career development and outline professional opportunities available to graduates.
- Cooperate with the Programme Director, Department Chair, and teaching staff on semester modules, curriculum changes, and arising issues.



- Draft an annual report on the advisory process and any difficulties reported by MAs; the Programme Committee reviews the report and submits management proposals to the Assembly.

4.2. Advisory work

- 4.2.1. Meet each advisee at least once per semester, in group or individual format depending on needs; advice is non-binding.
- 4.2.2. Offer guidance on personal matters affecting study progress and on goal-setting at every stage of the MA.
- 4.2.3. In later stages, help MAs explore post-graduation prospects.
- 4.2.4. When alerted by teaching staff to persistent absences, poor performance, or abandonment of coursework, the AA may summon the MA for consultation.

4.3. Communication

- The AA keeps a list of institutional e-mail addresses for assigned MAs and organises contact in person, by phone, or online.
- Meetings may be individual or group sessions on topics of common interest.
- MAs request contact by completing the “AA contact form” (paper or online); after each individual meeting the AA fills in the corresponding “meeting report” form.
- Contact details and office hours for all AAs are posted on the Programme website www.thes.uop.gr