



MSc by Research in Electrical - Electronics Engineering

A.14 ACADEMIC COUNSELLOR REGULATION

Regulation	Academic Counsellor Regulation
Department	Department of Electrical and Electronics Engineering
Faculty	Faculty of Engineering
University	University of West Attica
Aim	To regulate all issues relevant to the operation of the Academic Counsellor appointed for the MSc students
Authoring	Prof. M. Rangoussi
Supervision	Head of the Department
Authorized by	The Assembly of the Department
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ACADEMIC COUNSELLOR REGULATION

1. Introduction - Regulatory framework - General provisions

Academic Counselling is a term used to encompass all services foreseen in Greek Law 4009/2011 and in the UNIWA Internal Regulation in relevance to student advising on academic issues. In particular, according to Greek Law 4009/2011, article 35, *“An Academic Counsellor guides and supports students in their study programs. The institutional Regulation of Studies regulates the assignment of this role to professors of the department on a rotation basis, and all relevant details.”*

The content of the present regulation can also be found online, in the website of MSc Program.

2. Academic Counsellor role assignment

Upon enrollment of incoming graduate students, an Academic Counsellor is assigned to each student by the Coordinating Committee (CC). A list of all Academic Counsellors is made available online by DEEE Secretariat.

UNIWA, DEEE and MSc Program staff and administration collaborate with the designated Academic Counsellors and support them in the fulfillment of their duties.

Given the specific structure and research orientation of the present MSc Program, the role of Academic Counsellor is assigned by the CC to the research supervisor of each incoming student, i.e., the academic staff member that has proposed and supervises the research topic in which the particular student carries out research.

3. The role of Academic Counsellor

The MSc Program encourages all students to come in contact with their personal Academic Counsellor right after his/her appointment. Furthermore, students are encouraged to contact their counsellor frequently as needed, in order to seek advice on any question, concern or issue regarding their studies, such as:

- Support of smooth student transition from undergraduate to graduate studies.
- Questions on practical issues and procedures having to do with education, science and research work within the MSc Program.
- Questions and guidance on daily student life in the MSc Program and in UNIWA in general, as well as on services available to graduate students by the UNIWA Student Welfare Department.
- Any type of information on the curriculum, on particular course modules in connection to the student background, on knowledge or skills gaps and ways to overcome them.
- Advice and guidance on the use of the MSc Program, DEEE and UNIWA resources and infrastructure.
- Questions or concerns on the professional perspectives of the student after graduation.

- Questions or concerns on the perspective of enrolling in a PhD program after graduation.

It should be clarified that Academic Counsellors have no jurisdiction to discuss student grades or other evaluation results or complaints of the students on their relative ranking in the various MSc Program course modules. In case such issues arise, the student should contact first the respective teacher(s)-evaluator(s) and if necessary the MSc Program Director.

Graduate students with Disabilities or Special (Educational) Needs (SD/SN) should contact the SD/SN Counsellor, in parallel to their personal Academic Counsellor. The SD/SN Counsellor will deal with all practical issues regarding disabilities, mobility, special needs during teaching/learning and examinations, etc.

4. When and how do students contact their Academic Counsellor?

Students should contact their personal Academic Counsellor as soon as they enroll in the MSc Program and the Academic Counsellor roles are assigned and announced online. The student sends an e-mail from the institutional account (<username>@uniwa.gr) to the Academic Counsellor, stating his/her graduate student status and a few personal data necessary for academic support:

- Full Name, Registration Number in the MSc Program, e-mail (xxxx@uniwa.gr), telephone number (landline or mobile),
- The specific research topic undertaken by the student within the MSc Program,
- Any specific question, concern or issue the student faces in relation to the studies

In case of a communication failure, the student should contact DEEE Secretariat to mediate in establishing the connection with the Academic Counsellor.

Beyond this initial contact, it is strongly recommended that students maintain a close communication with their Academic Counsellor throughout their studies.

The Academic Counsellor keeps a record of counselling meetings with students, where student details as well as particular issues discussed in the meeting are recorded. The records of the meetings are kept under the responsibility of the Academic Counsellor and are handed over to the CC at the end of the term of office of a Counsellor. In order to protect sensitive personal data of the students, these records are never made public; they are treated as strictly confidential and any action taken by the Academic Counsellor that involves these records should have the student's written consent. A sample student counselling record card is given in the appendix.

5. Effect and modifications of this regulation

The current form of this regulation includes the essentials for the successful launching and operation of academic counselling. The regulation is revised regularly by the CC; it may be also revised extra-ordinarily, whenever emergencies or special circumstances such as the Covid-19 pandemic require it. Modifications are made by the CC; the endorsement of the Assembly of DEEE is needed for modifications to take effect.

APPENDIX: STUDENT COUNSELLING RECORD CARD

Ref. nr. : / .. / .. / 20.....

Academic Counsellor (Full name, Grade): _____

Graduate Student Full name: _____

UNIWA Student Registry Nr. / Year of 1st enrollment: _____

Semester of Study: _____

Mobile/land phone: _____

E-mail: _____

Meeting Date / Hour	STUDENT questions / concerns / issues	COUNSELLOR advice / comments
1. ... / ... / 20..., -		
2. ... / ... / 20..., -		
3. ... / ... / 20..., -		
.....		