



ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ

ΤΜΗΜΑ ΜΗΧΑΝΟΛΟΓΩΝ ΜΗΧΑΝΙΚΩΝ

ΠΡΟΓΡΑΜΜΑ ΜΕΤΑΠΤΥΧΙΑΚΩΝ ΣΠΟΥΔΩΝ

**Sustainable Energy Systems - Αειφόρα Ενεργειακά
Συστήματα**

A14._new(EN)

**«Κανονισμός λειτουργίας θεσμού ακαδημαϊκού συμβούλου
στα ΑΓΓΛΙΚΑ» ***

“Regulations on the Academic Advisor”

* «Έγκριση Εσωτερικού Κανονισμού Λειτουργίας» -
Πράξη Συνέλευσης Τμήματος Μηχανολόγων Μηχανικών 16/25-10-21

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1. Introduction

The Academic Advisor (AA) guides and supports students in their study programs. With the Internal Regulation of each institution, the assignment of study advisor duties to professors is defined and the specific related issues are regulated". For each Postgraduate Student (PS), the Departmental Assembly (DA), following a proposal of the Coordinating Committee (CC), appoints a member of the Teaching Staff (TC) as an Academic Advisor (AA).

The AA monitors the progress of the PS, provides specific information about the Postgraduate Programme of Studies and the correlation of the studies with the academic background and perspective of the PS: a) discusses with the PS his/her future plans for his/her academic and professional development, b) advises him/her on the improvement of his/her work in relation to the requirements of the MSc, on the use of the University's resources and infrastructure and, more generally, on academic, organisational or administrative matters and c) may recommend matters concerning the PS to the CC.

The AA does not necessarily undertake the supervision of the Postgraduate Diploma Thesis.

The AA is responsible for the management of the complaints - objections of the PS which he forwards to the Director of the PPS for settlement-resolution by the CC of the MSc.

2. Duties of Academic Advisor

2.1. Creating a record for the PS

The AA shall consult the Secretariat of the Department to seek individual details of each PS for whom he/she is called upon to provide consultancy services. The secretariat, with the consent of the PS, through the electronic application of the student record, provides the AA with information regarding attendance data. The record of each PS shall be considered a confidential document, the custody and responsibility for which shall rest solely with the PS or his/her designated substitute.

2.2. General consultancy work

The AA contacts each PS who has been assigned to him/her at least two (2) times during each semester as follows: a) at the beginning of the semester and b) at the end of the semester and after the release of the exam results, in order to discuss any problems encountered during the academic semester and the exam period. The AA advises the student accordingly, without his/her suggestions being of a mandatory nature.

2.3. Specific consultancy work

The task of the AA is to guide and support the PSs in issues concerning their studies and in personal problems related to their studies, as well as to indicate to the PSs the best way to achieve their individual goals at each stage of their studies. The AA may call on the PS if requested to do so by a faculty member who identifies problems of any nature (e.g. continuous absences, systematic poor performance in exercises, unjustified abandonment of an exercise cycle).

3. Sample Student File

UNIVERSITY of WEST ATTICA SCHOOL of ENGINEERING DEPARTMENT OF MECHANICAL ENGINEERING MASTER of SCIENCE Sustainable Energy Systems STUDENT FILE

Academic Advisor
(name of Teacher)

Name of Student:		
Matriculation Number:		
Year of 1st registration:		
Nationality:		
Home Address:		
Mobile Phone Number:		
e-mail:		
Other Contact Details:		
	COMMENTS	
	Student	Academic Advisor
1st Semester of Studies		
2st Semester of Studies		
3rd Semester of Studies		
4th Semester of Studies		
OVERALL		