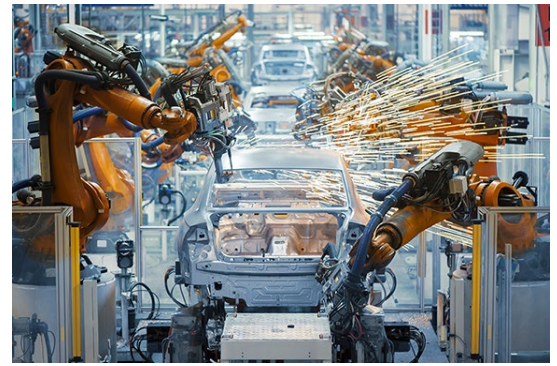




HELLENIC REPUBLIC
**National and Kapodistrian
University of Athens**
SCHOOL OF SCIENCES
DEPARTMENT OF DIGITAL INDUSTRY TECHNOLOGIES
MSc "Robotics and Industrial Control"



A14. Procedural Rules for the Academic Advisor Position

Department of Digital Industry Technologies

MSc "Robotics and Industrial Control"



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MSc "Robotics and Industrial Control"
Department of Digital Industry Technologies
Faculty of Sciences
NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS

Procedural Rules for the Academic Advisor Position

Article 1. Legal Framework

The establishment of the Academic Student Advisor is grounded in Article 35 (Law 4009_2011, Government Gazette A 195), which stipulates that "The Study Advisor provides guidance and support to students in their academic programs. The internal regulations of each institution define the rotational assignment of Study Advisor responsibilities to professors and address specific related matters."

Article 2. Appointment of Academic Advisors

Faculty members of all academic ranks, Special Teaching Staff or Laboratory Teaching Staff of the Department of Digital Industry Technologies or other Departments of the National and Kapodistrian University of Athens, may be designated as Academic Advisors, provided that teaching responsibilities in the MSc has been assigned to them. The role of the Academic Advisor involves offering guidance to postgraduate students (referred to as students hereafter) concerning their course selections and addressing any challenges that may arise during their studies. The assigned Academic Advisor does not change for each student throughout the duration of their studies.

Article 3. Assignment of students to Academic Advisors

At the beginning of each academic year, the Director of the MSc Program designates the responsibilities of Academic Advisor to instructors of the MSc, for each new student entering the program. In cases where the Academic Advisor is on educational or other kind of leave, their file and advisory responsibilities are temporarily assumed by a designated substitute (Faculty Member, Special Teaching Staff and Laboratory Teaching Staff) appointed by the MSc Director. Similarly, the MSc Director ensures the replacement of an Academic Advisor who may become unavailable or ceases to contribute to the teaching activities of the MSc.

Article 4. Change of academic advisor

In exceptional circumstances, students have the option to request a change in their Academic Advisor, providing a rationale to the MSc Director. The feasibility of accommodating such requests is evaluated on an individual basis.

Article 5. Operating Framework

a) At the onset of the first year of students' studies, a table containing the names of the Academic Advisors, along with their emails and office hours, is disseminated through the the MSc website to incoming postgraduate students. Additionally, information about the distribution of students to Academic Advisors is provided. All students are

encouraged to utilize the Academic Advisor institution to address any challenges that may arise.

- b) The Academic Advisors meet with students for collaboration and guidance during specified times, which are announced at the commencement of each semester on the MSc website. To schedule a meeting with their academic advisor, students must make an appointment in advance via email. Meetings can occur in person, over the phone, or online.
- c) Student consultations with the Academic Advisor should take place (a) during the semester course selection period and (b) following the announcement of examination results, where the general progress of the student during the preceding semester is discussed. Extraordinary meetings may be arranged, initiated either by the student or by the Academic Advisor, if deemed necessary, to address significant issues concerning the student. The content of these discussions remains confidential, and the student's personal data is safeguarded by the Academic Advisor.
- d) Meetings can be conducted individually, with each student separately, or in groups to address common concerns.

Article 6. Duties of Academic Advisors

- a) The primary responsibility of the Academic Advisor is to provide advice, guidance, and support to students in their curriculum and assist with personal issues related to their studies. Additionally, the Academic Advisor offers recommendations to help students achieve their individual goals at each stage of their academic journey.
- b) While the suggestions of the Academic Advisor are advisory and not mandatory, they play a crucial role in assisting students with organizing their studies to minimize exam failures, selecting appropriate mandatory courses aligning with their interests, deciding between pursuing a postgraduate thesis or attending courses, and choosing a thematic area for the postgraduate thesis based on their interests, capabilities, and skills.
- c) Furthermore, the Academic Advisor assists the student in shaping the best possible understanding of their professional life, leveraging their postgraduate degree. Additionally, they provide support to students on issues that may delay the completion of their studies (e.g., communicates with respective faculty members and collaboratively provide additional educational materials, etc.).