



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ

DEMOCRITUS  
UNIVERSITY  
OF THRACE

**Annex 4**  
**Undergraduate Study Rules and Regulations of**  
**Democritus University of Thrace**

Komotini 2024

## **Article 1**

### **General Principles**

The present Rules and Regulations set out the procedures and fundamental rules regarding the structure of studies, attendance, and the requirements for obtaining a degree in the Undergraduate Study Programmes (USP) of the Democritus University of Thrace (DUTH).

The Rules and Regulations take effect upon their publication in the Government Gazette and are posted on the University's website (in PDF format) to inform students and teaching staff.

By decision of the Assembly, DUTH Departments prepare the Rules and Regulations of the Department's USPs. The University Undergraduate Study Rules and Regulations and the Department's USP Rules and Regulations are posted on the Departments' website.

## **Article 2**

### **Admission to the Undergraduate Study Programmes (USPs) of the Departments of DUTH**

1. Students are admitted to USPs of DUTH Departments:

a) through the current Panhellenic Examination system of the competent ministry (for high school graduates or those belonging to special categories),

b) by qualifying exams (for graduates of other Departments or Schools).

i) Qualifying exams are for graduates of universities in Greece or abroad (recognised by the Hellenic National Academic Recognition and Information Centre (DOATAP)) as well as for holders of degrees from Post-Secondary Schools that provide study cycles of two or more years regulated by the Ministry of Culture, Education, Religious Affairs and Sports and other Ministries that have the right after their successful examination at the qualifying exams to enrol, study and be awarded additional degrees.

ii) Interested parties shall submit a participation application between 1 and 15 November to the Secretariat of the Department. Together with their application, they shall also submit a copy of the degree or a certificate showing the completion of their studies. As regards graduates of foreign universities, the provisions of article 304(4) of Law 4957/2022, as amended and in force, shall apply and, if the degree is included in the list of article 307 of the same law, in addition to other supporting documents, the Secretariat shall request a Certificate of Place of Studies, which is issued and sent by the entity providing the studies. If Greece is accredited as a place of study or part thereof, the degree shall not be recognised, unless the part of the studies that took place in Greece is in a public university.

iii) Qualifying exams shall take place at the time specified by the legislation in force from time to time. Graduates are ranked by the Ranking Committee, which is composed of seven members by decision of the Assembly of the Department. The Committee is composed of the Head of the Department and six (6) Faculty Members of the Department as members. Two members are assigned to each subject examined, either specialising in the specific field or in a related field of study. In the event of a shortage of member(s), it is possible to appoint member(s) of the Committee from another Department within the same or a different School of the University, provided they teach the same or a related field of study. If this is not feasible, members from another University may be appointed. The Ranking Committee must ensure the transparency and integrity of the process, as well as of the examination process for graduates with disabilities and special learning needs, in accordance with the specific provisions of Φ1/192329/b3/2013 (Government Gazette,

Series II, No 3185) and 92983/Z1/2015 (Government Gazette, Series II, No 1329) ministerial decisions, in cooperation with the competent services of the University. The Ranking Committee prepares the relevant minutes, including the candidates' ranking list, which is approved by the Assembly of the Department. In the same decision, the Assembly of the Department specifies every relevant procedural issue that concerns the publication of the results, in compliance with the provisions on personal data protection, as well as the procedures for objections, enrolments and other related issues. The ranking of candidates is determined by the total score of all examined subjects (on a scale of 1-20). This ranking includes all those who have achieved a total score of at least thirty (30) points, provided they have scored at least ten (10) points in at least each of the three (3) subjects. Ranking is performed in descending order of scores until the specified percentage is reached. Pursuant to Article 74 of Law 4485/2017, positions of entrants left vacant during the qualifying exams are filled until the specified percentage of entrants is reached, by ranking candidates in descending order of total score, provided that this number is at least thirty (30), irrespective of their performance in individual subjects. The persons ranked as above are considered successful entrants and enrol in the Department.

iv) The semester for the admission of graduates in DUTH Departments shall be determined by decision of the relevant Assembly of the Department and may not be after the seventh semester for six-year School Departments or the fifth semester for a five- (or four-) year study programme.

v) By decision of the Assembly of the Department, students admitted through qualifying exams are exempt from the three (3) subjects they were examined for their classification, on the condition that these subjects correspond to courses of the receiving USP and regulates any relevant issue of attendance.

vi) The Internal Rules and Regulations of the Undergraduate Study Programmes (UPSs) specify the criteria and procedures for the allocation of students admitted through qualifying exams to the study programme of each Department, provided the Department organises more than one UPS or collaborates with other Departments to jointly offer UPSs.

c) 5% of additional places of admitted students, without exams, for students suffering from serious conditions, in accordance with the applicable legislation.

d) By decision of the Governing Council, following a recommendation from the Rector and an Opinion from the Dean of the corresponding School, foreign-language students from third countries may enrol at the School or Departments. The same decision specifies, per Department or School, the number of foreign students admitted, the admission criteria, the amount of tuition fees corresponding to the total cost of studies at the respective Department or School, the criteria for any grant for tuition-free scholarships, the necessary supporting documents, the establishment, composition and rules of operation of the committees selecting candidates per Department or School, the deadlines for submission of applications by candidates, the rules for continuing their studies, the rules for deletion and any other necessary details for implementing this Regulation. The opinion of the Dean referred to above passed shall be expressed after consulting the relevant Assembly of the Department or School. Decisions are notified to the Minister of Education, Religious Affairs and Sports and the Hellenic Authority for Higher Education.

2. The number of admissions per Department for the next academic year shall be determined by a decision of the Minister of Education, Religious Affairs and Sports, issued no later than 15 May of each year, following a recommendation by the Senate, based on a proposal by the Assembly of the

Department The USP Internal Rules and Regulations set out the criteria and procedure for the allocation of admissions to the Department's study programs, provided the Department organises more than one undergraduate study programme or cooperates with other Departments for the joint organisation of a first cycle study programme.

### **Article 3**

#### **Enrolling in a USP**

1. Enrolment in the Undergraduate Programmes of Study (UPS) at DUTH begins with the student's initial registration. Admitted students enrol at the beginning of the winter semester by the Ministry of Education, Religious Affairs and Sports, at dates that are announced and concern all universities.
2. Students belonging to special categories (transfers, via qualifying exams, etc.) enrol under special conditions, with the submission of supporting documents provided for by the relevant provisions and within deadlines announced in a timely manner.
3. Student status is acquired upon enrolment in the University, in accordance with the applicable provisions in force.
4. By enrolling in a DUTH USP, the student accepts the DUTH Internal Rules and Regulations.

### **Article 4**

#### **Enrolling in semesters - Selecting courses**

1. At the beginning of each semester, and within a period specified by the Assembly of the Department, students must electronically register and select the courses they will attend and be examined on. Specifically, course registrations are conducted from 15 September to 30 September for the winter semester and from 1 February to 15 February for the spring semester, or within any other period designated by the Department. Specifically for first-year students, course registration begins the day after the completion of their enrolment and has a deadline of 15 days.
2. Undergraduate study programmes are structured so as to include educational activities corresponding to sixty (60) credits (according to the European Credit Transfer and Accumulation System - ECTS) per academic year, 30 per semester.
3. The maximum number of ECTS credits that each student can select for the courses in a semester shall not exceed thirty (30) ECTS credits. In addition to the semester courses, the student also selects the courses (obligatory or elective), laboratory classes, clinics, etc. selected in previous semesters and in which the student wishes to be examined, if it has not successfully completed them. The selection cannot include courses dependent on prerequisite courses, for which the prerequisite course has not been completed.
4. Course selection for newly admitted students are submitted after their enrolment in the Department and, in any case, within the deadlines, as in force from time to time. A student may not sit any exam for a course they have not selected during the relevant course enrolment/selection periods.
5. The procedures for enrolment and selection of courses are completed electronically by the students via the DUTH information system. Enrolment and selection of courses in each semester are both necessary steps for the student to be activated and continue his/her studies in the University.
6. Late selection of a course shall not be accepted. Students who have not registered for a course will not be permitted to participate in the exams for the relevant semester for those courses. If they

do sit for these exams, their performance will not be graded. Should a grade be assigned in error, it will not be considered valid or recorded in any examination period. In extremely exceptional cases (e.g. long illness) the Assembly of the Department may, at the discretion of its members, decide the above matters.

7. Selection of courses allows the student to:

- Attend courses and laboratories, workshops, clinics, etc. during the semester;
- Receive of notes and books for the semester (up to the limit set by the USP).
- Sit the exams: a) of the semester courses (spring or winter); and b) courses he has selected in previous semesters, which the student wishes to be examined in, if he has not successfully completed them (spring or winter semester); and c) as well as the September re-sit exams.

## **Article 5**

### **Organisation of USP**

1. Undergraduate Study Programmes are established and modified in accordance with the applicable legislation and the DUTH Internal Rules and Regulations. The first cycle of studies consists of attending an Undergraduate Study Programme, and each academic year includes educational activities corresponding to sixty (60) credits (ECTS) and is completed when the degree is awarded.

2. Each DUTH Department may organise one or more undergraduate study programme, which are part of the Department's development plan and DUTH's strategic plan, their goal is to promote knowledge, they are governed by scientific consistency and meet requirements that guarantee a high level of education. They shall be certified before they can start operating by the Hellenic Authority for Higher Education (HAHE) and periodically certified every five (5) years as part of the evaluation of the academic unit they belong to.

3. The minimum number of semesters required to obtain a degree or diploma is, for four-year study programmes eight (8) semesters; for five-year study programmes ten (10) semesters; and for six-year study programmes twelve (12) semesters.

4. The successful completion of a USP, which is organised in DUTH Departments and lasts at least ten (10) academic semesters (mandatory semesters for a degree or diploma according to the study programme), leads to the awarding of an integrated master, in the Department's speciality, by decision of the Minister of Education, Religious Affairs and Sports.

5. By decision of the Senate, following a recommendation of the Assembly of the Department, a study programme committee may be established for each USP, in accordance with the provisions of the University Rules and Regulations.

8. For study programmes organised by Departments, the successful completion of which leads to the awarding of degrees that coincide with the title of the Department, the appointment of a study programme committee is optional and the Head of the Department is in charge of the programme.

9. The maximum duration of study in a first-cycle study programme with a minimum duration of eight (8) academic semesters for the awarding of the degree is this time, plus 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, plus six (6) academic semesters. The

Internal Rules and Regulations of DUTH specify the procedural details and required supporting documents for exceptional cases of exceeding the maximum duration of studies due to serious health reasons affecting the student or a first-degree relative by blood, a spouse, or a person with whom the student has entered into a cohabitation agreement or civil partnership. They also outline the procedure and conditions for part-time attendance or temporary suspension of studies. The Head of the Department is responsible for implementing the regulations concerning attendance, while the Dean of the School to which the Department belongs is responsible for supervising the proper implementation of these Rules and Regulations.

10. For each DUTH USP there is, in its Operating Rules and Regulations, a description that includes the main study programme, which corresponds to at least ninety percent (90%) of the total credits (ECTS) of the programme, the titles and description of the courses and other educational activities, the total teaching hours per educational activity, the time sequence, the interdependence of courses or other educational activities, as well as the conduct of laboratory courses, clinic exercises or practical training, the language of conduct of every educational activity, which may differ from Greek, and the allocation of credit units per educational activity.

11. A USP may include educational activities that enhance interaction between teaching staff and students, such as participation in research teams, educational groups, writing publications and publishing academic or scientific journals, with a corresponding allocation of ECTS credits.

## **Article 6**

### **Educational activities**

1. A course, laboratory course, clinical practice or other educational activity is organised with the care of a DUTH Department as part of an USP. By decision of the Assembly of the Department, educational activities organised by other DUTH Departments may be included in the Department's USP either as compulsory or elective or free choice. The study programmes in DUTH Departments may include, with the recognition of their respective credits, educational activities of other Universities in Greece or abroad, following the signing of a special cooperation protocol by the Universities.

2. By decision of the Assembly, a Teaching coordinator is appointed for every educational activity. In the event of co-teaching, one of the teaching staff is appointed as Coordinator. The Coordinator of the educational activity is responsible for the smooth conduct of the educational activity (responsible for planning, posting the Outline on the University's electronic platforms, communication with students, etc.). In cases of co-teaching, the Coordinator of the course is also responsible for coordinating the teaching staff. Teaching hours are calculated for each teacher based on the Assembly's decision and in accordance with the provisions of the Outline of educational activity.

3. Students of the USP may choose to attend and be evaluated in courses (or other educational activities) of other study programmes of the same or another DUTH Department that are included in the university list, regardless of whether they have been included in their study programme, by decision of the Assembly of the Department. By decision of the Assembly of the Department, courses (or other educational activities) of other study programmes are counted towards the award of the degree. The maximum number of credits from successful evaluation in courses (or other educational activities) of other study programmes, corresponds to a maximum of ten percent (10%)

of the total number of ECTS credits required for successful completion of the study programme.

4. The courses of each USP are distinguished into compulsory and optional or selected; the latter can be elective or free choice and any other type specified by the legislation in force from time to time. Elective courses are selected from corresponding groups or sections of optional or selected USP courses. All or some of them may be organised into distinct groups or sections of courses belonging to different directions - scientific fields.

5. Compulsory courses for each study programme shall not be less than thirty nine (39) teaching hours. In addition to the minimum teaching hours per course of the first passage, each member of the teaching staff may organise teaching in advanced classes and experiential learning in small groups of students, such as tutoring exercises and field exercises.

6. Free choice courses are selected among optional or selective courses, either free or elective, provided that in the latter case they were not selected as elective courses. The system by which students choose elective and free choice courses from the optional or selective courses offered, as well as the relevant deadlines for selecting them, are specified in the Regulation of each USP.

7. Especially in the case of clinical practice courses during the final year of Medical School, the educational work shall be structured into three (3) teaching periods, each including twelve (12) full weeks.

8. Each student selects the optional or selective courses as provided for by the USP they attend. Optional or selective courses are provided only if they are selected by a minimum of twelve (12) students. The DUTH Senate, following a proposal of the Assembly of the Department, may in exceptional cases decide to provide a course that has been selected by fewer than 12 students. In the event that an elective course is not available due to the small number of students selecting it, these students may make a new selection of another elective course after the specified deadline for selecting courses. Following a reasoned recommendation from the teaching staff, Assembly of the Department may set a maximum number of students who can select and attend a specific optional or selective course.

9. Courses in the Undergraduate Study Programmes (USPs) may define a time sequence or interdependence (as prerequisites and dependent courses or as prerequisites and dependent cycles of study). This is particularly applicable to courses or exercises from lower semesters, where the knowledge is scientifically essential for attending and successfully completing courses or exercises in higher semesters. In the case of courses taught by other Departments, the Department that teaches the course shall determine whether they are prerequisites.

10. Greek language teaching programmes for foreign students are organised at DUTH, to support their integration in the academic community.

11. USPs of the DUTH Departments organise and provide to foreign students courses in English with a total number of ECTS credits of at least 30 for the winter and at least 30 for the spring semester.

## **Article 7**

### **Teaching work**

1. The teaching work of USPs is assigned, by decision of the Assembly of the Department, to the following categories of teachers:

a) Faculty Members, Laboratory Teaching Staff, Special Technical Staff, and Special Teaching Staff of the Department or other Departments of DUTH,

- b) Professors Emeriti or retired faculty members of the Department of other Departments of DUTH or other Universities;
- c) faculty members of other universities in Greece or abroad or associated professors;
- d) adjunct professors and academic fellows,
- e) visiting professors or visiting researchers,
- f) post-doctoral fellows;
- g) doctoral candidates;
- j) graduate students,
- k) researchers and specialists operating scientists of research and technological bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) or other Greek or foreign research centres and institutes.

2. The academic year shall start on 1 September and end on 31 August of the following year.

3. The educational work of each academic year shall be structured into two teaching periods, the academic semesters (fall and spring), during which the compulsory and elective educational activities of the UCS are allocated. Each academic semester shall include the teaching period (semester) and the examination period. Any educational activities that take place outside the teaching semesters (e.g., internships) may be recognised by decision of the Assembly of the Department.

4. Each semester shall include at least thirteen (13) full weeks of teaching, in accordance with the academic calendar on the beginning and end of each semester, which is determined by decision of the Senate.

5. By decision of the Assembly of the Department, taken in June and updated no later than September 15th of each year, the allocation and assignment of the teaching work to the teaching staff, and the course timetable per academic semester is determined for both academic semesters of the following year, and teaching hours are allocated within the academic semester.

6. Every course shall be taught on the days and hours scheduled in the course timetable. If the number of lectures/workshops, etc., that took place in the context of a course is less than thirteen (13), the course shall be considered not to have been taught and shall not be examined, and any examination thereof shall be null and void and the grade shall not be calculated for the purpose of awarding the degree. In cases teaching hours of lectures/workshops etc. are lost due to coinciding with holidays or other emergencies, the members of the teaching staff shall inform the students in a timely manner and shall declare in writing to the Head of the course, the Sector Director and the Head of Department the days and hours they will be replaced, at hours that do not affect the course timetable, so that the entire curriculum as well as the hours corresponding to the thirteen full weeks of teaching are fully covered, .

7. i. Classes are made in person. The educational process may be organised using distance learning methods in the following cases:

- a) provision of teaching work to the USP by Professors from foreign institutions, other Greek Institutions or Associate Professors;
- b) provision of teaching work in the context of joint study programmes with institutions abroad;
- c) provision of teaching work within interdepartmental or interinstitutional undergraduate study programme, as part of the teaching work provided under the responsibility of the collaborating Departments, provided that the collaborating Departments have their headquarters in a different



city;

d) organising advanced classes and tutoring exercises, in addition to the mandatory teaching hours per course;

e) following a decision of the Senate ascertaining force majeure or extraordinary circumstances where it is not possible to carry out the educational process in person or to use DUTH infrastructure to carry out its educational, research, and other activities in accordance with a decision of the Department (or another competent body).

ii. The organization of the educational process with the use of synchronous distance learning methods for cases a) to d), shall be carried out by decision of the Assembly of the Department, taking into consideration the particularities of each Department, its human resources, and its available infrastructure.

iii. By exception, it is possible to organise in-person educational activities with simultaneous live broadcasting of the teaching process via electronic means, exclusively for students of other Departments of DUTH. This applies when such students choose to attend courses and educational activities offered by other Departments of DUTH, provided that those students are enrolled in a Department located in a different regional unit or city from the one offering the course. In this case, students will be evaluated in a uniform manner, regardless of the method of conducting the educational process and student attendance. The organisation of the educational process with the use of synchronous distance learning methods shall be carried out by decision of the Assembly of the Department, taking into consideration the particularities of each Department, its human resources, and its available infrastructure.

8. The educational process in the context of classes in a DUTH USP shall be supported using digital media, developing suitable infrastructure and services. Modern educational approaches and technologies shall be used to improve teaching methods and enhance students' creativity.

9. The amphitheatres, classrooms, and the buildings and other infrastructure of DUTH shall support the Institution's educational process. DUTH infrastructure shall be available for carrying out educational work from 8:00 to 21:00. Care shall be given so that the course timetable includes a break for one hour between 12:00 and 16:00, to facilitate a lunch break for students.

10. Laboratory and research premises and infrastructure with laboratory equipment and modern computer systems shall operate in Schools and Departments, to meet the relevant educational and laboratory needs of the Departments.

## **Article 8**

### **Conducting the educational process**

1. The allocation and assignment of the teaching work to teaching staff, the course timetable per academic semester, and the allocation of the teaching hours during the academic semester shall be determined by decision of the Assembly of the Department. The course timetable shall be posted before the start of the semester on the Department's website and the students shall be informed by any appropriate means.

2. The course timetable includes the allocation of the teaching hours of the USP training activities to the five (5) business days of the week, the teaching staff, as well as the classrooms. The training activities of each semester are allocated to the five (5) business days of the week. In exceptional cases, and if absolutely necessary, it is allowed to hold training activities during the weekend.

3. Mandatory and optional teaching hours or selective classes during the same semester (or in the case of directions in the same direction) may not coincide with the course timetable.

4. The course timetable may be amended by decision of the Assembly of the Department. By decision of the Senate, following a reasoned recommendation of the Assembly of the Department, the duration of the academic semester may be extended, if educational activities have not been carried out due to force majeure, in accordance with the study programme and the approved course timetable.

5. Every USP, taking into account the recommendations of the Sectors for assigning/allocating the teaching work to faculty members and other educational staff in general, may decide, depending on the teaching form of classes (lectures, workshops, seminars, tutorials, exercises, etc.) and especially in cases of classes, practical applications, laboratory exercises or clinical training of the study programme taught to a large number of students, to divide students into groups or teams, according to criteria set out by the Assembly of the Department. Similarly, the maximum number of students for each group or team is determined, as well as any other element of the educational process. Teaching staff that are so assigned/co-assigned may create, by decision of the relevant Sector, for the purposes of harmonising teaching and examinations in the various groups or teams of the same course, or laboratory training or clinical education, a committee for the course, coordinated by the faculty member appointed by the Department or the Assembly as Coordinator of the course.

6. The Coordinator of the course shall post the Outline of the course, the detailed plan of the activities in the 13 weeks and any other information or material he considers necessary on the e-class platform for students enrolled in the course at the start of the semester.

7. By decision of the Sector, approved by the Assembly of the Department, the number of mandatory classes, laboratory, clinical and other exercises and everything related to attending the training activities and their evaluation are determined. Similarly, attendance and participation of students in certain forms of educational work, such as seminars, workshops, tutorials, clinical or practical training, may be mandatory.

8. Student training (laboratory, clinical, practical, tutorial, etc.) within and outside the University shall be decided by the Assembly of the Department and included in its course timetable. By decision of the Assembly of the Department, the criteria and conditions for specific study programme actions which its students may attend at other Departments or University Hospitals in Greece may be determined, in accordance with the applicable legislation.

9. Bachelor's/ diploma thesis

9.1 Teaching staff of article 7 have the right to supervise bachelor's/diploma theses. By decision of the competent USP body, the supervision of bachelor's/diploma theses may also be assigned to teaching staff of Article 7 who have not been assigned any other teaching work in the USP.

9.2 The process and conditions for the writing and evaluating bachelor's or diploma theses shall be regulated by the Rules and Regulations of relevant USP.

9.3. Upon completion of the bachelor's/diploma thesis the student shall submit to the supervisor proof of check for plagiarism, stating the results of the check using the special plagiarism detection app (Turnitin). The student shall also send to the supervisor a statement that the bachelor's/diploma thesis is the product of his/her work and not the product of plagiarism, either in whole or in individual parts thereof.

9.4. Bachelor's/diploma theses are submitted exclusively in electronic form to the DUTH Library and the archive kept at the Department. The Secretariat of the Department shall appoint a person in charge of gathering all bachelor's/diploma theses in digital format. The Secretariat shall be responsible for maintaining the digital archive until the full development of the DUTH Central Repository.

9.4. Copying, plagiarism or falsifying the process of carrying out a bachelor's/diploma thesis is a disciplinary offence. If the violation is discovered after graduation, the Assembly shall initiate procedures to revoke the degree/diploma.

## **Article 9**

### **Textbooks and Teaching materials**

1. Undergraduate students are provided with textbooks in accordance with the provisions in force from time to time.
2. The list of textbooks shall be prepared each academic year by decision of the Assembly of the Department, following a recommendation from the Head of the course, and shall include, for each course, whether compulsory or optional, all proposed textbooks that cover the course in a satisfactory manner.
3. Students have the right to a free commission and to select one (1) textbook for each compulsory or elective course in their study programme that is required in order to receive the degree or diploma. If students choose more elective courses than those required to obtain their degree, the right to select and receive free textbooks does not apply to the additional courses they have chosen and been examined in, even if these courses are counted towards the degree.
4. Students may acquire free textbooks until the completion of the minimum number of semesters required to obtain a degree, plus four (4) semesters, or as set forth in the legislation in force from time to time, on the condition that they have not previously been supplied with a free textbook for the same course.

## **Article 10**

### **Attending the educational process**

1. Students shall attend classes, tutorials, exercises, laboratories, and educational activities in general in accordance with the Study Programme, course timetable, the DUTH Internal Regulation, the University Regulation for Study Programmes, and the USP Regulation.
2. Students fulfil their educational and examination obligations in accordance with their Study Programme, the Institutional Study Programme Regulations, the Internal Rules and Regulations of DUTH, the Institutional Examination Regulations, and the USP Rules and Regulations.

## **Article 11**

### **Assessment of educational activities**

The assessment of students may be conducted through written or oral examinations, mid-term progress examinations, written assignments, laboratory or clinical exercises, a combination of different evaluation methods or other evaluation methods that are consistent with the nature of each educational process. The integrity of the procedure as an assessment method must be ensured during written or oral examinations. The member of teaching staff shall choose a method or

combination of methods that they consider most suitable for evaluating students. The DUTH Examination Rules and Regulations and the Internal Rules and Regulations specify the relevant procedures.

## **Article 12**

### **Recognition of courses**

1. Students entering a DUTH Department may recognise courses that they can prove to have been taught and successfully examined in their Department of origin at a University in Greece, provided that these courses correspond to courses of the USP of the receiving Department, in accordance with the terms and conditions laid down in the relevant Department's Study Rules and Regulations. The above also applies to students who transfer in accordance with the applicable provisions in force.
2. Courses shall be recognised by decision of the Assembly of the Department in accordance with the previous paragraph. Students are exempt from sitting exams in courses of the study programme of the receiving Department, which were taught at the aforementioned Department of origin and, by virtue of the decision, may join for a different semester from that of their enrolment. TFor this purpose, the student submits an application along with the required supporting documents for the courses from which they seek exemption. In order for a student to be integrated in a semester other than that of his or her enrolment, the student shall submit a relevant request immediately after their enrolment and for all courses and required documentation that substantiate a change in semesters. More specifically, the student shall submit a written application to the Secretariat of the Department along with a transcript of records certified by the Secretariat of the Department of origin, accompanied by a detailed syllabus of the courses taught and the laboratories they have been involved with. The application and the attached supporting documents shall be forwarded to the Coordinator of the course, who shall make a recommendation to the Assembly of the Department for recognition or non-recognition of the courses and/or exercises to the applicant student.
3. The details for the recognition of the ECTS credits Erasmus+ students' are regulated by the DUTH Erasmus+ Rules and Regulations.

## **Article 13**

### **Completion of Studies - Degree/Diploma Grade - Graduation Ceremony**

1. The maximum duration of study in an undergraduate study programme with a minimum duration of eight (8) academic semesters for the awarding of a degree is the specified time, extended by an additional 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. The Internal Rules and Regulations of DUTH specify the details and required supporting documents for exceptional cases of exceeding the maximum duration of study due to serious health reasons affecting the student, a first-degree relative by blood, a spouse, or a person with whom the student has entered into a cohabitation agreement or civil partnership. They also outline the procedure and conditions for temporary suspension of studies and part-time attendance.
2. Students will have completed their studies and shall be awarded a certificate of study or a degree,

when they have completed the minimum number of semesters required to obtain a degree or diploma, have been successfully examined in the courses provided for by the course of study in accordance with the terms and conditions set out therein, and have attained the required number credits. To obtain a degree, the student is required to study for 8, 10 or 12 semesters and gather a total of at least 240, 300 or 360 ECTS credits, respectively, depending on the duration of the USP.

More specifically, a student at a USP shall meet the following conditions in order to obtain a degree:

- The student must have successfully completed the Compulsory Courses of the USP.
- The student must have successfully completed the Elective Courses of the USP.
- The student must have successfully completed any other educational activity of the USP (e.g. bachelor's thesis, diploma thesis, internship, etc.)

In order to obtain the degree, in addition to the above conditions, it is necessary to settle all outstanding issues with the University's Services and in particular:

- Any books that have been borrowed must be returned to the DUTH Library and the bachelor's/diploma thesis, if any, must be submitted in hard copy and digital format.
- In the event of accommodation at the University's dormitory, the room delivery procedure specified in the Student Halls Rules and Regulations must have been followed and the room key must have been returned.
- Any logistical equipment, books and other borrowed educational material must be returned to the laboratories of the Department/School or the University.
- The academic ID must be returned to the Department Secretariat.
- It should be ensured that there are no financial issues pending with any University Service (e.g. return of paid Erasmus grant, etc.).

### 3. Calculation of Degree Grade

Course grades are taken into account when calculating the degree.

The grade of the degree is calculated as an average of the weighted individual course score (AWCS), in accordance with the provisions of Ministerial Decision  $\Phi 141/B3/2166/1987$  and  $\Phi 141/B3/2457/1988$ . Specifically, the grade of each course is multiplied by a factor called the "weighting factor" of the course. The sum of these individual products is then divided by the total sum of the weighting factors of all courses.

In USPs where a bachelor's or diploma thesis of at least 30 ECTS credits is submitted, the degree grade is calculated using the formula:

Degree grade  $0.80 \times AWCS + 0.2 \times$  Grade of bachelor's/diploma Thesis

Based on its score, the degree/diploma grade is assigned the following distinction:

"Good" means a grade from 5.00 to 6.49 (inclusive).

"Very good" means a grade from 6.50 to 8.49 (inclusive).

"Excellent" means a grade from 8.50 to 10.

#### **4. Graduation Ceremony**

To participate in the graduation ceremony, an application is submitted following an announcement - invitation from the Secretariat of each Department. The graduation ceremony takes place in accordance with the provisions of the DUTH Internal Rules and Regulations.

#### **Article 14**

##### **Rights and obligations of first-cycle students**

1. Undergraduate students have the following rights as part of the educational process:

- to be informed from the competent Study Programme Department of their educational obligations, and the rules and conditions for having smooth studies;
- to use the laboratory facilities, libraries, reading rooms and other equipment of the relevant Departments, in accordance with the DUTH Internal Rules and Regulations and the Department Rules and Regulations;
- to collaborate with the teaching and research staff for their educational needs in days and hours set and announced on the Department's website by care of the Head of the Department;
- to contact the employees of the Secretariat at a specified period of time each working day to get various information regarding their study programme, to submit applications, etc;
- to evaluate the work of the members of the teaching and research staff, the quality and efficiency of the educational and other work, in accordance with the applicable provisions and Regulations of the relevant DUTH Department;
- to free textbooks and other aids in accordance with the provisions of the applicable legislation;
- to suspend their studies in accordance with applicable law, as set out in the DUTH Internal Rules and Regulations;
- to participate in student exchange programmes (such as Erasmus+ studies, Erasmus+ placement), internal ERASMUS, in accordance with the criteria and procedure laid down by the applicable legislation, the competent body, and the relevant DUTH Regulations.
- to request, by report to the Student Advocacy Office, to investigate cases related to what they consider to be non-compliance with the provisions of the law or the Regulation, the University's Code of Conduct, Study Regulations, etc.

2. Undergraduate students have the following obligations as part of the educational process:

- to show respect to their fellow students, the professors and the entire staff of the University;
- to keep informed about the academic calendar and the study programme in which they are enrolled, and understand the relevant educational process through the e-class online platform, the websites of the Departments, the School and DUTH itself, as well as through the relevant announcements;
- to respect and preserve the facilities, environment and equipment of the University and care for the cleanliness and orderliness of its premises;
- to be informed of the DUTH Internal Rules and Regulations, the present Rules and Regulations and individual operating regulations of the University and the Department that concern them, and apply them consistently and responsibly;
- to comply with the principles of academic ethics.

- to show their academic ID whenever requested by a member of the teaching staff, the administrative staff or the security staff as part of the University's operations;
- to participate in University activities;
- to support and promote the University with their academic, cultural and social activities.

3. DUTH shall take particular care in the exercise the rights of students with Disabilities and their equal integration into the University. More specifically, it shall ensure that measures are taken to guarantee access to the University premises, secure the necessary infrastructure and support, as well as the necessary conditions for their smooth participation in the educational process and the examinations. Educational issues of students with disabilities and special educational needs or learning difficulties are regulated according to the applicable legislation and international good practices.

4. DUTH grants undergraduate students a performance award once every academic year to the student of each DUTH School who has attended and successfully been examined in all courses of the previous academic year that are included in the indicative study programme (as listed in the studies guide) and scored the highest grades. The terms and procedure are defined in the Student Performance Award Rules and Regulations (Annex 25 of the DUTH Internal Rules and Regulation).

5. DUTH may provide compensatory scholarships to undergraduate study programme students for the provision of teaching, research, scientific, administrative, technical, and other work in support of the Institution's activities. The cost of the scholarships may be charged to the budget of projects/programmes funded from national, private, international, and own resources of Article 230 of Law 4957/2022 in accordance with the applicable legislation, the Internal Rules and Regulations of DUTH, the provisions hereof, the studies regulation of the programme, the Special Account for Research Grants-DUTH, any more specific regulatory framework of the funding body, and the decisions of the competent university administrative bodies.

6. Students coming from other Universities in Greece or other equivalent Institutions abroad who enrol in DUTH as visiting students shall have same rights and obligations as DUTH students for the duration of their studies at the University.

7. The Internal Rules and Regulations of DUTH outline the social and other benefits, opportunities, and rights of undergraduate students.

## **Article 15**

### **Final Provisions**

The present Rules and Regulations shall come into force upon their publication in the Government Gazette, and their provisions shall apply to all registered students.

## ANNEXES

### A. Templates for printing certificates for undergraduate students

1. Transcript of records with ECTS credits for a student declared graduate (swearing in pending).
2. Transcript of records with ECTS credits for a deleted student.
3. Transcript of records with ECTS credits for an active student that has no debt.
4. Transcript of records with ECTS credits with debt.
5. Transcript of records with ECTS credits for a graduate.
6. Transcript of records with Teaching credits for a student declared graduate (swearing in pending).
7. Transcript of records with Teaching Credits for a deleted student.
8. Transcript of records with Teaching Credits for an active student that has no debt.
9. Transcript of records with Teaching Credits with debt.
10. Transcript of records with Teaching Credits for a graduate.
11. Certificate of suspension of studies.
12. Certificate of completion of studies.
13. Graduate certificate.
14. Certificate of Studies for an active student with manner of enrolment.
15. Certificate of Studies for an active student without manner of enrolment.
16. Certificate of deletion.
17. Certificate for Military Use, for conscription postponement.
18. Certificate for Military Use, for participation in exams.
19. Certificate for granting housing allowance (3 versions, one for each of the following categories: Active student, declared graduate and graduate).
20. Swearing in Protocol.
21. English version of transcript of records with ECTS Credits.

### B. Degrees/Certificates

Degree

Diploma

Diploma Supplement (in Greek)

Diploma Supplement(in English)