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SCHOOL OF MARITIME AND INDUSTRIAL STUDIES

DEPARTMENT OF INDUSTRIAL MANAGEMENT AND  
TECHNOLOGY

ΜΕΤΑΠΤΥΧΙΑΚΟ ΠΡΟΓΡΑΜΜΑ ΣΠΟΥΔΩΝ  
ΣΤΗ ΒΙΟΜΗΧΑΝΙΚΗ ΔΙΟΙΚΗΣΗ ΚΑΙ ΤΕΧΝΟΛΟΓΙΑ

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REGULATION OF THE OPERATION  
OF THE ACADEMIC ADVISOR

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# REGULATION OF THE OPERATION OF THE ACADEMIC ADVISOR

## Article 1. General

The role of the academic advisor is defined by Article 54 of the current Internal Regulations of the University of Piraeus. The position of the academic advisor for the Master's Program in Industrial Management and Technology of the Department of Industrial Management and Technology at the University of Piraeus can be assumed by any faculty member of the department, regardless of rank.

The position is mandatory, considering that academic counseling will significantly contribute to the success of students' studies.

The current Regulation of the Academic Advisor has been approved by the Department Assembly on 20/12/2022.

## Article 2. Appointment of Academic Advisor

Annually, one academic advisor and his/her substitute per specialization of the Master's Program are appointed by the Coordinating Committee and approved in the Department Assembly. In case of the absence of the academic advisor due to educational or other leave, his/her substitute takes over the advisory duties.

The names of the academic advisors are listed in the Course Guide.

## Article 3. Change of Academic Advisor

It is possible to change or replace the academic advisor before the end of his/her term. This change can be requested either by the academic advisor after notifying the Steering Committee or by a student, following a reasoned request to the Secretariat of the MSc program.

## Article 4. Organization of Meetings

The academic advisor meets with each student assigned to him/her upon the student's request. Students are given the opportunity to communicate with their academic advisor through various means (e.g., phone, email, video conferencing, face-to-face meetings).

The academic advisor is required to convene a meeting with the student if requested by any member of the faculty of the MSc program who identifies any educational issues (e.g., frequent absences, consistently poor performance in assignments, unexplained abandonment of coursework, etc.).

## Article 5. Duties of the Academic Advisor

### 1a). General counseling work

The academic advisor provides advice to the student according to his/her request of educational, academic, and learning nature, without the guidance being binding or constituting an obligation for the student.

### 1b). Specific counseling work

The academic advisor provides personalized support to students, promoting their successful academic journey. Based on individual needs, advisors inform students about course selection, skill development, career opportunities, etc., offering comprehensive assistance to achieve their academic and professional goals. Focusing on developing communication skills, self-awareness, and orientation, advisors enhance the well-being and success of students throughout their academic journey.

The work of the academic advisor involves:

- a) the guidance and support of the students in their academic program, as well as in personal issues related to their studies, and the suggestion of optimal ways for them to achieve their individual goals at every level of their studies.
- b) the support to the incoming students' transition to postgraduate education by utilizing the tools of proactive counseling (establishing a good relationship between themselves and the students, exploring existing potential points, abilities, and skills through exploratory discussions, attempting to identify expectations for the future,

collaborative planning to fulfill expectations, support for the implementation of expectations when obstacles arise, and encouragement for the full utilization of opportunities during their studies).

c) the provision of information regarding the course content, participation in workshops and educational or scientific seminars, and the utilization of the department's facilities. Additionally, the academic advisor may suggest ways to help the student understand and successfully complete courses in which they struggle, such as study methods, additional bibliography use, etc. They may also recommend courses closer to the student's personal interests, skills, and abilities and propose topics for the preparation of theses, among other things.

d) guidance to students regarding other services or administrative units of the academic institution that are responsible for handling matters other than educational/learning issues.

e) functioning as an advisor to any student who desires assistance in shaping the best possible understanding of their professional career or potential further academic development, including the pursuit of a doctoral thesis.

For the effective support of students regarding their studies, the collaboration of the academic advisors of the Master's Program with the Career Office of the University of Piraeus and the student support services (Student Welfare, Counseling Center, etc.) is essential.

The role of the academic advisor cannot be effective without the collaboration of the student.