



University of West Attica
School of Public Health
Department of Public and Community Health

Regulation for the Operation of the Academic Advisor Institution

December 2023

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Article 1 | Introduction

1.1 The Department of Public and Community Health applies for all its Postgraduate Programmes the “Regulation for the Operation of the Academic Advisor Institution”. The Academic Advisor Institution (AA) is based on Article 35 of Law 4009/2011, as amended and in force. This article states the following: “The academic advisor guides and supports students in their study programmes. The Internal Regulations of each institution define the rotating assignment of duties of study advisor to professors and regulate the specific issues involved”.

Each faculty member of the respective Postgraduate Programme, irrespective of rank and position, assumes the role of AA. AAs should follow the students they take on from the beginning to the end of their studies. AAs also support students who have exceeded the designated period of study. Depending on the number of students of the Postgraduate Programme, the Department Assembly of the Department of Public and Community Health may also assign tasks of AAs to EDIP members (Special Laboratory Teaching Staff).

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

The secretariat of the respective Postgraduate Programme informs the students of the Postgraduate Programme that a faculty member has been appointed for each student to act as AA for all years of study.

1.2 The management and protection of personal data subject to this regulation is carried out in accordance with the “Code of Ethics and Conduct of Research” of the University of West Attica, which is available at the following link: <https://research-ethics-committee.uniwa.gr/kodikas-deontologias/>.

Article 2 | Objective

2.1 According to the updated with the Law 4957/2022 “Regulation of the Postgraduate Studies Programmes of the University of West Attica” (Government Gazette 4861 B’/02-08/2023), “The purpose of this institution is to provide advice to postgraduate students during their studies on academic issues in an individualized manner. The expected result is to facilitate postgraduate students in completing their studies while at the same time making use of their particular

skills and interests in the educational and research process. The Academic Advisor chooses how to approach and advise the students assigned to him/her in each academic year.”

Article 3 | Students allocation to the Academic Advisors

3.1 The allocation of students to the AAs is as follows: the number of first-year students is divided by the number of active AAs to give the number of students per faculty member. The allocation of students is done by a random number generator, other suitable way that ensures randomization of the process or other personalized way (e.g. AA’s academic field and student’s undergraduate studies filed). The student is informed of the name of his/her AA when registering with the Postgraduate Programme Secretariat and the student should contact the AA as soon as possible. The AA is appointed for the whole duration of the student’s studies. The first meeting between the AA and the student should take place as early as possible in the start of the study period and in any case before the end of the calendar year in which the student starts. In the absence of the AA on educational or other kind of leave, the respective record (see Appendix I) and advising duties shall be temporarily assumed by his/her replacement, who shall be appointed in the same manner as the AA.

Article 4 | Duties of the Academic Advisor

4.1 The duties of the AA are summarised as follows:

1. General advisory work

The AA will contact each student on assignment at least twice during each semester as follows: a) at the beginning of the semester, b) at the end of the semester and after the release of the exam results, in order to discuss any problems that the student has encountered during the academic semester and the exam period.

The AA advises the student accordingly, without his/her suggestions being of a mandatory nature.

2. Special advisory work

The task of the AA is to guide and support students in their study programme and in personal problems related to their studies, as well as to indicate to students the best way to achieve their individual goals at each level of their studies. In the advanced years of study, the AA will help the student to form the best possible understanding of his/her career. The AA may also call on the student if requested to do so by a faculty member who identifies problems of any nature (for example, consistent absences, systematic poor performance on assignments, unexcused drop-out of a cycle of assignments). The AA does not necessarily assume the supervision of the student's thesis.

Article 5 | Replacement of Academic Advisor

5.1 In exceptional cases and if there are serious reasons, the student or students who have been assigned to a specific AA may request the replacement of the AA with a reasoned request to the Department Assembly.

Appendix I

MODEL STUDENT FILE



University of West Attica
School of Public Health
Department of Public and Community Health

File of student:

Academic Advisor:

Student Personal Details	
Name of student	
Registration Number	
Year of Admission	
Mobile phone Number	
E-mail	

Comments - Remarks		
Semmester of study	Student	Academic Advisor
1 st		
2 nd		
3 rd		
Period exceeded the designated period of study		
Total period of studies		