



UNIVERSITY OF PIRAEUS
DEPARTMENT OF MARITIME
STUDIES

**POST GRADUATE STUDIES PROGRAMME
MASTER OF SCIENCE (M.Sc.) in «SHIPPING»**

Regulation of the Operation of the Academic Advisor Institution

PIRAEUS 2024

REGULATION OF THE OPERATION OF THE ACADEMIC ADVISOR INSTITUTION

ARTICLE 1 INTRODUCTION

The adoption of the present Academic Advisor' Regulation for the M.Sc. in 'Shipping' aims at the Programme's operational quality' upgrade, having as a main concern to strengthen the student-centered educational process, and the provision of high-quality advisory services by the members of the academic unit, on issues related to students' academic and professional careers.

ARTICLE 2 PURPOSE OF THE OPERATION OF THE ACADEMIC ADVISOR' INSTITUTION

The purpose of the operation of the Academic Advisor' institution is to guide and support the M.Sc. students in their study' programme, thus they manage to effectively organize and successfully complete their studies.

The M.Sc. has as equally important objectives to highlight the points that are likely to impede a student' attendance, taking the appropriate initiatives to reduce these points, or eliminate them, to facilitate the communication between students and the M.Sc. teaching staff, and to increase students' interest in a farther meaningful participation in the University's activities and events, while in their studies.

ARTICLE 3 ACADEMIC ADVISOR' APPOINTMENT PROCEDURE

The members of the M.Sc. Coordinating Committee are appointed as Academic Advisors. In the case a faculty member is not able to exercise his/her duties as Academic Advisor, he/she will be replaced by another faculty member of the host Department, also participating in the M.Sc. educational process. By recommendation of the M.Sc. Director and upon the Department's Assembly decision, the appointment of Academic Advisors occurs in the beginning of each academic year. Academic Advisor' terms of office follow each student' round registration, so as continuity in advising post graduate students on their studies, is ensured.

In the event an Academic Advisor is absent on a sabbatical leave or any other type of leave, by decision of the Department's Assembly and upon the M.Sc. Director' recommendation, a replacement is appointed.

Faculty members, as also members under the categories of S.T.S., R.A., S.T.L.S. , teaching staff in general, administrative staff, Laboratory' Directors, the Chairman of the Department, in addition to the Institution's competent services, cooperate and support the Academic Advisors in their work, considering their information' feedback, comments, suggestions and requests, related to any kind of deficiencies, or malfunctions that may cause students a problem, taking into account their proposals for addressing such occurrences.

ARTICLE 4 ACADEMIC ADVISOR' DUTIES

From the beginning to the end of their studies, each student becomes monitored by the Academic Advisor in charge. Prior to his/her meeting with each student, the Academic Advisor is allowed to become informed on a student' record, maintained by the M.Sc. Secretariat. Each student' record is considered as confidential, and every faculty member taking over the Academic Advisor' duties, is bound to preserve confidentiality regarding each student' record and advising sessions.

The Academic Advisor keeps a record of his/her contact with the post graduate students he/she provides guidance. Moreover, he/she assists the academic and administrative operations of the M.Sc., such as the procedures of assessment and accreditation.

On any request of educational, academic and learning nature, the Academic Advisor guides the student accordingly, without his/her suggestions being of a binding character, or imposing an obligation on the student.

An Academic Advisor's task is to guide and support students in their curriculum, and study-related personal issues, as well as to indicate the best way to achieve their individual goals.

In particular, the Academic Advisor provides guidance to post graduate students, on the following matters:

- To explore and identify their academic, professional, and personal goals.
- about the requirements of the postgraduate programme, the selection of courses, and the policies the M.Sc. program, the Department, and the University of Piraeus maintain.
- about the availability of resources and infrastructure University of Piraeus provides.
- in their effort to graduate on time from the M.Sc.
- Facilitating students falling into special categories, with particular traits in terms of academic and personal direction, such as working and international students, or students with disabilities, etc.

So as to settle similar issues, the Academic Advisor may advise students to address other services, or administrative units of the academic institution. The Academic Advisor may offer advisory services and support to the process of elective courses' registration, so as these correspond with a student's personal interests, skills and abilities, as well as endorse student' professional aspirations, or the probability they become further scientifically developed through a doctoral degree.

Concluding, the Academic Advisor is allowed to invite a student to a meeting, upon an M.Sc. faculty member request, if he/she identifies problems of any educational nature (e.g., continuous absences, a systematic poor performance, etc.).

ARTICLE 5 STUDENT' ASSIGNMENT TO ACADEMIC ADVISORS

Following the completion of the M.Sc. student' admission process, and according to the procedure as mentioned in Article 3, to obtain the number of students each Academic Advisor is assigned with, the total number of registered students is divided by the members of the M.Sc. Coordinating Committee.

The M.Sc. Secretariat shall inform the students about the appointment of their Academic Advisor and the ways of contacting him/her. The Regulation is published on the official M.Sc. website.

ARTICLE 6 ACADEMIC ADVISOR' CHANGE

In exceptional circumstances and only in emergency cases, where serious and documented reasons occur, M.Sc. students may request a change of the faculty member assigned to them as an Academic Advisor. The request, stating the reasons in detail, is submitted to the M.Sc. Secretariat and becomes examined at the upcoming Department's Assembly, following a recommendation by the M.Sc. Director.

ARTICLE 7 REGULATION' ADOPTION/AMENDMENT

This Regulation was approved by the Department of Maritime Studies' Assembly and if deemed necessary, may be amended.