

Regulations for the Operation of the Academic Advisor Position

Inter-Institutional – Interdepartmental

Postgraduate Program

"Resuscitation"

of the

Department of Midwifery and the Department of Biomedical Sciences

of the University of West Attica,

and the School of Medicine

of the National and Kapodistrian University of Athens

Regulation on the Operation of the Academic Advisor Institution

Decision No. 1 / 04.01.2022 of the General Assembly

1. General Provisions

The Academic Advisor (AA) institution is provided for in Law 4009/2011 (Government Gazette A 195, Article 35), which states the following: “The Academic Advisor guides and supports students in their study programs. The Internal Regulation of each institution determines the rotational assignment of Academic Advisor duties to faculty members and regulates related specific matters.”

The purpose of this institution is to provide personalized academic counseling to postgraduate students throughout their studies. The expected outcome is to facilitate postgraduate students in completing their studies while utilizing their specific skills and interests within the educational and research process. The Academic Advisor selects the method of approach and provision of counseling to the students assigned to them each academic year.

In the Interdepartmental-Interinstitutional Postgraduate Program (IIPP) “Resuscitation,” the role of the Academic Advisor is assigned to every faculty member of the IIPP regardless of rank or position. Academic Advisors monitor the postgraduate students they are responsible for from the beginning until the completion of their studies.

The institution is mandatory, considering that academic counseling will significantly contribute to the success of postgraduate students’ studies.

Postgraduate students should feel free to discuss any matter related to their academic life with their Academic Advisor, e.g., problems with courses, assignments, issues related to the study regulations, or even personal difficulties (family problems, health issues) which may affect their studies. The Academic Advisor will endeavor, as far as possible, to provide or suggest solutions to any problems that arise. However, the Academic Advisor is not obliged to guarantee a solution in advance for every problem.

The Postgraduate Secretariat informs students that an Academic Advisor, a faculty member, has been assigned to each student for the four semesters of their studies.

The operation of this Regulation is coordinated and supported by the Director of the IIPP and the Postgraduate Program Committee.

Depending on the number of students in the Department, the Program Committee may assign Academic Advisor duties to Special Teaching Staff (EDIP) members or collaborating scientific personnel.

For each postgraduate student, the Program Committee appoints one faculty member as an Academic Advisor (tutor). The Advisor monitors the student’s progress, provides detailed

information about the IIPP and the relation of studies to the student's scientific background and prospects, discusses future academic and professional plans, advises on improving the student's work in relation to the IIPP's requirements, the use of university resources and facilities, and, more generally, on academic, organizational, or administrative matters. The Advisor may propose issues related to the student to the Program Committee. The Academic Advisor does not necessarily supervise the student's thesis.

2. Allocation of Students to Academic Advisors

The number of first-year students is evenly distributed among the Academic Advisors. The number of first-year students is divided by the number of active Academic Advisors to determine the number of students per faculty member. Allocation is done alphabetically, and any remainder from the division is distributed by lottery. The student is informed of their Academic Advisor's name upon registration at the Postgraduate Secretariat.

The first meeting between the Academic Advisor and the student should take place as early as possible after enrollment and in any case before the end of the calendar year of enrollment. In case of the Advisor's absence due to educational or other leave, the corresponding files and advisory duties are temporarily assumed by their substitute.

3. Duties of the Academic Advisor

The duties of the Academic Advisor are summarized as follows:

I. General Advisory Role

The Academic Advisor contacts each assigned student at least twice per semester: a) at the beginning of the semester, and b) at the end of the semester after exam results are published, to discuss any issues encountered during the semester and examination period.

The Advisor provides advice tailored to the student but without binding authority.

II. Specialized Advisory Role

The Advisor's role is to guide and support students in their study program as well as personal issues related to their studies, indicating to students the optimal ways to achieve their individual goals at every stage of their studies. The Advisor may also summon a student at the request of a faculty member who observes any kind of issues (e.g., frequent absences, consistently poor performance, unexplained withdrawal from exercises).

While fulfilling their duties, Advisors must comply with data protection legislation concerning

students' personal data. The obligation of confidentiality continues even after the termination of their duties.

4. Reporting and Resolution of Postgraduate Issues

At the end of each academic semester, the Program Committee:

(a) Collects from each Advisor issues regarding the educational process that cause concern to students and are observed on a systematic basis.

(b) Prepares a relevant report and submits it to the Director of the Postgraduate Program.

The Director presents the report for discussion in the Program Committee, which prepares recommendations for corrective actions.

5. Change of Academic Advisor

In exceptional cases and for serious reasons, a postgraduate student may request a change of Academic Advisor. The student must submit an application to the Postgraduate Secretariat explaining the reasons. The Program Committee will examine the request at its first meeting after the application is submitted. Any decision requires a 3/4 majority of the Committee members. In case of the Advisor's absence due to leave, their duties are temporarily assumed by another faculty or Special Teaching Staff member.

6. Student File Template

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Student File _____

Academic Advisor _____

Personal Information

Student's Full Name:

Student ID Number:

Year of Admission:

Home Address:

Mobile Phone:

Email:

Other Contact Details:

Comments-Observations:

Semester	Student	Academic Advisor
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1st		
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2nd		
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3rd		
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