



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

Annex 13

Operating Regulations for the Post-graduate and Undergraduate Studies Committees of Democritus University of Thrace

Komotini 2024

Article 1

Institutional operating framework

1. In accordance with Article 79 of Law 4957/2022 (Official Government Gazette, Series I, Issue 141) and circular no. 135557/Z1/01-11-2022 of the Ministry of Education and Religious Affairs, a Post-graduate Studies Committee (PSC) is established and operates at every higher education institution.
2. The content of these Regulations is harmonised with and specifies the above provisions of the current institutional framework and Article 223(1) and (2)(I) of Law 4957/2022.
3. Specifically, these Operating Regulations determine the organization and operation of DUTH's Post-graduate Studies Committee, the control and coordination procedures, which lead to the submission of an opinion to DUTH's Senate regarding the establishment of new post-graduate Master's programmes (PGMPs) and doctoral programmes (DSPs) or the amendment of existing programmes.

Article 2

Composition and Responsibilities of the Post-graduate Studies Committee

1. DUTH's Post-graduate Studies Committee is composed of:
 - a) The President who is the Vice Rector to whom DUTH's academic issues are assigned.
 - b) The members of the Committee appointed as referred to in paragraph 3 of this Article.
2. The President of DUTH's Post-graduate Studies Committee (DUTH-PSC) has the following responsibilities:
 - a) To convene the DUTH-PSC, prepare the agenda, preside over its meetings, propose agenda items or appoint rapporteurs from among Committee members.
 - b) To ensure the implementation of DUTH-PSC decisions.
 - c) To supervise the implementation of DUTH-PSC policy.
 - d) To check for compliance with the DUTH-PSC Regulations.
 - e) To sign DUTH-PSC recommendations and referrals.
 - f) To make recommendations to the Senate, following an opinion of the DUTH-PSC, for issues concerning the university's post-graduate and doctoral programmes.
 - g) Is responsible for drafting and amending the Internal Regulations of the DUTH-PSC which it will present to the University's Senate for approval.
3. The DUTH-PSC is established by decision of the University's Senate for a term of two (2) academic years and consists of:
 - a) the President
 - b) a faculty member from each School of the University appointed on recommendation of the Deanery of the relevant School
 - c) one representative of all members of DUTH's Special Teaching Staff , Laboratory Teaching Staff , and Special Technical Laboratory Staff appointed at the recommendation of the University's Rector.
5. The members and the Chairman of the DUTH-PSC shall not be entitled to any additional remuneration or compensation for their participation in the committee.
6. The responsibilities of the DUTH-PSC are the following:
 - a) the submission of an opinion to the Senate of the university for the establishment of new post-graduate programmes or the modification of those already in operation, following the evaluation

- of the requests of the Assemblies of the Departments on the establishment of new post-graduate programmes, the relevant feasibility and sustainability reports and the costing of the operation of the Post-Graduate Master's Programme, as well as the possibility of referring them back, if the proposal is not sufficiently reasoned or the accompanying reports are not complete,
- b) the preparation of a draft Regulation for DUTH second cycle study programmes and its submission to the DUTH Senate,
 - c) the preparation of a model draft of the post-graduate programme Operating Regulation,
 - d) to check compliance with the post-graduate programme Operating Regulation,
 - e) to monitor the implementation of the legislation, the Regulation and the decisions of the administrative bodies of DUTH from the Post-Graduate Master's Programmes,
 - f) to monitor implementation of the procedure for waiving the obligation to pay attendance fees,
 - g) the submission of an opinion to the Senate of DUTH for the establishment of new post-graduate programmes or the modification of those already in operation, following the evaluation of the requests of the Assemblies of the Departments,
 - h) the preparation of a model draft of the doctorate study programme,
 - i) to check compliance with the doctorate study programme Operating Regulations,
 - j) the preparation of a draft Regulation for University third cycle study programmes and its submission to the DUTH Senate,
 - k) to monitor the implementation of the legislation, the Regulation and the decisions of the administrative bodies of DUTH from the third cycle study programmes,
 - l) any other responsibilities set out by the University's Internal Rules and Regulations.

Article 3

Secretarial Support of the Post-graduate Studies Committee

1. The Secretariat of the University's DUTH-PSC may be outsourced to DUTH staff or external associates may be employed. The Secretariat has the following responsibilities and functions:
2. The Secretariat provides support to the procedures for the establishment of the DUTH-PSC:
 - a) Undertakes to draft DUTH-PSC recommendations and minutes of DUTH-PSC meetings and generally assists the President in exercising his/her duties.
 - b) Cooperates with members of the DUTH-PSC on matters related to DUTH-PSC objects and procedures, and keeps a record of model documents.
 - c) Issues DUTH-PSC recommendations/decisions.
 - d) Is responsible for the DUTH-PSC electronic protocol.

Article 4

DUTH-PSC Meetings

1. DUTH-PSC shall convene in accordance with the provisions of the DUTH Internal Rules and Regulations on the meetings of collective bodies.

Article 5

Referral back of Recommendation

If the Committee finds the Department's recommendation incomplete or disagrees with the content of the information set forth in the legislation in force, it shall within an exclusive deadline of

thirty (30) days refer the recommendation to the Assembly of the Department in a reasoned decision. Having taken into account the recommendations of the Post-graduate Studies Committee, the Department shall once again submit its recommendation to the Committee. If, within an exclusive deadline of thirty (30) days, for the second time the Post-graduate Studies Committee does not accept the recommendation, the Department may directly submit its recommendation to the Senate.

Article 6

Institutional operating framework of the Undergraduate Studies Committee

1. An Undergraduate Studies Committee is established and operates in accordance with Article 68 of the DUTH Internal Rules and Regulations.
3. These Operating Regulations determine the organization and operation of the Undergraduate Studies Committee, the control and coordination procedures, which lead to the submission of an opinion to DUTH's Senate regarding the establishment of new undergraduate study programmes or the amendment of existing programmes.

Article 7

Composition and Responsibilities of the Undergraduate Studies Committee

1. DUTH's Undergraduate Studies Committee is composed of:
one (1) faculty member from each School,
one (1) member from the categories of Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff, and
the Vice Rector, who is responsible for academic issues, as President.
Committee members must have experience in organizing and participating in undergraduate Study Programmes.
2. The President of DUTH's Undergraduate Studies Committee (DUTH-USC) has the following responsibilities:
 - a) To convene the DUTH-USC, prepare the agenda, preside over its meetings, propose agenda items or appoint rapporteurs from among Committee members.
 - b) To ensure the implementation of DUTH-USC decisions.
 - c) To supervise the implementation of DUTH-USC policy.
 - d) To check for compliance with the DUTH-USC Regulations.
 - e) To sign DUTH-USC recommendations and referrals.
 - f) To make recommendations to the Senate, following an opinion of the DUTH-USC, for issues concerning the university's undergraduate study programmes.
 - g) Is responsible for drafting and amending the Internal Regulations of the DUTH-USC which it will present to the University's Senate for approval.
3. The members and the Chairman of the DUTH-PSC shall not be entitled to any additional remuneration or compensation for their participation in the committee.
4. The responsibilities of the DUTH-USC are the following:

- a) the submission of an opinion to the Senate of the university for the establishment of new undergraduate programmes or the modification of those already in operation, following the evaluation of the requests of the Assemblies of the Departments on the establishment of new study programmes, the relevant feasibility and sustainability reports, as well as the possibility of referring them back, if the proposal is not sufficiently reasoned or the accompanying reports are not complete,
- b) the preparation of a draft Regulation for DUTH second cycle study programmes and its submission to the DUTH Senate,
the preparation of a model draft for the Operating Regulation of an undergraduate study programme,
- d) to check compliance with the Operating Regulation of the undergraduate programme,
- e) to monitor the implementation of the legislation, the Regulation and the decisions of the administrative bodies of DUTH from the undergraduate study programmes,

Article 8

Secretarial Support of the Post-graduate Studies Committee

1. The Secretariat of the University's DUTH-USC may be outsourced to DUTH staff or external associates may be employed. The Secretariat has the following responsibilities and functions:
2. The Secretariat provides support to the procedures for the establishment of the DUTH-USC:
 - a) Undertakes to draft DUTH-USC recommendations and minutes of DUTH-USC meetings and generally assists the President in exercising his/her duties.
 - b) Cooperates with members of the DUTH-USC on matters related to DUTH-USC objects and procedures, and keeps a record of model documents.
 - c) Issues DUTH-USC recommendations/decisions.
 - d) Is responsible for the DUTH-USC electronic protocol.

Article 9

DUTH-USC Meetings

1. DUTH-PSC shall convene in accordance with the provisions of the DUTH Internal Rules and Regulations on the meetings of collective bodies.

Article 10

Referral back of Recommendation

If the Committee finds the Department's recommendation incomplete or disagrees with the content of the information set forth in the legislation in force, it shall within an exclusive deadline of thirty (30) days refer the recommendation to the Assembly of the Department in a reasoned decision. Having taken into account the recommendations of the Undergraduate Studies Committee, the Department shall once again submit its recommendation to the Committee. If, within an exclusive deadline of thirty (30) days, for the second time the Undergraduate Studies Committee does not accept the recommendation, the Department may directly submit its recommendation to the Senate.

Article 11

Possibility to amend the Regulations-Final provisions

1. These Regulations may be amended following a relevant recommendation by the DUTH-PSC or the DUTH-USC and an approval decision by the Senate.
2. Issues not regulated by these Regulations may be regulated by decisions of the DUTH-PSC or the DUTH-USC in accordance with the applicable legislation.

Article 12

Entry into force

These Regulations shall enter into force upon their publication in the Official Government Gazette.