



University of West Attica

Department of Electrical and Electronics Engineering

and

Department of Industrial Design and Production Engineering

MSc Artificial Intelligence and Deep Learning

**Academic advisor
regulation**

February 2024

Table Of Contents

Article 1. Introduction - Regulatory framework - General provisions	3
Article 2. Appointment of the Academic Advisors.....	3
Article 3. Role of Academic Advisors	3
Article 4. Communication of students with the Academic Advisor	3
Article 5. Validity, revisions and specifications of the Internal Regulations of the Academic Advisor	4
ANNEX I to the Academic Advisor regulation	5

Article 1. Introduction - Regulatory framework - General provisions

The term Academic Advisor (AA) is used to encompass the terms used in Law 4009/2011 and in the Internal Regulations of UNIWA. The role of the Academic Advisor is to guide and support students during their studies.

The content of this document is also available in the website of MSc (<https://aidl.uniwa.gr/>)

Article 2. Appointment of the Academic Advisors

For each new student of the MSc Program and within a maximum period of one month from the beginning of the first semester, a tutor of the MSc Program is appointed by decision of the Coordinating Committee (CRC) or the Curriculum Committee (CC) as an Academic Advisor (Academic Advisor). Following the appointment of the Academic Advisor, a relevant announcement by the Secretariat of the MSc Program and a relevant posting on the MSc Program website follows.

Article 3. Role of Academic Advisors

Each student has the right and is encouraged to contact his/her assigned Academic Advisor to seek advice on issues of concern. Indicative topics include:

- The answers of questions and everyday issues related to the educational, scientific and research work of the MSc.
- Special information about the curriculum and the correlation of the studies in the MSc with the scientific background and professional perspectives of the student.
- Advice on the formulation of his/her study objectives
- Advice on improving learning in relation to the demands of studies
- Advice on the use of the Department's resources and infrastructure, and, more generally, on organizational or administrative issues
- The submission of issues concerning the student to the Director of the MSc Program.
- Discussion of future plans for the student's professional and scientific development.

The Academic Advisor does not necessarily undertake the supervision of the student's postgraduate thesis.

Article 4. Communication of students with the Academic Advisor

Students are encouraged to contact at least once the Academic Advisor to whom they have been assigned, preferably at the beginning of their studies, and provide the minimum necessary information and information about the type of academic support they need or any other problem related to their studies. This can be done by sending an e-mail from their institutional account (@uniwa.gr) to the AA, stating their status and the minimum necessary data for their academic support:

1. Name, Registration Number, e-mail (@uniwa.gr), telephone number (landline or mobile),
2. General information concerning the student such as interests, particular reasons for choosing the particular department, future goals etc.
3. Any specific issue concerning the student that is related to his/her studies.

It is strongly recommended that students contact their advisors at regular intervals.

The Academic Advisor keeps a record of the meetings he/she has with visiting students, recording the student's details, as well as particular issues that were developed in each meeting. The records of the meetings are kept under the responsibility of the Academic Advisor and are handed over to the Curriculum Coordinating Committee at the end of his/her term of office. A model student card template is given in Annex I.

Under no circumstances is it allowed in the student's meetings with the Academic Advisor to discuss issues concerning examinations and results of specific courses, unless they concern advisory issues concerning the organization of studies, course declarations and attendance, i. e. issues concerning the organization of the student's studies.

Attention: for reasons of protection of sensitive personal data of students, these records are never made public and any action taken by the Academic Advisor should always have the student's consent.

Article 5. Validity, revisions and specifications of the Internal Regulations of the Academic Advisor

These Bylaws for Academic Advisors include the minimum set of responsibilities and obligations of the AAs. The review of these rules of procedure shall be carried out regularly every two years, or whenever special circumstances (e. g. Covid-19 pandemic) require it. Further regulations / specifications that do not override the provisions of this Regulation may be adopted, modified and/or abolished by the Curriculum Committee, following the recommendation of a relevant committee appointed by the Curriculum Committee.

ANNEX I to the Academic Advisor regulation

STUDENT MEETINGS LOG CARD

Academic Advisor

Prof.

Student Full name		
Registration number:		
Year of admission:		
Mobile/land phone:		
e-mail:		
	COMMENTS - OBSERVATIONS	
	Student	Academic Advisor
1st Meeting Date/time:		
2nd Meeting Date:Time:		
...		

Date

Date

Name and Signature
(Student)Name and Signature
(Academic Advisor)