



**University of West Attica School of
Health and Welfare Sciences
Department of Biomedical Sciences**



Regulation of the academic advisor institution

Summary of the Rules of Procedure

Regulation	Academic Advisor for Studies
Department	Biomedical Sciences
School	Health and Welfare Sciences
University	University of West Attica
Purpose	The institutionalization of the rules of operation of the Academic Advisor for Studies
Author	Working Group of faculty members of the Department, as it appointed by the President of the Department
Supervision	Committee of the Department's
Approval	Departmental Assembly
Approval Decision	
Version	1.0
Date of	March 2022

RULES OF OPERATION OF THE ACADEMIC ADVISER

Article 1. Introduction - Regulatory framework - General provisions

Article 35 of Law 4009/2011 defines the Academic Advisor for Studies as follows:

"The curriculum advisor guides and supports students in their study programmes. The Internal Regulations of each institution shall define the rotation of the assignment of the duties of a study advisor to professors and regulate the specific issues involved."

Article 62 of the UNIWA Rules of Procedure describes the use of the Academic Advisor as follows:

1. Every May the Assembly of each Department assigns the duties of Academic Advisor for the following academic year to one or more Professors of the Department, with exemption from other administrative duties.
2. Academic Advisors advise and support first-year students in order to facilitate their transition from secondary to higher education. Through their educational, research and work experience they provide support and guidance to students on issues related to the progress and successful completion of their studies and on career issues.
3. The members of the Board of Directors, the Board of Governors, the Board of Directors, the Board of Governors, the Board of Directors, the Board of Governors, the Board of Governors, the Board of Governors and other teaching staff, the administrative staff, the Directors of the Laboratories, the Directors of the Departments, the Chairpersons of the Departments, as well as the competent services of the Institution cooperate and support the Academic Advisors in their work, while taking into account their information, observations, suggestions and requests for possible deficiencies and malfunctions that create problems for students and possible proposals for their solution.
4. The list of all Academic Advisors is posted on the University's website.

The term **Academic Adviser for Studies** is used to encompass the terms used in Law 4009/2011 and in the Internal Regulations of UNIWA.

Article 2. Appointment of Advisors Studies

Based on Law 4009/2011 and the Internal Regulations of the Department of Biomedical Sciences, the Department of Biomedical Sciences appoints three (3) faculty members as Academic Advisors for Studies, as well as one faculty member as the Advisor of Students with Disabilities with his/her deputy. The names of the ACADEMIC ADVISER FOR STUDIES and the SFA and the Deputy SFA are made public on the Department's website. Students are allocated to the ACADEMIC ADVISER FOR STUDIES teachers alphabetically by their surname.

Article 3. Role of the ACADEMIC ADVISER FOR STUDIES

Every student has the right and is encouraged to contact his/her assigned ACADEMIC ADVISER FOR STUDIES to seek advice on matters of concern. Indicative issues are:

- Support to facilitate the transition of first-year students from secondary to higher education.
- Direct issues of studies in the Department. Personal or family issues which have an impact on the attendance of studies.
- Choice of the course of study or the subject of a thesis or other work.
- Postgraduate studies at the Department of Biomedical Sciences, in Greece or abroad.
- Career prospects in the public and private sector, freelance prospects, or looking for work abroad.
- Issues related to the utilization of the services offered by the University to its students such as Student Services, the Student Advocate, the Liaison Office, the Internship Office, etc.
- Issues of learning difficulties (for which he/she may contact the SFE).

For issues concerning physical or mental health issues, the student is encouraged to visit the relevant UNIWA service and informs the person in charge of the respective service orally or in writing by e-mail and by email.

The President of the Department, the other members of the Faculty, the other teaching and administrative staff and the SFA cooperate and support the AOs in their work.

Article 4. Communication of students with ACADEMIC ADVISER FOR STUDIES

Students are encouraged to contact at least once the ACADEMIC ADVISER FOR STUDIES to which 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 easily be done by sending an e-mail from their institutional account (@uniwa.gr) to the ACADEMIC ADVISER FOR STUDIES, stating the their status and the minimum necessary data for their academic support:

1. Name, Registration Number, e-mail (@uniwa.gr), landline phone number or mobile,
2. General information about the student such as interests, particular reasons for choosing the particular department, future goals, etc.

3. Any specific issue of concern to the student that is related to his/her studies.

The ACADEMIC ADVISER FOR STUDIES keeps a record of the meetings he/she has with the visiting students, recording the student's details, as well as particular issues developed in each meeting. Records of the meetings are kept at the responsibility of the ACADEMIC ADVISER FOR STUDIES and are handed over to the next ACADEMIC ADVISER FOR STUDIES committee at the end of the ACADEMIC ADVISER FOR STUDIES term of office. A model draft student card is given in Appendix I.

Under no circumstances is it allowed in the student's meetings with the ACADEMIC ADVISER FOR STUDIES to discuss issues related to examinations and results of specific courses, unless they concern advisory issues related to the organization of study, course declarations and course attendance, i.e. issues related to 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 ADVISER FOR STUDIES should always have the consent of the student.

[Article 5. Validity, revisions and specifications of the internal regulations of the Academic Adviser](#)

These Bylaws for Academic Advisors include the minimum set of responsibilities and obligations of the AOAs. Review of these Bylaws shall be conducted regularly every two years, or on an extraordinary basis whenever special circumstances (e.g., Covid-19 pandemic) dictate.

Further regulations / specifications that do not override the provisions of these Regulations may be adopted, amended and/or abolished by the individual Sections by decisions of their Assemblies. In this case, the Section Assembly shall appoint a review committee to recommend specific amendments. The incorporation of these provisions/articles shall require the final approval of the Departmental Assembly. Varvaresou Athanasia is appointed as Academic Advisor.

ANNEX I Student Card

UNIVERSITY OF WESTERN ATTICA DEPARTMENT STUDENT CARD
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Academic Advisor

Respondent.

Full name Student		
Registration number:		
Year of Importation:		
Housing Directorate:		
Mobile phone:		
e-mail:		
Other data communication:		
COMMENTS - OBSERVATIONS		
	Student	Academic Advisor
1st Meeting		
2nd Meeting		
...		