

REGULATIONS FOR THE STUDY ADVISOR INSTITUTION

DEPARTMENT OF ECONOMICS

DEPARTMENTAL ASSEMBLY DECISION 5th/05.11.2025

Article 1 – Purpose of the Institution

The "Study Advisor" institution aims to establish a framework for individual guidance and support for students in the Department of Economics, with the following objectives:

1. Smooth academic and social integration of students into the University environment.
2. Improvement of academic performance and reduction of dropout rates.
3. Enhancement of communication and cooperation between students and teaching staff.
4. Provision of guidance regarding career opportunities, postgraduate studies, and research activities.

Article 2 – Role and Duties of the Faculty Advisor

1. The Faculty Advisor acts as an academic mentor to their assigned students.
2. Key responsibilities include:
 - a) Advising on the study program, course selection, and academic progress.
 - b) Providing guidance on career orientation, mobility programs (Erasmus, etc.), and research opportunities.
3. The Study Advisor does not hold a supervisory or evaluative role over students, but rather acts as a supportive partner.

Article 3 – Appointment of Study Advisors

1. For every student in the Department, a faculty member (Professor, Associate Professor, or Assistant Professor) is appointed as their Study Advisor from the beginning of their studies. Study Advisors are appointed by the Department Assembly upon the recommendation of the Department Chairman.
2. Appointments are made at the beginning of the academic year and are communicated to students and faculty members via official announcement.
3. A student may request a change of Advisor for serious reasons, subject to approval by the Department Chairman.

4. In the event of a Study Advisor's prolonged absence (e.g., sabbatical leave, health issues, etc.), the Department Secretariat assigns the absent Advisor's students to a new Study Advisor. This reassignment is carried out by distributing students equally among the remaining Study Advisors.

Article 4 – Method and Frequency of Communication

1. The Study Advisor holds meetings with assigned students upon the student's request and by mutual agreement.
2. Meetings may take place in person or remotely via the University's digital services.

Article 5 – Student Rights and Obligations

1. Students are encouraged to contact their Faculty Advisor and actively participate in the advising process.
2. Students have the right to confidential communication and guidance without any evaluative consequences.
3. Non-participation in meetings does not entail disciplinary penalties, but constitutes a lost opportunity for valuable support.

Article 6 – Confidentiality

1. Information exchanged between student and Faculty Advisor remains confidential.
2. Disclosure of information is permitted only in cases provided for by law, or for the safety and protection of the student or third parties.

Article 7 – Support and Monitoring of the Institution

1. In performing their duties, the Study Advisor collaborates with the Department Chairman, teaching staff, and departmental personnel to resolve issues that may arise. If the Study Advisor identifies operational problems or dysfunctions within the Department, they inform the Internal Evaluation Unit (OM.E.A.) of the Department to jointly submit proposals to the Assembly for addressing these issues.
2. The Department Assembly may amend these Regulations based on evaluation outcomes.

Article 8 – Effective Date

These Regulations shall enter into force from the date of approval by the Department Assembly and shall be published on the Department's website.