



ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΕΙΡΑΙΩΣ  
**UNIVERSITY OF PIRAEUS**

**DEPARTMENT OF DIGITAL SYSTEMS**



**DEMOKRITOS**

**INSTITUTE OF INFORMATICS AND TELECOMMUNICATIONS**



# **ACADEMIC ADVISOR POLICY**

## 1. General Information

The Curriculum Committee of the MSc in "Artificial Intelligence" (MSc in AI) assigns Academic Advisors to each incoming student. The number of students is evenly distributed among the advisors, and the selection is made randomly. A student's Academic Advisor remains the same until the completion of their studies. In case the Academic Advisor is unable to provide counseling services or ceases their cooperation with the MSc, the Curriculum Committee assigns the students of that advisor to another faculty member.

## 2. Role of the Academic Advisor

The Academic Advisor is responsible for informing and advising students on all of the following:

- I. Support for easing the transition of incoming students from undergraduate to graduate studies.
- II. Regulations governing the operation of the MSc.
- III. Courses' content and aims, utilization of MSc resources and services, assessment methods for course performance, encouragement for study, participation in lectures, and successful completion of assignments.
- IV. Difficulties in studying and successfully following the study program flow.
- V. Content of mandatory and elective courses, determining the best course selection so that the courses align with the student's personal interests, skills, abilities, and goals.
- VI. Selection of the topic for the master's thesis.
- VII. Doctoral studies (at the Department, in Greece, and abroad).
- VIII. Mobility, internships, and career prospects.
- IX. Discussion of any issues that create obstacles to the student's studies or complaints from the student. The Academic Advisor informs the Curriculum Committee of the MSc about the progress of the issue and conveys any issues raised by students regarding the above. In their report, they may highlight dysfunctions or shortcomings that cause problems for students and propose measures to address them.

In exceptional cases, and after a substantiated request from the student or the Academic Advisor, a new Academic Advisor may be appointed.

## 3. Communication with the Academic Advisor

The Academic Advisor has a list of the students assigned to them and communicates with them about their studies. Additionally, the meeting hours with students are announced on the MSc website. To ensure effective meetings, both one-on-one sessions with each student and group meetings for topics of common interest are held. The first meeting (welcome meeting) is recommended to be scheduled within the first month of the official start of the winter semester. Subsequent meetings will be scheduled at mutually agreed upon dates.



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ΤΜΗΜΑ ΨΗΦΙΑΚΩΝ ΣΥΣΤΗΜΑΤΩΝ



ΙΝΣΤΙΤΟΥΤΟ ΠΛΗΡΟΦΟΡΙΚΗΣ ΚΑΙ  
ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ

#### **4. Protection of Students' Personal Data and Confidentiality**

For the implementation of the above-mentioned duties, the legislation for the protection of students' personal data and the obligation of confidentiality apply. This confidentiality obligation continues even after the completion of the Academic Advisor's duties.