HELLENIC REPUBLIC

National and Kapodistrian University of Athens

EST. 1837

School of Health Sciences

Department of Medicine

MSc Programme "Strategies in Developmental and Adolescent Health"

Appendix A11

Regulations for the Operation of the Academic Advisor Institution

General

The institution of the Academic Advisor is based on Article 35 of Law 4009/2011 (Government Gazette A' 195), which provides as follows: "The academic advisor guides and supports students in their programmes of study. The Internal Regulations of each institution provide for the rotating assignment of advisory duties to professors and regulate further related matters."

The institution of the Academic Advisor was introduced to help undergraduate students complete their studies more efficiently, with the aim of reducing the number of "lingering" students. The same applies to postgraduate students, who are encouraged to make use of the institution in order to resolve any difficulties that may arise. Through the institution of the Academic Advisor, every postgraduate student has the opportunity for direct and substantive communication with the faculty members responsible for their education. In this way, each student can find out where to obtain reliable information on matters concerning their personal values and goals, and on how to align these both with the educational programme of the MSc and with the broader context of their integration into society as a young scientist.

Role of the Academic Advisor

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

(a) Support to facilitate first-year postgraduate students in their transition from their undergraduate degree to the specialisation degree of the MSc programme.

(b) Provision of reliable advice on the optimal attendance of courses, especially for postgraduate students coming from other Departments with related but not identical subject areas.

(c) Discussion of, and advice on, course content, the use of laboratory facilities, and methods of course assessment, as well as encouragement of students to participate in student-centred and supplementary educational methods (group assignments, attendance of guest speakers, participation and training in the research laboratories and development activities of the Department, conferences, Erasmus and CIVIS programmes, etc.).

(d) Discussion and review of examination results, and advice for future examination periods.

(e) Discussion of, and advice on, the choice of topic for master's theses or other research projects.

(f) Advice on continuing studies in Greece and abroad.

(g) Discussion of any family, personal or other issue that creates obstacles to studies, and referral, where necessary, to the appropriate services of NKUA or the State, in strict compliance with personal data protection legislation.

(h) Information on the services offered by NKUA to its students (Liaison Office, Internship Office, Gym, Library, Meals and Accommodation, Student Advocate, Medical Care, Nursery, Counselling and Psychosocial Support, Student Welfare).

(i) Support regarding career prospects, based on students' professional career plans (opportunities in the public sector, the private sector, freelance practice, and employment abroad).

Procedures for the Academic Advisor

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

1. Appointment of the Academic Advisor. The Coordinating Committee of the MSc Programme appoints, for each newly admitted postgraduate student, a faculty member participating in the Programme, no later than 31 December of each academic year. In essence, the role of Academic Advisor is assumed by the student's prospective thesis supervisor. A student's Academic Advisor remains the same until the completion of their studies. In the event of the Advisor's prolonged absence (e.g., study leave, health problems, retirement), the Committee reassigns that Advisor's students to another faculty member. Postgraduate students are informed by the Programme Secretariat of the Academic Advisor-Supervisor to whom they should turn on any matter that concerns them. Depending on the number of postgraduate students, the Coordinating Committee may assign Academic Advisor duties, in addition to faculty members, to members of the Laboratory Teaching Staff (E.DI.P.), Special Educational Staff (E.E.P.), Special Technical Laboratory Staff (E.T.E.P.), holders of a doctorate, and emeritus or retired faculty members, provided that they teach in the MSc Programme.

2. Communication and Student Support. The Academic Advisor chooses the manner of approaching and supporting the students assigned to, or selected by, them. Meetings with the students concerned take place by pre-arranged appointment (in person or remotely), on specific days and at specific times set by the Academic Advisor in consultation with the students concerned. At the first contact with first-year postgraduate students, or whenever deemed appropriate, the Academic Advisor may organise group meetings, in person or online, for the purpose of general information (e.g., a presentation of the institution of the Academic Advisor). It is recommended that the first (welcome) meeting be scheduled within the first month following the official assignment of the Academic Advisor's duties. In addition, the Academic Advisor compiles a list of the email addresses of the students assigned to them, or uses electronic tools such as e-class, in order to communicate with their students on matters relating to their studies. The content of discussions between the Academic Advisor and students is confidential, and the student's personal data are protected by the academic advisor.

If the Academic Advisor does not fulfil their duties in the manner required by the institution, the student or students assigned to them may request their replacement by submitting a reasoned application to the Committee of the Programme.

3. Feedback. The Academic Advisor is required to inform the members of the Coordinating Committee of the MSc Programme, orally and by means of a brief annual written report where this is required or advisable, on the progress of the institution, and to relay to the Committee any problems that postgraduate students face or have faced regarding the operation of the Programme. At the beginning of each academic year, the Committee discusses the results of the Advisors' reports and proposes specific actions to improve the institution. In any case, and whenever written or oral briefing of the General Assembly is required, Academic Advisors must protect their students'

personal data. The Coordinating Committee as a whole is obliged to support the Academic Advisors in their work, taking into account their observations, recommendations, proposals and requests.