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STUDIES-UNIVERSITY OF SULAIMANI

JOINT MSc

“LEADERSHIP: ETHICS AND POLITICS”

Regulation of the Academic Advisor Institution of the Joint MSc

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Regulation of the Academic Advisor Institution of the Joint MSc

1. General Information

The institution of the Academic Advisor (AA) is established by Article 35 (Law 4009_2011 Government Gazette 195, Issue A), which states that “The academic advisor guides and supports students in their study programs. The Internal Regulations of each institution specify the rotational assignment of academic advising duties to professors and regulate specific related matters.”

A member of the teaching staff of the Joint MSc “Leadership: Ethics and Politics” will be appointed as the Academic Advisor (AA) for the students of the Joint MSc.

The role of the AA is to support and guide students regarding the Study Program of the Joint MSc.

The AA remains the same for each student until the completion of their studies

2. Allocation of Students to Academic Advisors - Operating Procedure

The entire faculty of the Joint MSc is expected to take on Academic Advisor (AA) roles. At the beginning of each academic year, the Committee of the Joint MSc Program (CMAP) distributes, in alphabetical order, the new graduate students to the faculty members.

The AA meets (in person or online) with each student individually, at least once during each academic semester, advises, and supports the student on matters of course monitoring, selection among available courses, and overall academic prospects. The AA is responsible for monitoring the academic progress of the student

In case of absence of the AA due to educational or other leave, the corresponding duties and advisory tasks are temporarily assumed by the respective substitute appointed through random temporary assignment

In exceptional cases, the student may request a change of their AA, explaining the reasons to the CMAP. The possibility of granting the request is examined on a case-by-case basis

3. Procedure

The Academic Advisor (AA) ensures to create a separate section ('course') titled 'Academic Advisor' on the e-class platform (using the corresponding procedure for creating taught courses).

At the beginning of their enrollment, new postgraduate students are informed, through the website of the Joint MSc and the corresponding e-class platform, about the allocation of each student to an AA, as well as the list with the names of the AAs, their emails, and office hours. Postgraduate students are encouraged to enroll in the e-class of their respective AA, in order to facilitate direct communication among all team members and to receive systematic academic and research support, collaboration, and guidance.

At the beginning of each academic year, and during October, a fixed meeting of the AA with the new students who are members of their team is scheduled. This meeting, which will be collective and can be conducted either in person and/or via teleconference, will have an informative character regarding the institution of the AA and the support it can provide

Subsequently, student meetings with the AA are expected to be scheduled on a case-by-case basis. These meetings are initiated by the students whenever they feel they need support. In exceptional cases and for particularly serious matters concerning the students, a meeting may be initiated by the AA. The content of the discussions is confidential, and the personal data of the student is protected by the AA.

4. Duties of the Academic Advisor

Στα κύρια καθήκοντα του έργου του/ης ΑΣ είναι να συμβουλεύει, καθοδηγεί και υποστηρίζει τους φοιτητές/τριες στο Κ.Π.Μ.Σ., καθώς και σε τυχόν προσωπικά προβλήματα που σχετίζονται με τις σπουδές τους, όπως και να υποδεικνύει τρόπους για την επίτευξη των ατομικών στόχων των φοιτητών/ριών στις σπουδές τους.

Ο/Η ΑΣ συμβουλεύει και προτείνει, χωρίς οι συμβουλές, υποδείξεις και προτάσεις αυτές να έχουν υποχρεωτικό ή δεσμευτικό χαρακτήρα για τον/ην εμπλεκόμενο/η φοιτητή/ρια.

Ο/Η ΑΣ, επίσης, συμβουλεύει, καθοδηγεί και υποστηρίζει τους/ις φοιτητές/ριες ώστε να διαμορφώσουν την καλύτερη δυνατή αντίληψη για τις καταλληλότερες επιλογές στην επαγγελματική τους πορεία, την σύνδεση τους με την αγορά εργασίας και τις προοπτικές που μπορούν να έχουν ως πτυχιούχοι/ες του Κ.Π.Μ.Σ.

One of the main tasks of the AA's work is to advise, guide, and support students in the Joint MSc, as well as in any personal issues related to their studies, and to suggest ways to achieve students' individual study goals.

The AA advises and suggests, but these recommendations, indications, and proposals are not mandatory or binding for the involved student.

Additionally, the AA advises, guides, and supports students in shaping the best possible understanding of the most suitable choices in their professional path, their connection with the job market, and the prospects they may have as graduates of the Joint MSc

5. Communication

The Academic Advisor (AA) creates a corresponding 'course' (page) on the e-class platform through which they communicate with the group of students they support. This utilizes the full potential of the electronic platform, primarily in terms of the immediacy and speed of communication (as the AA's announcements are automatically shared via email with the members of their group), the coordination of actions and activities (through the platform's calendar), as well as the regular interaction of all members of the group with the AA and among themselves.

Any questions from a member along with the AA's response/guidance are announced publicly (if it is deemed to concern the other members of the group and with the protection of the anonymity of the individuals involved).

Meetings with students can be conducted both individually, with each student separately, and collectively, for discussing matters of common interest, either in person or via teleconference.

6. Protection of Personal Data

During the execution of the duties outlined in sections 3, 4, and 5 above, the personal data and privacy of the student are fully protected, as required by law. This protection applies both during and after the completion of the Academic Advisor's duties.