



UNIVERSITY OF WEST ATTICA  
SCHOOL OF ENGINEERING  
DEPT. OF BIOMEDICAL ENGINEERING  
MSc BIOMEDICAL ENGINEERING AND TECHNOLOGY

# Regulation of the Academic Advisor institution

MSc BIOMEDICAL ENGINEERING AND TECHNOLOGY  
DEPARTMENT OF BIOMEDICAL ENGINEERING  
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## 1. Introduction

1. Each May the Assembly of the Department assigns the duties of Academic Advisor for the following academic year to one or more professors of the Department, with exemption from other administrative duties.

2. Academic Advisors advise and support students. Through their educational, research and work experience, they provide support and guidance to students relating to the progress and successful completion of their studies and on career issues.

3. The teaching and administrative staff of the MSc, as well as the competent services of the Institution cooperate and support the Student Advisors in their work, and take into account their information, comments, suggestions and requests, for any deficiencies and malfunctions that create problems for students and any suggestions. Any faculty member of the Department of Biomedical Engineering, regardless of rank and position, may assume the role of Academic Advisor. The institution is mandatory considering that academic advising will contribute significantly to the success of students' studies.

## 2. Application

The Academic Advisor advises the student accordingly, without his/her guidance being mandatory. The task of the Academic Advisor is to guide and support students in their study programme and in personal problems related to their studies, as well as to indicate to students the best way to achieve their individual goals at each level of their studies.

The Academic Advisor is the same for all students in each academic year. To carry out his/her work, he/she has the full support of the MSc "Biomedical Engineering and Technology" and the Department of Biomedical Engineering. As part of this support, his/her details are clearly visible on the website of the MSc (<https://bmet.uniwa.gr/students-services/>).

In addition, at the beginning of each academic year, the MSc schedules a meeting/information session for first-year students, where they are introduced to the MSc, the Department, the University, the basic study procedures, the study program and the professional and scientific opportunities supported by the science that the M.Sc. addresses, informs students about the teaching staff of the M.Sc. program and the Academic Advisor.

In the advanced years of studies, students can contact the Academic Advisor for issues that concern them such as: clarifications and questions regarding the Programme of Studies, questions regarding Doctoral Programmes of Studies and any other questions of an academic nature that the student may have, so that the student can form the best possible understanding of his/her further progress.

*Also, the Academic Advisor may call the student in case he/she is requested to do so by a member of the teaching staff of the MSc, who identifies problems of any nature (e.g. continuous absences, systematic poor performance in exercises, unjustified abandonment of an exercise cycle). In addition, the Academic Advisor can also act as an intermediary in case a student wants to complain or express dissatisfaction about academic or administrative issues.*

### **3. Advisor for Students with Special Needs (SwSN)**

*The role of the Academic Advisor extends to that of the SwSN Advisor, as described in the Internal Regulations of the University of West Attica, Government Gazette t' B/4621 21 October 2020, article 37.*

*In accordance with the above, the SwSN Advisor is informed by the students with special needs about any special needs they have regarding the attendance of the courses and assists in the effort to solve them. In addition, in order to conduct examinations, SwSN students inform the Faculty Advisor of their desire to be examined in a specific course and any special needs they may have. Afterwards, the Advisor contacts Student Services (if required) and the examiners in order to arrange these special needs in accordance with the Institution's Internal Regulations, the University's capabilities and the specific characteristics of each course.*

*More detailed information about the Special Needs Student Adviser can be found in the appendix to this document.*

## ANNEX 1 - Advisor for Students with Special Needs (SwSN)

### **Article 1. Introduction - Regulatory framework - General provisions**

*According to Article 61, Paragraph 1, of its Internal Regulations (Government Gazette 4621/B/21-10-2020), the University of West Attica (UNIWA) takes care of the support of its students, who for different reasons, (students with disabilities, students coming from vulnerable social groups, students with low income) are prevented from participating equally in the academic activities required by their studies and to complete them by obtaining the degree. The barriers faced by students may stem from:*

- 1. physical disability or impairment (visual, hearing, mobility, other serious conditions),*
- 2. a developmental/mental disorder (learning difficulties, autism spectrum disorders, mental illness),*
- 3. social reasons (vulnerable social groups: LGBTI students, students-parents in single-parent families, students-prisoners, migrant students),*
- 4. for economic reasons (low income, unemployed),*  
*or a combination of the above reasons.*

*The University services in cooperation with the Advisors of Students with Special Needs (SwSN) (see next article) undertake supportive actions for these students such as:*

- Continuous recording of the students of the target group and their specific needs,*
- Assessment of individual functioning/impediments to studies,*
- Identification and adaptation of assistive technologies,*
- Counselling and Psychological Support,*
- Accessible digital learning materials,*
- Accessible institutional website,*
- Volunteering - Education - Awareness raising,*
- Accessibility of UNIWA websites,*
- Financial support for disadvantaged students to combat dropout,*
- Provision of appropriate equipment.*

## **Article 2. Appointment of the Professor/Advisor for Students with Special Needs (SwSN)**

*Especially for the academic support of the students of the first two categories mentioned in Article 1, (hereinafter referred to as SwSN), each Academic Department of the University appoints a SwSN Professor/Advisor with his/her deputy, in accordance with Article 61, Paragraph 2 of the Internal Regulations of the University.*

*The Professor-Advisor and his/her deputy are faculty members of the Department. They are defined by the Assembly Department, following a relevant call for candidacy submissions, for an annual term (academic year).*

*The Faculty SwSN Advisor is the link between the SwSN and (a) all the faculty members and other teaching staff of the Department, and (b) the services of the Department and of the UNIWA with which the SwSN interact (Secretariat, Library, Medical Office, ERASMUS Office, etc.).*

*In addition, the Faculty Advisor informs and sensitizes the other students of the Department to support the SwSN in their studies on a voluntary basis.*

*The above is reflected in the Communication Diagram in the Appendix of this Regulation.*

## **Article 3. Responsibilities of the Professor/Advisor of SwSN**

*The responsibilities of the Professor-Advisor of the SwSN are summarised as follows:*

### **1) Establishing a channel of communication:**

*The SwSN Advisor and his/her deputy shall post their contact details in a prominent place on the website from the beginning of the academic year of their appointment, while a relevant indication shall also be posted in printed form outside their offices. They also distribute a relevant electronic and printed announcement among the announcements of the MSc (Secretariat), encouraging the SwSN to contact them. They accept SwSN by appointment, either electronically or in person depending on the general conditions of physical presence in the University premises (e.g. Covid-19) and the particularities of each SwSN.*

### **2) Recording of Students with Special Needs (SwSN) and their specific needs:**

*The SwSN Advisor keeps a record of students requesting support services in the most convenient way (email, text, database, spreadsheet, etc.). The recorded information includes the absolutely necessary elements (Registry number and comments on the specificity and needs of each student). The annual list of SwSN registered in the MSc (a) is kept by the SwSN Advisor and handed over to his/her successor at the end of the term of office.*

*Any release of personal information shall be subject to the consent of the students.*

**3) Academic support in the courses registered/ attended/ examined per semester:**

The Advisor of the SwSN requests from the Secretariat of the MSc for each SwSN who has contacted him/her the list of courses that the SwSN has declared / is attending / will be examined in the given academic semester. If deemed necessary, he/she informs already at the beginning of the semester the teaching staff for the presence and participation of a SwSN in their classes/labs. The Advisor of the SwSN addresses issues related to access to classrooms and laboratory facilities. Confirms to instructors the right of possible accompaniment of a particular SwSN by a writing assistant, sign language interpreter, volunteer supporter or guide for the blind, etc., as appropriate. Mediates as necessary between the SwSN and the Secretariat for the issue of certificates and/or confirmation of entitlement to a test with special conditions. Mediates between the SwSN and the teaching staff of the MSc regarding special examination arrangements (e.g. in an online examination, creation of a separate User Group in eclass for longer examination time, (additional) oral examination for those who are entitled and wish to do so, oral and/or written instructions at the beginning of the examination, etc.). In particular, before the examination periods, all examiners/lecturers are informed of Article 37 "Examination methods for the examination of SwSN" of the Internal Regulations of the UNIWA (Government Gazette 4621/B/21-10-2020), as in force after possible modifications.

**4) Participation in staff awareness, sensitization and training activities on issues related to SwSN:**

The Professor/Advisor of SwSN participates in the information activities organized by the University for the awareness of staff and students as well as the training of staff on special needs issues. Participates in the development of the University's printed material and guides on special needs issues. He/She also encourages all staff of the MSc to participate in these awareness-raising and educational activities.

**Article 4. Communication of the SwSN with the Professor/Advisor of SwSN**

Students are encouraged to contact at least once with the Faculty of the MSc, preferably at the beginning of their studies, and to provide the minimum necessary information and information about the type of academic support they need.

This can be easily done by sending an e-mail from the institutional account (onoma\_epwnymo@uniwa.gr) to the SwSN Advisor, where the SwSN will indicate their status and the minimum necessary data for their academic support:

1. Name, Surname, registration number, e-mail ( @uniwa.gr), telephone number (landline or mobile).
2. The issue faced by the SwSN, which is declared by selecting one of the main categories: Special Educational Needs – Dyslexia, Autism Spectrum Disorder (ASD),

*Mobility Issues, Deafness or Hearing Impairment, Visual Impairment, Other Serious Health Condition*

3. *The special support justified by this problem and which the SwSN requests to receive during teaching and/or examinations (expressed in free text on the basis of the written diagnosis held by the SwSN).*

4. *Any other request or observation related to academic support that the SwSN needs.*

***Attention: for reasons of protection of their sensitive personal data, the students do not send a copy of their medical certificate to the SwSN Professor or the other professors or lecturers of the MSc. The medical report is submitted once to the MSc Secretariat, preferably at the beginning of the MSc studies. In accordance with paragraph 8 of article 37 of the MSc study regulations, as it applies each time, during the oral examination, SwSN must have a photocopy of their medical report with them. Students who have submitted the supporting documents to the secretariat may request a certificate from the secretariat certifying that they have submitted the supporting documents and indicating the type of academic support to which they are entitled on the basis of the submitted opinion (e.g. extra examination time, oral examination, interpretation in sign language, writing assistant, assistant for the blind, etc.). Subsequently, SwSN can use and display where necessary the relevant certificate from the MSc Secretariat.***

## ANNEX 2 - Communication chart

