



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

Annex 10

**Regulation of procedures and issues concerning
exceeding the maximum duration of study, part-
time study and suspension of studies for
undergraduate students of the Democritus
University of Thrace**

Komotini 2024

Article 1

Maximum duration of study

The maximum duration of study, according to par. 1 of article 76 of Law 4957/2022, in a first-cycle study programme with a minimum duration of eight (8) academic semesters for the awarding of the qualification is the time period stated, increased by four (4) academic semesters. For a study programme whose minimum duration exceeds eight (8) academic semesters, the maximum duration of study is the minimum study time, increased by six (6) academic semesters. After reaching the maximum duration of study, without prejudice to paragraphs 2-5, article 76 of Law 4957/2022, the Board of Directors of the Department issues an act of expulsion; this act is also notified to the Deanery of the competent School.

Article 2

Exceptions for exceeding maximum study duration

1. The student may apply for exceptional exceeding of the maximum period of study of paragraph 1 of article 76 of Law 4957/2022 for serious health reasons concerning the student him/herself or a first degree relative by blood or spouse or person with whom the student has entered into a civil partnership.

2. The application (TEMPLATE 1-ANNEX) to the Assembly of the Department is submitted by the student (electronically/by authorised person/by post/in person, via a Citizen Service Center - KEP) before the end of the maximum period of study, to the Secretariat of the competent Department, accompanied by the supporting documents of the application and in particular the documentation verifying the existence of health issues of:

- a) the student him/herself, or
- b) a first degree relative by blood or a spouse or person with whom the student has entered into a civil partnership.

Serious health reasons must be proven by a document from a public hospital document or a competent special public hospital committee.

3. In order to prove the health reasons cited, the application must be accompanied by a recent civil status certificate, where the health reasons do not concern the student, and by a Health Committee certificate or Medical opinion issued by a Public Hospital, signed and stamped by the Director of either a Clinic of the NHS or a Laboratory or a University Department. The competent Service of the Institution may additionally request any other supporting documents it deems necessary for considering the application.

4. The Secretariat forwards the applications to the Assembly of the Department, which decides on the approval or rejection of the application submitted through the Department Secretariat, as well as the duration of additional study. Further exceedance of the maximum duration of study may be re-approved by the procedure described in paragraphs 2 and 3 of this article, provided that the conditions set out in the relevant provisions and this Decision continue to apply.

5. The decisions of the Assembly of the Department with the attached applications shall be forwarded to the Department Secretariat and the Deanery of the relevant School.

Article 3

Part-time study

1. a) Students proven to work at least twenty (20) hours a week,
- b) students with disabilities and special educational needs;
- c) students who are also athletes and during their studies belong to sports clubs registered in the electronic register of sports clubs under Article 142 of Law 4714/2020 (A, 148), kept at the General Secretariat of Sports (GSS), under the following conditions: ca) for those years they hold the 1st to 8th place in Panhellenic individual sports championships with the participation of at least twelve (12) athletes and eight (8) clubs or when competing in teams of the two (2) highest categories in team sports or they participate as members of national teams in pan-European championships, world championships or other international events under the Hellenic Olympic Committee; or cb) they participate at least once, during their studies in the study programme for which they apply for the status of part-time, in Olympic, Paralympic or Deaf Olympic Games

and may, following their application submitted (electronically/by authorised person/by post/in person, via a Citizen Service Center-KEP) to the Secretariat of the relevant Department, enrol as part-time students or be admitted to a part-time student regime. The application (TEMPLATE 2-ANNEX), along with the documents that prove the conditions for part-time attendance, is submitted electronically or in person to the above Secretariats, no later than the end of the period of the Department's registrations. The Department's Secretariat shall forward the application to the Deanery of the School for approval.

Applications shall be submitted within the deadline for renewal of the semester registrations of the Department, as set out in a relevant notice issued by the competent Secretariat.

At the same time as the application, documents proving the conditions that must be met for the possibility of part-time study shall be submitted as attachments.

More specifically:

- a) Students who belong to the employee category and work at least twenty (20) hours a week are required to submit the relevant employment contract or recent employer certificate as well as the proof of insurance contributions.
- b) Students belonging to the category of students with disabilities are required to submit a certificate of disability assessment from a Disability Certification Centre (KEPA) or from a seven-member health committee of a public hospital. Students who have enrolled in the special category of students with disabilities are not required to submit supporting documents in addition to those presented for their enrolment.
- c) Students who belong to the category of students with special educational needs must submit a certificate ascertaining said needs from the competent services.
- d) Students who belong to the athletes category must submit a certificate from the General Secretariat of Sports or the Olympic Committee, or from the Athletic Association which is registered with the General Secretariat of Sports (the certificate must indicate the GSS registration number and the Sports Association ID number), as applicable, certifying the reason for which their inclusion in part-time study is requested, in accordance with the relevant provisions.

- e) The competent service of the Institution may additionally request any other supporting document it deems necessary for consideration of the application.
2. The certificates of cases a) and d) must be resubmitted to the Secretariat of the relevant Department at the beginning of each academic year to determine whether the reasons for enrolment in part-time studies are still valid.
 3. When the application is approved or rejected, a decision of the Dean's Office of the School in question shall be issued, following a recommendation from the competent Department, which shall be attached to the application submitted, accompanied, as appropriate, by supporting documents. The decision shall be forwarded to the Secretariat of the Department in question.
 4. For students enrolled on a part-time basis, each academic semester is considered to be half an academic semester and they may not declare attendance of or be examined in more than half the courses of the semester provided for in the study programme of their Department, as set out in the maximum duration of study of paragraph 1 of article 76 of Law 4957/2022. When registering for courses (submitting a course statement), students may choose the courses they wish to attend and in which they will be examined.
 5. Students enrolled on a part-time basis may apply to the Secretariat of the relevant Department, without additional supporting documents being required, in order to return to full-time attendance at any time. A declaratory act of the competent Deanery is issued for the return to full-time study, and must be notified to the applicant's Department.
 6. Certificates issued to part-time students shall state the relevant act of the Deanery of the School.

Article 4

Suspension of study

1. Students who have not exceeded the maximum attendance limit in paragraph 1 of article 76 of Law 4957/2022 (A 141), as described in par. 1 of article 1 hereof, shall have the right to interrupt their studies for a period not exceeding two (2) years.
2. To exercise this right, the student submits an application to the Secretariat of the competent Department, no later than the end of the registration period of the competent Department, electronically/via an authorised person/post/in person, via a KEP, for the suspension of studies (TEMPLATE 3. ANNEX) for all academic semesters, whether continuing or not, provided their number does not exceed two (2) years (four (4) academic semesters). The request shall be forwarded to the Assembly of the Department for approval. In exceptional cases and for reasons related to force majeure, the application may be submitted even after the expiry of the registration period. Academic semesters during which the student has interrupted-studies status are not counted towards the maximum attendance duration.
3. The application shall include the requested period of suspension, as well as the reasons (including but not limited to: reasons of health, force majeure, personal, family, financial, etc.). The application is accompanied by all the relevant supporting documents from competent public authorities or organisations, which prove the alleged health reasons of the applicant or his relatives up to the second degree by blood, conscription reasons or serious financial reasons, etc. In case of force majeure or personal reasons, the application shall be

accompanied by a solemn declaration as per Law 1599/1986, which describes the grounds invoked and does not require the submission of additional supporting documents.

4. The application is submitted:

- i. by first-year undergraduate students, within the set deadline for their enrolment in the relevant Department, and
- ii. by active students of the second (2nd) academic semester and above in the first fifteen days of each academic semester and in any case no later than the expiry of the deadline for the renewal of term registrations (course statement), as set out by the relevant announcement of the Secretariat of the relevant Department.

In exceptional cases and for reasons related to force majeure, the application may be submitted even after the expiry of the above deadlines. The suspension applies from the beginning of the semester.

5. The right to suspend studies may be exercised consecutively or intermittently for a period of at least one (1) academic semester, but the duration of the suspension cannot exceed two (2) years cumulatively if granted intermittently.

6. To approve suspension of studies, a decision of the Department's Assembly shall be issued based on the application submitted and any supporting documents provided, as appropriate, and shall be forwarded to the Department's Secretariat and notified to the Dean's Office of the relevant School.

7. During the period of suspension of studies, student status is suspended and participation in any educational process is not permitted. For this reason, and in order for the relevant suspension of studies certificate to be issued by the competent Department after the decision is taken by the Department's Assembly, the applicant student shall:

- a) Return his/her academic identity to the Secretariat of the relevant Department.
- b) Submit relevant certificates showing that they have no obligation whatsoever to the Library or the Student Welfare Office of the Institution.

8. Where the applicant has been issued a "Certificate of studies" for the academic year for which suspension of studies is requested, the applicant shall be obliged to return the relevant certificate to the Secretariat of the Department issuing the certificate and to submit a solemn declaration stating that the certificate in question has not been submitted to a third body or organisation. If the certificate has been submitted to a third body or organisation, it must be withdrawn and a solemn declaration to this effect must be submitted.

9. A student with suspended studies status may, upon application to the Secretariat of the relevant Department, return to normal attendance. The relevant application shall be submitted to the Secretariat of the Department within the first fortnight of each academic semester and in any case no later than the expiry of the deadline for the renewal of the academic semester registrations (course statement), as defined each time by the Secretariat of the relevant Department, unless there are force majeure reasons, in which case the application may be submitted at any time. A declaratory act of the Assembly shall be issued for the return to full-time attendance, and shall be forwarded to the Secretariat of the Department of the applicant(s) and notified to the Deanery of the School. Upon expiry of the period of suspension, the student returns to full-time attendance, with all the rights and obligations held prior to the suspension and suspension of his/her student status.

Article 5

Transitional - final provisions

1. The provisions hereof shall apply as of the academic year 2022-2023 for all students, regardless of the year of their admission.

According to the transitional provisions of paragraph 3 of article 454 of Law 4957/2022, the maximum duration of studies, as defined in article 76 of the same law, covers students admitted to universities from the 2022-2023 academic year onwards. For students enrolled in first-cycle study programmes of HEIs at the time of entry into force of this document and who had not exceeded the minimum duration of study of their study programme at the time of publication of Law 4777/2021 (A, 25), the calculation of the maximum duration of study in paragraph 1 of article 76 starts from the beginning of the 2021-2022 academic year onwards. Students who were enrolled in first-cycle study programmes of HEIs at the time of entry into force of Law 4777/2021, and who had exceeded the minimum duration of study of the study programme, have for the completion of their studies a time equal to the minimum duration of study, from the beginning of the academic year 2021-2022 onwards, without the right to increase the length of study under par. 1 of article 76 of Law 4957/2022.

2. Where a student has exercised his/her right to suspend studies prior to this agreement becoming effective, the time of such suspension shall be counted as the maximum period of two (2) years to which he/she is entitled.
3. In those cases where this decision refers to the Assembly as the competent body, but this does not exist in the Department (e.g. non-autonomous Departments), the relevant Assembly shall be deemed the competent body.
4. In accordance with paragraph 5 of article 76 of Law 4957/2022, the Head of the Department shall be responsible for implementing this Agreement, and the Dean of the School to which the Department belongs shall be responsible for supervising the proper implementation of the present decision. Non-implementation constitutes a disciplinary offence.
5. All matters not regulated herein or in the University's Internal Rules and Regulations shall be regulated by resolutions of the Assembly of the Department.

ANNEX

TEMPLATE 1

APPLICATION
FOR EXCEPTIONAL EXCEEDING OF THE
MAXIMUM DURATION OF STUDY

Student's surname:.....
Student's name:.....
Father's name:.....
Department of study:
.....
Year of attendance

Reg. No.
Residential address:.....
..... Post Code.....
Contact Phones:
Land line

Mobile

E-mail (personal):

E-mail (institutional):
.....

Komotini/Xanthi
Alexandroupoli/Orestiada
...../...../202.....

TO:
The Secretariat of the Department
(for the Assembly of the Department)
of Democritus University of Thrace

I hereby request that the maximum duration of study be exceptionally exceeded during the academic year

because the following reasons apply:

- A) Health reasons related to me
B) Health reasons of a first degree relative by blood or spouse or person with whom I have entered into a civil partnership.

In evidence of the above, I hereby attach the corresponding supporting documents required:

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

SIGNATURE
The applicant

TEMPLATE 2

APPLICATION
FOR INCLUSION IN PART-TIME STUDY
REGIME

Student's surname:.....
Student's name:.....
Father's name:.....
Department of study:
.....
Year of attendance
Reg. No.
Residential address:.....
..... Post Code.....
Contact Phones:
Land line
Mobile
E-mail (personal):
E-mail (institutional):

Komotini/Xanthi
Alexandroupoli/Orestiada
...../...../202.....

TO:
The Secretariat of the Department
(for the Deanery of the
.....School)
of Democritus University of Thrace

TEMPLATE 3

I hereby apply for inclusion in part-time study scheme for the academic year.....

because I belong to the following student category:

A) students who are proven to work at least twenty (20) hours a week

B) students belonging to the category of persons with disabilities

C) students belonging to the athlete category.

In evidence of the above, I hereby attach the corresponding supporting documents required:

1....

2....

I declare (select A or B as appropriate)

A) that I am enrolled in the special category of students with disabilities (Severe Illness – 5%) and I am not required to submit any additional documentation than I originally submitted for enrolment in the Department.(concerns the cases of students admitted with 5%).

B) that I undertake to resubmit the necessary documents at the start of the next academic year in order to ascertain whether there are still grounds for continuing my part-time study. (concerns students demonstrably working at least twenty (20) hours a week and athletes as defined in Article 76 of Law4957/2022)

SIGNATURE

The applicant

APPLICATION
FOR SUSPENSION OF STUDIES

Student's surname:.....

Student's name:.....

Father's name:.....
Department of study:
.....
Year of attendance
Reg. No.
Residential address:.....
..... Post Code.....
Contact Phones:
Land line
Mobile
E-mail (personal):
E-mail (institutional):

Komotini/Xanthi
Alexandroupoli/Orestiada
...../...../202.....

of Democritus University of Thrace

I am requesting suspension of my studies during the academic year or semester

because the following reasons apply:
.....

In evidence of the above, I hereby attach the corresponding supporting documents required (indicatively but not limited to: reasons of health, force majeure, personal, family, financial, etc.). The application shall be accompanied by all the relevant supporting documents from competent public authorities or organisations, which prove the alleged health reasons of the applicant or his relatives up to the second degree, the grounds of conscription or serious financial reasons.

In the event of force majeure or personal reasons, the application shall be accompanied by a Solemn Declaration of Law 1599/1986, which describes the grounds invoked and does not require the submission of additional supporting documents.

SIGNATURE

The applicant

TO:
The Secretariat of the Department
(for the Assembly of the Department)

Note:

The application shall include the requested period of suspension, as well as the reasons for the suspension (such as health, family, personal, force majeure, etc.).

It shall be accompanied by all the necessary documentation to prove health grounds, etc.