



MA IN CONTEMPORARY
PHILOSOPHY / PHILOSOPHY
OF SCIENCE



NATIONAL AND KAPODISTRIAN
UNIVERSITY OF ATHENS

Regulation of the function of the Personal Tutor

MA in Contemporary Philosophy/Philosophy of Science

1. Aim

The Personal Tutors, in collaboration with the Student Support Services of the National and Kapodistrian University of Athens, offer advice and support to the students with a view of facilitating their integration in the Postgraduate Program; they provide information to students on issues pertaining to their course of studies and their professional career; they pay particular attention to, and provide extra support for students facing personal, family or related difficulties that may affect their academic performance. Personal Tutors expend special effort in suggesting or providing solutions to crucial problems that might arise. However, they are not in a position to ensure in advance that all problems will be successfully resolved.

2. Mode of Operation

During the first week of the Winter Semester, the Program Director, after consultation with the academic members participating in the Program, assigns a Personal Tutor to each registered student. The Personal Tutor meets (in person, or online) each student, on a one-to-one basis, at least once during each academic semester, advises and supports the student on issues of course attendance, of choice among available courses, and of general academic prospects. The Personal Tutor bears the responsibility of monitoring the student's academic progress. During the Summer Period, the Personal Tutor's tasks are taken over by the Dissertation Supervisor.

3. The Role of Personal Tutor

The Personal Tutor is responsible for all of the following:

- a) Support in facilitating the students' smooth integration in the Program during their first Semester of studies.
- b) The content of courses, the participation in workshops, the optimal use of the Departments' infrastructure, evaluation methods for each course, encouragement to students for participating in progression tests, exercise sets, supportive tutoring where applicable, with the overall aim of enhancing a student's understanding and of securing the successful completion of courses a student might find challenging.
- c) The content of compulsory and of elective courses, informed choice of courses that will reduce the possibility of failure at the exams, so that the student's choices are attuned to the student's specific interests and academic capabilities.
- d) Discussion of the exam results.
- e) Choice of Dissertation Topic.
- f) Career Prospects (opportunities in the public or private sector, free-lance employment, working abroad).
- g) Discussion of any issue that might create obstacles to the successful completion of the program of studies.
- h) Issues about the Teaching Faculty.
- i) Providing information about the University Student Support Service.

The Personal Tutor may also invite a student for a consultation meeting in case that is requested by a faculty member who assesses the student's performance as problematic (continuing absences, suboptimal results in course tasks).

In exceptional circumstances, and following upon a well-grounded request by a student, a different Personal Student may be assigned to that student.

4. Protection of Personal Data

In fulfilling the tasks, specified under sections 2 and 3 above, the student's personal data and confidentiality are fully protected, as determined by law; the protection is in place both during and after the completion of Personal Tutor's tasks.