



SCHOOL OF HEALTH AND WELFARE SCIENCES
DEPARTMENT OF BIOMEDICAL SCIENCES
AND



SCHOOL OF SOCIAL SCIENCES AND HUMANITIES
DEPARTMENT OF EDUCATIONAL SCIENCES

INTERDISCIPLINARY POSTGRADUATE PROGRAMME
"SPECIAL EDUCATION AND NEW TECHNOLOGIES"

A 14_ OPERATING RULES

INSTITUTION OF ACADEMIC ADVISER

(Decision of the Assembly of the Department of Biomedical Sciences of the
PADA: 6/17-03-2025)

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1. Introduction - General Provisions

The institution of "Academic Advisor" of the Interdisciplinary Postgraduate Programme (DPMS) "Special Education and New Technologies", in line with article 62 of the Internal Regulations of the University of West Attica (Government Gazette 4621/τ. Β' /21.10.2020), aims to provide support and guidance to postgraduate students of the MSc, on issues related to the progress and successful completion of their postgraduate studies, as well as on career issues.

The role of the academic advisor is assumed by a lecturer or a collaborator of the IMS [member of the Teaching Research Staff (D.R.P.) or Laboratory Teaching Staff (L.T.P.) or Special Technical Laboratory Staff (S.T.L.P.), External Scientific Assistants, etc.]. Academic advisors are responsible for the guidance of new and for monitoring the progress of the postgraduate studies of the students they take on until the completion of their studies.

The institution operates on a mandatory basis, as the Management Bodies of the MSc are convinced that academic advising can contribute significantly to the smooth academic progress and the success of the students' studies. The Secretariat of the informs the incoming students of the following

/ new students regarding operation of the institution, as well the relevant procedures.

2. Allocation of students to academic advisors

The process of allocating students to the academic advisors is carried out as follows:

- The number of incoming MSc students is divided by the number of active partners and potential academic advisors, in order to obtain the number of students to be allocated to each academic advisor.
- The main objective is that the allocation of students to each academic advisor should be consistent with the relevance of the student's major degree/specialty to the academic advisor's subject/specialty. If the relevance is not clear, the allocation will be made by appointment or by drawing lots.
- The Curriculum Committee (CPC) of the MSc approves the lists of graduate students per academic advisor and authorizes the MSc secretariat to inform those interested.

- The details of the academic advisor are communicated to the student after the completion of his/her registration in the MSc and with the start of the educational activities of the Programme of Studies. The student is encouraged to have direct contact and communication with the academic advisor. The first online meeting between the academic advisor and the student is recommended to take place during the first month of study in the Programme. In case of absence of the academic advisor on educational or other leave, the respective record and advisory duties are temporarily taken over by another academic advisor, upon the recommendation of the Director of the IMS.

3. Procedure

The Academic Advisor ensures the creation of an autonomous module ("course") entitled "Academic Advisor" in the course catalogue of the MSc in the e-class platform (following the corresponding procedure for the creation of taught courses). At the beginning of the course of study in the IMMS, the allocation of each student to an academic advisor, as well as a list with the names of the academic advisors and their contact details, is communicated to the new graduate/postgraduate students, by means of a message from the IMMS secretariat or an announcement on the IMMS website and/or in the e-class section of each academic advisor. Postgraduate students are encouraged to register on the e-class platform page of the academic advisor to whom they are assigned in order to enable direct communication between all members of the team and to be able to receive systematic academic and research support, collaboration and guidance.

At the beginning of the academic obligations of each study cycle, a fixed online meeting of the academic advisor with students who are members of his/her team is foreseen. The initial online meeting shall involve all members of the academic adviser's team and shall be conducted in person and/or by videoconference and shall be informative about the institution of the academic adviser and the support he/she can provide.

Subsequently, student meetings with the academic advisor are expected to be scheduled on a case-by-case basis. These meetings are held at the initiative of the students whenever they feel they need support. In exceptional circumstances and for particularly serious issues affecting students, an online meeting may be held at the initiative of the academic advisor. The content of the discussions is confidential and the student's personal data is protected by the academic advisor.

4. Duties of Academic Advisers

I. General consultancy work

The academic advisor will contact each student assigned at least two (2) times during each semester, at the start and end of the semester. The interval between two consecutive meetings may not be less than one (1) month, except in exceptional circumstances. The academic advises the student, but his/her suggestions are not binding.

II. Special advisory work

The role of the academic advisor is to guide and support students, with the aim of successfully following and completing their programme of study and removing any obstacles they may encounter during their postgraduate studies. The main task of the academic adviser is to suggest the best way to achieve the individual goals of the postgraduate students. The academic adviser may provide support to the student in matters relating to the link between professional activity and postgraduate studies. In addition, the academic adviser may invite the student to an online meeting, in the event of a suggestion from a member of the MSc staff who identifies problems of any nature (e.g. persistent absences, systematic poor performance in assignments, unjustified abandonment of an assignment/action cycle).

III. Participation in the complaints/appeals committee of the IMS.

The Academic Advisor is appointed, by decision of the Curriculum Committee, before the beginning of each academic year, as a member of the three-member committee for the examination of complaints/objections that may be submitted by the student he/she supports, with a term of office that coincides with the following academic year.

5. Academic Advisor for disabled students

I. General provisions - Categories of students with disabilities

Especially for the academic support of postgraduate , who for different reasons may be prevented from participating equally in the academic activities required by their studies (Students with Disabilities, students from Vulnerable Social Groups (VSGs)),

the IMMS appoints a lecturer or an IMMS partner as an Academic Advisor for students with disabilities, who undertakes supportive actions for students who face barriers that may arise:

1. a physical/physical disability or impairment (visual, hearing or other serious illness),
2. a developmental/mental disorder (learning disabilities, autism spectrum disorders, mental illness),
3. for social reasons (Vulnerable Social Groups: students-LGBTI students, students-parents in single-parent families, students-prisoners, students-migrants).

The Academic Adviser for disabled students is the between the disabled students of the MSc and (a) all the coordinators, lecturers and administrative staff of the Programme, and (b) the services of the University of West Attica with which the disabled students interact (Secretariat, Library, Medical Office, ERASMUS Office, etc.).

The Academic Advisor for students with disabilities of the MSc is supported in his/her work by the Committee and the members of the "PROSSASI" unit that operates at the University of West Attica within the Directorate of Student Affairs and coordinates at the institutional level the services provided to students with disabilities.

II. Appointment of an Academic Advisor for students with disabilities

By decision of the Curriculum Committee (CSC) of the MSc, at the beginning of each academic year, the Academic Advisor for disabled students of the Programme, as well as his/her deputy, with an annual term of office, is appointed and the Programme Secretariat is authorised to inform the interested parties.

III. Procedure - Responsibilities

For reasons of protection of sensitive personal data, the relevant supporting documents (e.g. medical reports, decisions of public authorities, certificates, attestations, etc.) are submitted once (1) to the IMMS Secretariat, preferably at the same time as the application for initial enrolment in the Programme.

The Secretariat informs the Academic Advisor, as well as the coordinators of the courses that each student with a disability will attend/be examined for his/her status, for the type of academic support he/she is entitled to - based on the submitted documents (such as e.g.e.g. more examination time, oral examination, interpretation in sign language, writing assistant, accompanying blind person, etc.), as well as the possibilities of cooperation, information and information from the "PROSSBAS" unit regarding the support services provided.

The Secretariat of the MSc provides students with information material about the services offered by the University of West Attica (PADA) through the "ACCESS" unit to students with disabilities, about the Academic Advisor for students with disabilities of the Programme and his/her deputy, as well as his/her contact details, encouraging students with disabilities to contact him/her.

Disabled students are encouraged to contact the Academic Advisor for Disabled Students of the IMS at least once, preferably at the beginning of their studies, and provide minimum necessary information and information about the type of academic support they need.

It is suggested that communication be made via e-mail, by sending an e-mail from the student's institutional account (*@uniwa.gr) to the Academic Advisor for students with disabilities, where students with disabilities will declare 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. The problem the student is facing, which is stated by selecting one of the main categories: Special Educational Needs - Dyslexia, Autism Spectrum Disorder (ASD), Movement Problems, Hearing Impairment or Deafness, Visual Impairment, Other serious condition.
3. The special support justified by this problem and which the student requests to receive during teaching and/or examinations (expressed in free text based on the written medical opinion held by the student).
4. Any other request or observation regarding the academic support that the impaired student needs.

The Academic Adviser for disabled students requests from the IHU Secretariat for each disabled student who has contacted him/her the list of courses declared/taken/to be taken in the current academic semester. If deemed necessary, he/she informs the coordinators and lecturers of his/her presence and participation in his/her courses already at the beginning of the semester. He/she solves problems of access to internship institutions. Confirms to instructors the right of possible accompaniment of a particular FME by a writing assistant, sign interpreter, volunteer supporter or guide for the blind, etc., as appropriate. Mediates, as necessary, between the impaired student and the Registrar's Office to issue certificates and/or confirm eligibility for testing with special conditions. Liaises between impaired student and moderators/faculty regarding special exam arrangements (e.g. in an online exam, creation of a separate User Group in eclass for longer exam time, (additional) oral exam for those who are eligible and wish to take it, oral and/or written instructions at the beginning of the exam,

etc.). In particular, prior to the examination periods, it brings to the attention of all examiners/lecturers (either faculty members or contract teachers of any category) Article 37 "Examination methods for the examination of FMEs" of the Internal Regulations. of the PADA (Government Gazette 4621/B/21-10-2020 and its amendment Government Gazette 3998/B/30-08-2021), as in force after its possible amendments, which includes more detailed instructions per category of problem.

6. Complaints management - Replacement of academic advisor

In case the academic advising process does not meet the basic objectives of support described in the articles of this regulation, through the fault of the academic advisor, the student is entitled to:

- submit a complaint by filling in the online submission form available on the IMMS website.
- request, with a reasoned request to the Curriculum Committee of the MSc, the replacement of the academic advisor. The request shall be sent to the IMMS secretariat, which shall ensure that the request is forwarded to and considered by the Curriculum Committee at the first meeting following the submission of the request.

7. Communication channels

The most appropriate channel of communication between the student and the academic advisor is the e-class platform. In this way, the full potential of the e-class platform is exploited, mainly in terms of the immediacy and speed of communication (as the announcements of the academic advisor are automatically communicated to the e-mails of the members of his/her team), the coordination of actions and activities (through the platform's calendar) and the regular interaction of all team members with the academic advisor and with each other.

Communication may also be carried out by e-mail, through the institutional student and advisor mail accounts (*@uniwa.gr).

Any questions of a member, together with the answer/suggestion of the academic advisor, may be communicated publicly, if it is deemed to be relevant to the other members of the group, while protecting the anonymity of those concerned.

Meetings with students can take place both individually, with each student separately, and in groups, to discuss issues of common interest via videoconference.