



**Department of
Veterinary Medicine**

Postgraduate Studies Programme

**«ΔΙΑΧΕΙΡΙΣΗ ΥΓΕΙΑΣ ΧΟΙΡΩΝ ΚΑΙ
ΠΟΥΛΕΡΙΚΩΝ/ PORCINE AND POULTRY
HEALTH MANAGEMENT»**

A14

Regulation of Operation

Academic Advisor Institution

General Assembly approval: Assembly Nr. 779/12-12-2023

30/SEPTEMBER / 2024

The teaching work of the Postgraduate Studies Programme (M.Sc.) is assigned, upon recommendation of the M.Sc. Coordinating Committee and decision of the School Assembly, to the following categories of lecturers:

1. Members of Teaching Research Staff (D.R.P.), Special Teaching Staff (S.T.P.), Laboratory Teaching Staff (L.T.P.) and Special Technical Laboratory Staff (S.T.T.P.) of the School or other Schools of the same or another Higher Educational Institution (HEI) or Higher Military Educational Institution (HEMI), with additional employment beyond their legal obligations, if the MSc has tuition fees,
2. Emeritus Professors or retired members of the School or other Schools of the same or another HEI,
3. Associate Professors,
4. Commissioned Professors,
5. Visiting Professors or Visiting Researchers,
6. Researchers and other scientists coming from Research and Technological Institutions of article 13A of the law. 4310/2014 (A' 258) or other Research Centers and Institutes in Greece or abroad.
7. Recognized Scientists, who have specialized knowledge and relevant experience in the scientific subject of the MSc.

The decisions of the Assembly on the allocation of teaching duties must include the following elements:

1. the full name of the lecturer,
2. the professional status
3. the type of teaching work assigned per lecturer (course, seminar), and
4. The number of teaching hours per course or seminar.

In addition, the Assembly of the School may invite, as guests, renowned scientists who have a position or qualifications as a professor or researcher in a research center, recognized scientists with specialized knowledge or relevant experience in the subject of the MSc from Greece or abroad. The obligation of the invited lecturer is to adhere to the weekly teaching schedule, as determined by the Board, and to follow the examination and evaluation conditions as described in these Regulations.

Upon the recommendation of the Coordinating Committee of the MSc or the Director, doctoral candidates of the School or Faculty may be assigned adjunct teaching work under the supervision of a MSc lecturer. Adjunct work is defined as assisting members of the Teaching and Research Staff in their teaching duties, training students, conducting tutorials, laboratory exercises, supervising examinations and correcting tests. By decision of the School's Assembly or the M.Sc. Coordinating Committee, either adjunct work may be assigned or a call for expressions of interest may be published in subjects offered in the MSc Programme of Studies. The maximum hourly fee for the assignment of adjunct teaching work to doctoral candidates is set by the respective collective body of each MSc and may not exceed thirty percent (30%) of the Assistant Professor's salary. In any case, the assignment of courses teaching, seminars

and MSc exercises is decided by the Assembly of the School, following the recommendation of the M.Sc. Coordinating Committee.

The obligations of the lecturers include, inter alia, the description of the course or lectures, the citation of relevant bibliography, details on the type of examinations of the course, the communication with postgraduate students.

Teaching in the MSc is carried out according to the timetable of courses that is drawn up under the responsibility of the Director of the MSc.

Upon commencement of the MSc, a permanent member of the teaching and research staff of the MSc is appointed for each postgraduate student as an **Academic Advisor**. His/her role is to monitor the progress of the students' studies, to be informed by the lecturers of any persistent absences of students for whom they are responsible, and to inform them (via the Secretary Office) that such absences may result in failure of fulfilling the requirements of the course. In addition, the Academic Advisor will provide assistance with the selection of the postgraduate thesis, taking into account the research interests of the postgraduate student. Postgraduate students are required to contact their academic advisor for any problem that may affect the smooth progress of their studies.

The Academic Advisor shall provide the graduate student with the necessary advice to meet the requirements of the MSc Program.

The Academic Advisor for Graduate Studies shall ensure that he/she meets regularly with the graduate students under his/her charge and not less than two (2) times per semester. His/her duties include, but are not limited to:

1. Identifying the graduate student's needs and research interests, supporting the graduate student's aptitudes and skills, and encouraging the student to direct his/her efforts toward areas of his/her interest.
2. To inform and facilitate the postgraduate student's contacts with the Official Bodies of the MSc and the administrative services.
3. To assist in the preparation of the student's individual semester programme of study and in determining the topic of the postgraduate thesis.
4. The identification of students who have not passed several courses.
5. Developing and providing a plan for these students.

The teaching staff, the administrative staff, as well as the relevant Schools of the Institution cooperate and support the Academic Advisors in their work, and take into account respective information, comments, suggestions and requests, any deficiencies or malfunctions that create problems to the students and any suggestions for solutions.

Lecturers may, during the period of time they are on educational leave or suspension, provide teaching work for the MSc, if they consider that their programme allows it, provided of course that under the circumstances this is practically feasible, a matter to be decided on a case-by-case basis.