



UNIVERSITY OF PIRAEUS  
SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGIES  
DEPARTMENT OF DIGITAL SYSTEMS

Distance Learning Master of Science in  
**Advanced Cybersecurity Technologies and Governance**

**D4.4 Regulation on the Functioning of the Academic Advisor  
in the Distance Learning M.Sc.  
«Advanced Cybersecurity Technologies and Governance»**

Piraeus, March 2026

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## Acronyms

Acronym	Description
M.Sc. / MSc	Master of Science
I.C.T. / ICT	Information and Communication Technologies
B.Sc. / BSc	Bachelor of Science
C.C. / CC	Coordinating Committee
A.A. / AA	Academic Advisor
I.E.G. / IEG	Internal Evaluation Group

## **1 Introduction**

The present Regulation on the Functioning of the Academic Advisor in the M.Sc. “Advanced Cyber-security Technologies and Governance” (hereinafter “the M.Sc.”) was approved on the 6th Meeting of the Department’s Assembly on 29/01/2026, for the academic year 2025–2026.

The Regulation is documented in the following paragraphs.

## **2 Regulation on the Functioning of the Academic Advisor in the distance learning M.Sc. "Advanced Cybersecurity Technologies and Governance"**

### **2.1 Article 1 – Introduction**

The adoption of this Regulation on the Academic Advisor of the M.Sc. aims at the qualitative enhancement of the master of science's operation, placing the student at its core, with the expectation that it will contribute decisively to their academic and subsequent professional development.

### **2.2 Article 2 – Objective of the Academic Advisor Role**

To enhance the quality of the M.Sc. Program's operations, the role of the Academic Advisor has been established, placing the student at the epicenter and aiming to decisively contribute to their academic and subsequent professional trajectory.

The role of the Academic Advisor (A.A.) is based on Article 35 of Law 4009/2011 (Government Gazette No. 195, Issue A). The A.A. of the M.Sc. «Advanced Cybersecurity Technologies and Governance» guides and supports students during their studies. A.A.s are faculty members of the Department, with priority given to those teaching in the postgraduate program they advise. They support students through scheduled meetings to facilitate their integration into the postgraduate academic environment. They provide information, guidance, and counseling on academic matters and future career plans and offer special assistance to students facing serious family, personal, or other difficulties that may hinder their academic progress. The term "teaching staff" includes all individuals engaged in teaching activities, such as lecturing and supervising theses. The A.A. endeavors, to the extent possible, to offer or propose solutions to any problems that may arise; however, they cannot guarantee a solution in advance for every issue.

Faculty members, Special Teaching Staff, Laboratory Teaching Staff, Specialized Technical and Laboratory Staff, other educational personnel, administrative staff, laboratory directors, the Program Director, the Department Chair, and the relevant University services collaborate with and support the Academic Advisors in their duties. They also consider the Advisors' information, observations, suggestions, and requests regarding potential shortcomings or malfunctions that affect students, as well as any proposed remedies.

The appointment of Academic Advisor takes place at the beginning of each academic year by decision of the Department's Assembly, following a recommendation from the Coordinating Committee of the M.Sc. Program. Each student retains the same A.A. throughout her/his studies to ensure continuity, unless a change is made in accordance with Article 3 of this Regulation.

### **2.3 Article 3 – Assignment of Students to Academic Advisors**

The list of Academic Advisors and the assignment of students to them, is announced within October of each academic year and is carried out as follows:

- If a recommendation for the acceptance of a student into the M.Sc. Program has been submitted by a faculty member of the Department, the responsibility of Academic Advisor is assigned to the faculty member who made the recommendation.
- If no such recommendation has been submitted, an Academic Advisor is appointed by the Coordinating Committee by lot, selecting from among the faculty members of the Department who teach in the M.Sc..

At the beginning, active students are assigned to Academic Advisors in the same manner, separately for each year of study, including those in their graduation year. Students are informed of the name of their assigned A.A. after the appointment decision and are urged to contact them as soon as possible. The first meeting between A.A. and students must take place before mid-November.

If an A.A. is absent due to educational or other leave, their file and advising duties are temporarily assigned to their teaching replacement, if that person is a faculty member. Otherwise, a random temporary assignment is made by the Coordinating Committee to another faculty member teaching in the M.Sc..

In any case, students may request a change of Academic Advisor by submitting a reasoned written request. The feasibility of such a request is reviewed by the Department's Assembly as soon as possible.

## **2.4 Article 4 – Duties of Academic Advisors**

### **2.4.1 A. General duties**

The Academic Advisor is actively involved in the following:

- Supports students' effective transition from the Bachelor Program to the Master Program.
- Provides information about the general operation of the M.Sc., the structure of the Study Guide, available facilities, laboratory infrastructures, and opportunities for students to participate in laboratory activities and ongoing research projects within the Department.
- Informs students about the services offered by the University that support their master's studies.
- Encourages participation in available workshops, seminars, and supplementary teaching activities to enhance academic performance. The Advisor also promotes consistent collaboration with instructors in both educational and research initiatives, as well as in the preparation and writing of assignments.
- Provides guidance on optimal course selection within the M.Sc. curriculum, helping students choose suitable subjects where necessary based on their personal interests, skills, and competencies.
- Monitors students' academic progress during the advisory period. With the goal of ensuring successful completion of the program, the A.A. offers support in resolving potential issues, such as insufficient study or low performance in individual courses, that may hinder smooth academic progression.

- Assists in the development of individual academic and professional plans, helping students consider options for further studies or career advancement aligned with their interests. The A.A. also informs them about available opportunities and career paths open to graduates of the program.

While performing their duties, the Academic Advisor collaborates with the M.Sc. Director, the Department Chair, teaching staff, and department personnel to address issues that arise within the scope of their responsibilities.

The Academic Advisor is also responsible for preparing an annual report outlining the progress of the advisory process and identifying any problems or dysfunctions observed or reported by students regarding the operation of the M.Sc., the Department, or the University. This report is submitted to the Coordinating Committee of the M.Sc. and the Internal Evaluation Group (I.E.G.), which, at the end of each academic year, jointly submit recommendations to the Department's Assembly and the M.Sc. Director for addressing the identified issues.

#### **2.4.2 B. Advisory Duties**

The Academic Advisor meets with each assigned student at least once during each semester. It is recommended that this meeting take place within October. The meeting may initially be held in a group setting and, when appropriate and depending on the specific requests of individual students, it may also be conducted on a one-on-one basis. The Academic Advisor provides guidance and advice to students, but their recommendations are not mandatory.

#### **2.4.3 C. Specialized Advisory Duties**

The role of the Academic Advisor is not only to guide and support students for academic matters, but also on personal issues that may affect their studies. The A.A. is responsible for suggesting, based on their judgment, the optimal strategies for each student to achieve their individual academic goals. Additionally, the A.A. has the authority to contact a student if requested to do so by a faculty member who has observed problems of any nature. Such issues may include, for example, consistently poor performance in exercises or assignments, unjustified absence from activities, or other behaviors that may hinder the student's progress.

#### **2.4.4 D. Communication with the Academic Advisor**

The Academic Advisors maintain a list of the email addresses and phone numbers of the students under their guidance and manage communication with them in person, by phone, or online. Meetings can be held either individually or in groups, especially when discussing topics of common interest.

Following an individual meeting with a student, and if deemed necessary depending on the importance of the issues discussed, the Academic Advisor fills out the «Individual Meeting Report Form» (ANNEX A: Individual Meeting Report Form).



3 ANNEXES

3.1 ANNEX A: Individual Meeting Report Form



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**INDIVIDUAL MEETING REPORT FORM**

The Academic Advisor ..... of the M.Sc. «Advanced Cybersecurity Technologies and Governance», after a through discussion this the student ..... (Student Identification Number .....), have reached the following conclusions regarding the topics discussed:

- 1.....  
.....
- 2.....  
.....
- 3.....  
.....

The Academic Advisor

(Signature)

Full Name