



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 5
**Rules and Regulations for Postgraduate Master's
and Doctoral Studies at Democritus University of
Thrace**

Komotini 2024

Democritus University of Thrace shall organise second-cycle and third-cycle study programmes (Post-Graduate Master's Programmes– PGMP, Doctorate Study Programmes - DSP), which aim to promote original scientific research and to contribute substantially to the development of knowledge in at least one scientific field.

This Regulation shall set out the procedures and basic rules concerning the structure of studies, attendance, and the conditions for obtaining the degree in the second-cycle and third-cycle Study Programmes at the Democritus University of Thrace.

In the context of the second-cycle and third-cycle study programmes, Democritus University of Thrace utilizes student-centred approach methodologies and innovative teaching methods, which are based on the active participation of students in the educational process and aim to give students specialised knowledge, abilities and skills that will support their professional development. DUTH supports second-cycle and third-cycle study programmes with the necessary technical infrastructure required, while teaching is provided by specialised teaching staff, creating an attractive learning environment during post-graduate and doctoral studies.

Especially in the third-cycle study programmes, the guidance of the supervisors who provide the doctoral candidates with stable and practical support both in the research effort in the context of their doctoral dissertation and, at the same time, in their general development as young researchers and academics through their active participation in appropriate actions (e.g. creative, innovative thinking, intellectual property protection, exploitation of research results, dissemination of research work to the general public, teaching in higher education, etc.) plays a key role.

This Regulation shall apply from its publication in the Government Gazette and shall be posted on the Institution's website (in pdf format) to inform students and teaching staff. By decision of the Assembly, the Departments of DUTH shall draw up the Operating Regulation of Second-Cycle and Third-Cycle Study Programmes. Both this Regulation and the Regulations of the PGMP and DSP of the Department shall be posted on the website of each Department of DUTH.

Article 1

Post-Graduate Studies Committee

1. A Post-Graduate Studies Committee (PGSC) has been established and operates at Democritus University of Thrace, following a decision of the Senate, upon the proposal of the Deaneries of its Schools. The Committee consists of one (1) faculty member from each School, one (1) member from the Special Teaching Staff, Special Technical Laboratory Staff and Laboratory Teaching Staff categories, and the Vice-Rector for academic affairs, as Chair. The Members of the Committee must have experience in organising and participating in second-cycle and third-cycle study programmes. The term of office of the Committee is two (2) academic years.

2. The competence of the PGSC shall be:

a) to submit an opinion to the Senate of DUTH on the establishment of new PGMPs or the modification of those already in operation, following evaluation of the requests of the Department Assemblies, the relevant reports on their feasibility, sustainability and operating

costs, and the possibility of their referral if the proposal is not sufficiently reasoned or the accompanying reports are not complete;

b) to prepare a model draft of the PGMP operating Regulation;

c) to check compliance with the Operating Regulations of the PGMP;

d) to monitor the implementation of the procedure for waiving the obligation to pay attendance fees at the PGMP;

e) to submit an opinion to the Senate of DUTH for the establishment of new DSPs or to modify those already in operation, following the assessment of the requests of the Assemblies of the Departments;

b) to prepare a model draft of the DSP Operating Regulation;

g) to check compliance with the DSP Operating Regulations;

h) to prepare a draft Regulation for DUTH second-cycle and third-cycle study programmes and to submit it to the DUTH Senate;

i) to monitor the implementation of the legislation, the Regulation, and the decisions of the administrative bodies of DUTH from the second-cycle and third-cycle study programmes.

PART A:

RULES AND REGULATIONS OF POST-GRADUATE MASTER'S PROGRAMMES OF DEMOCRITUS UNIVERSITY OF THRACE

1. Post-Graduate Studies at DUTH are part of its overall mission, they cover a broad range of specialisations in many scientific fields, they play a decisive role in meeting its educational, cultural, social, and financial mission, and lead to obtaining a Master's Degree.

Through the PGMPs that DUTH organises, it aims at:

- providing all the knowledge, competencies, and skills required in the specific field of study so that their graduates can successfully follow a career;
- training young scientists in a broad range of scientific fields;
- training new executives and professionals in fields that are necessary for local and national development by supporting businesses, organisations, and the economy and society in general;
- supporting basic and applied research;
- excelling in Post-Graduate education, learning, teaching, research and innovation, as well as supporting and utilising established and young researchers, academic teaching staff, and administrative staff, distinguished by their scientific interest and ethos, their professional commitment and consistency, and developing significant scientific activity;
- providing the knowledge, skills, and competencies required for doctoral studies.
- offering, through knowledge, innovation, scientific thought, and creation, to the corresponding extent, to the prosperity, social progress, and culture of the national, European, and international academic world.

2. DUTH intends to dynamically leverage the challenge of online post-graduate education. It aims to acquire, (also) through online post-graduate programmes, an identity and a completely distinct image from other HEI, which shall be structured through the qualitatively upgraded pedagogical and technological provision of educational programmes and services,

and their catalytic contribution to research, culture, innovation, and the economy of the region.

In this context, DUTH, via the online PGMPs:

- shall pursue its development as a modern and technologically upgraded higher education institution through its outward-looking scientific activity, in order to establish itself internationally as an academic institution with prospects;
- shall aim at excellence in post-graduate education, learning and teaching, research and innovation based on attracting post-graduate students by overcoming geographical barriers;
- shall pursue the creation and development of extensive networks of scientific partnership with organisations and agencies in the fields of science, economy, and culture, through bilateral, Balkan, European, and international synergies.

3. The PGMPs of DUTH, besides deepening knowledge and promoting research and specialisation, shall encourage and promote the horizontal skills of students, support interdisciplinarity with partnerships between Departments, as well as aim at enhancing openness through the establishment of joint programmes with recognised Bodies and Institutions in Greece and abroad.

4. The Centre of Teaching and Learning of DUTH supports the development and exploitation of new methodologies and technologies for teaching in PGMPs, focusing particularly on student-centered approaches.

CHAPTER ONE

ORGANISATION AND OPERATION OF POST-GRADUATE MASTER'S PROGRAMMES

Article 2

PGMP organisation

1. The second cycle of studies concerns the organisation of PGMPs with a minimum number of sixty (60) ECTS credits and a minimum duration of two (2) academic semesters, the successful completion of which shall lead to obtaining a Master's Degree which corresponds to level seven (7) of the National and European Qualifications Framework.

2. Democritus University of Thrace shall establish, organise, and operate PGMPs and award Master's Degrees in accordance with the provisions of Law 4957/2022 (Government Gazette, Series I, No 141) 'New Horizons at Higher Education Institutions: Enhancing the quality, functionality, and connection of HEIs with society and other provisions', as well as the other applicable provisions", JMD 18137/Z1/16-03-2023 (B 1079/2023) of the Ministry of Education, Religious Affairs and Sports and Ministry of State, the Internal Rules and Regulations of DUTH, and the applicable legal framework.

3. PGMPs shall be organised:

- a) by an autonomous Department of DUTH that provides first-cycle studies.
- b) by a non-autonomous Department of DUTH that provides first-cycle studies and secures all necessary elements for organising and operating PGMPs (e.g. personnel, technical infrastructure, equipment), as stated in the feasibility and sustainability report.
- c) by one (1) or more Departments of DUTH that provide first-cycle studies, in partnership with other Departments of DUTH or other HEIs in Greece.

d) by one (1) or more Departments of DUTH that provide first-cycle studies, in partnership with Military Higher Educational Institutions, Higher Ecclesiastical Academies, research and technology institutions under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258), University Research Institutes, Academy of Athens, the Biomedical Research Foundation of Academy of Athens, as well as recognised scientific bodies and associations operating in the form of a legal entity governed by public law.

e) by one (1) or more Departments of DUTH that provide first-cycle studies, in partnership with Departments recognised as equivalent institutions or research organisations, European and international bodies abroad.

f) by one (1) or more Departments of DUTH that provide undergraduate studies, in a relevant field of study of the Department(s) for the purpose of providing formal post-graduate education exclusively to the personnel of private or public sector bodies, in the context of implementing a contract or programmatic agreement of DUTH with a private or public sector body that undertakes the financing of organising and operating the PGMP.

4. If the PGMP is being organised by more than one (1) Department of DUTH or one Department of DUTH and one Department of another HEI, as an interdepartmental or interinstitutional PGMP, respectively, a Special Cooperation Protocol shall be prepared, which shall include all the elements of paragraphs 3 and 4 of Article 80 of Law 4957/2022, the obligations of each collaborating Department, the number of members of the study programme committee, the participation and representation of each collaborating Department in the bodies of the PGMP, the process for selecting the Director of the PGMP, the Department or the HEI undertaking the administrative support of the programme, the methodology for allocating PGMP resources, and any other matter necessary for its smooth operation. The special cooperation protocol shall be approved by decision of the Senate of the HEI, following a recommendation of the Assembly of each collaborating Department. The decision to establish it shall be supervised by the HEI undertaking the administrative support of the programme. Especially for PGMPs organised in collaboration with Higher Education institutions abroad (joint PGMP), the Special Cooperation Protocol shall provide for whether successful completion of the joint PGMP shall entail the acquisition of a single degree from the collaborating institutions or the acquisition of separate degrees from each collaborating institution.

5. HEIs may collaborate in organising PGMPs with Higher Military Educational Institutions, Higher Ecclesiastical Academies, research and technology bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258), University Research Institutes, Academy of Athens, the Biomedical Research Foundation of Academy of Athens, foundations and research organisations abroad, European and international bodies and organisations, as well as recognised scientific bodies and associations operating in the form of a legal entity governed by public law. A decision of the Senate of the HEI shall approve the Special Cooperation Protocol for organising joint PGMPs, which shall include at least the elements of par. 3 and the contribution of each partner organisation in human resources, use of laboratory infrastructure, and internships.

6. Partnerships with educational organisations offering non-formal post-secondary education under Law 3696/2008 (Government Gazette, Series I, No 177) shall not be allowed.

7. In the event of partnerships with organisations that do not offer equal education and equal degrees with DUTH, the academic operation of the PGMP shall belong exclusively to DUTH.

8. The organisation of the educational process of the PGMPs may be carried out:

- a) in person;
- b) using synchronous distance learning methods;
- c) using asynchronous distance learning methods;
- d) using a blended learning system.

9. The maximum number of specialisations per PGMP of DUTH is set at 5.

10. The PGMPs shall be assessed internally within the framework of the Internal Quality Assurance System (IQAS) in accordance with Article 215 of Law 4957/2022 to ensure their quality.

11. The PGMPs must be certified by the Hellenic Authority for Higher Education (HAHE) before they start operating, in accordance with Article 80(7) of Law 4957/2022, and they shall be periodically assessed in accordance with Article 87 of the same law.

Article 3

Establishing a PGMP

1. Establishing a PGMP shall be included in the multiannual development plan of each Department/School of DUTH and shall be part of its strategic planning.

2. The establishment of a new PGMP shall be approved by decision of the DUTH Senate, following the recommendation of the Assembly of the Department and the opinion of the Post-Graduate Studies Committee.

3. The establishing decision of the first subparagraph, accompanied by a detailed report, shall set out all issues governing the organisation, operation, and management of the PGMP, regulating at least the following:

- a) The title of the PGMP and the degree awarded;
- b) the scope and purpose of the programme, the learning outcomes, and the qualifications acquired after successful completion thereof;
- c) the duration of the operation of the PGMP, which may not be less than five (5) years, with the option of extension, unless it fails to be certified during the periodic evaluation of the Department;
- d) the categories of graduates accepted, and the other criteria required or taken into account in the process of selecting entrants, as well as their method of documentation;
- e) the assessment method, which may include conducting examinations, file assessments, and personal interviews, as well as the process for selecting candidates;
- f) the specialisations of the PGMP that may lead to the awarding of a different diploma;
- g) the detailed study programme per specialisation, the titles and a short description (syllabus) of the courses, seminars, workshops, and clinical exercises of the PGMP, conducting internships, preparing a dissertation, or conducting other educational and research activities that are designated as mandatory or elective for successfully completing the PGMP, indicating the number of ECTS credits awarded in each case;

- h) the total number of ECTS credits awarded per PGMP specialisation, if there is more than one (1) specialisation, which may not be less than sixty (60) ECTS credits, as well as the number of academic semesters of the programme;
- i) the official language in which the programme is conducted and the language in which the Master's Thesis shall be prepared, which may be other than Greek;
- j) the maximum number of graduate students admitted or the maximum number of admissions per specialisation of the PGMP, provided there are specialisations;
- k) the sources of financing of the PGMP and the amount of tuition fees, provided tuition fees are set;
- (i) the students' rights and obligations;
- xiii) the possibility of awarding scholarships based on criteria of excellence, as well as providing compensatory scholarships;
- n) the method of organising the educational process of the PGMP (in-person, using synchronous distance learning methods, asynchronous distance learning methods, or a blended learning system);
- o) the possibility of offering the programme for part-time attendance;
- p) for PGMPs organised using distance learning methods, a detailed report containing an analysis of the methods of remote organisation of the educational process, such as synchronous, asynchronous, blended learning, digital educational material, any methods of digital student assessment and the digital assessment material, the technical equipment required to support distance learning study programmes, and the digital skills of the teaching staff. If the educational process is also carried out using asynchronous distance learning methods, these cannot exceed twenty-five percent (25%) of the PGMP credits;
- q) any other matter that relates to the programme's operation and the operating regulation of the programme.

4. The recommendation of the Assembly of the Department shall necessarily be accompanied by:

- a) a detailed budget of revenue and expenses for the first five (5) years of the operation of the programme, which shall include all manner of programme resources, its operating cost, such as fees for the administrative and technical support of the programme, fees for teaching staff, travel expenses, equipment and technical infrastructure costs, and other operating costs;
- b) a feasibility and sustainability report for the programme to be established, setting out in detail the scientific and social reasons that make the operation of the PGMP necessary and important, its scientific cohesion, its connection with the USPs (Undergraduate Study Programmes) offered by the Department, the teaching staff expected to teach in the PGMP, the existing teaching staff of the Department specialised in a relevant academic field, as well as other staff that shall support the organisation and operation of the PGMP, the technical infrastructure, equipment, and building infrastructure expected to be used for the operation of the programme.

If the PGMP is being organised by more than one (1) Department of the same HEI or another HEI in Greece, as an interdepartmental or interinstitutional PGMP, respectively, a Special Cooperation Protocol shall be prepared, which shall include all the elements of paragraphs 3 and 4 of Article 80 of Law 4957/2022, the obligations of each collaborating Department, the

number of members of the study programme committee, the participation and representation of each collaborating Department in the bodies of the PGMP, the process for selecting the Director of the PGMP, the HEI undertaking the administrative support of the programme, the methodology for allocating PGMP resources, and any other matter necessary for its smooth operation. The special cooperation protocol shall be approved by decision of the Senate of DUTH, following a recommendation of the Assembly of each collaborating Department. The decision to establish it shall be supervised by the HEI undertaking the administrative support of the programme.

5. The completion of the process of establishing the PGMP of paragraph 1 and the commencement of its operation presupposes its prior certification by the Hellenic Authority for Higher Education (HAHE). For a PGMP to continue operating, it must be certified periodically every five (5) years, as part of an assessment of the academic unit it belongs to, in accordance with the Internal Quality Assurance System (IQAS).

6. If the establishing decision is amended, the PGMP must be certified anew by the Hellenic Authority for Higher Education if the amendment concerns elements of Article 80(3)(b) and (f) of Law 4957/2022.

7. The PGMP establishing decision shall be forwarded, at the care and responsibility of DUTH, to the Minister of Education, Religious Affairs and Sports, no later than ten (10) days after its publication in the Government Gazette.

Article 4

Pedagogical framework for planning and implementing activities using distance learning methods and distance student assessment

Online post-graduate education is not based solely on technologies that are being called upon to replace in-person teaching. It is primarily determined by a pedagogical philosophy that focuses on the interactive actions that promote the participation of learners in meaningful learning activities. Based on this consideration, the design of online post-graduate education requires:

- in-depth knowledge of the field of study
- detailed organisation of the educational-teaching processes
- selecting and/or configuring educational material
- designing suitable learning activities (tasks) implemented by the learners
- continuous support of the learners
- establishing two-way communication and a positive learning atmosphere
- the existence of technological environments that effectively support individual educational-learning actions
- valid and reliable assessment of the educational outcome.

E-learning shall be based on the interaction between students and educational resources, students and teaching staff, and between students themselves. In addition, it shall provide increased opportunities for learners to repeat difficult or hard-to-grasp points and to reflect, leading to a deeper analysis of educational materials, exploration and reflection, and, ultimately, to a deepening of knowledge.

Synchronous and asynchronous technologies shall be utilised by teaching staff in many ways to encourage and promote active participation by students in learning, instead of passive observation.

At DUTH, Post-Graduate courses must be suitably structured into modules. These modules may correspond to subject areas of the knowledge content or to the weekly study and work time of the students.

Each module must include:

- ✓ The learning outcome outline (syllabus), with a reasonable workload, and educational obligations, so that participants can attend without hindrance and reflect on what they learn in the programme;
- ✓ the educational and support material;
- ✓ the learning activities (asynchronous and synchronous) and implementation schedule, utilising good teaching practices in online/virtual environments, such as pre-recorded lectures, virtual workshops that use synchronous VR technologies, appropriate educational techniques – such as flipped classroom;
- ✓ the proposals/instructions on how to participate, study, allocate time and cooperate;
- ✓ student deliverables to be completed in this module, as well as any instructions for their preparation, with an emphasis on feedback between teacher and learner;
- ✓ the institutional Regulation of DUTH shall apply with regard to student assessment.

For each subject, it is recommended to use multiple digital learning materials, such as:

- Lecture slides
- Notes from the teacher
- Articles or book chapters in digital format
- Multimedia material (images/graphics, conceptual maps, videos, simulations, etc.)
- Web-based educational content and sources and resources
- Video lessons, podcasts, and other digital media.

The supporting material of an e-course shall include:

1. General guidelines on how students should study and participate in individual and group activities
2. Suggestions, learning support, and guidance for implementing learning activities and preparing projects
3. Technical support material regarding the use of online or other digital tools
4. An assessment process and assessment methods.

Article 5

Establishment of a PGMP that operates using distance learning methods

1. DUTH shall establish and organise PGMPs using distance learning methods, as long as the requirements set out in the applicable law are met, more specifically:

a) DUTH has at its disposal an integrated distance learning system. More specifically, DUTH shall have systems that meet the needs of both synchronous and asynchronous distance learning.

Microsoft's MS Teams shall be used for synchronous distance learning. MS Teams has the following specifications and capabilities:

- Teleconferences with a camera, microphone, and speakers or headphones, for audiovisual communication in real time.
- Electronic multi-person virtual classroom where teaching staff and students can interact regardless of where they are located.
- Uninterrupted operation at both high and low network speeds.
- Application and text sharing.
- Shared storage for all class members for exchanging files.
- Public and private messaging (chat) between the teacher and the learners, as well as between learners themselves.

Open e-Class shall be used for asynchronous distance learning, which has the following specifications and capabilities.

- An Educational Content Management Application.
- Course Development and Writing Application.
- Material management (posting, processing, etc.) per class or educational activity.
- Multiple kinds of materials such as notes, presentations, exercises, and other activities.
- Feedback from both students and teaching staff.
- Indicative solutions and examples of exercises.
- Multimodal material.

The two platforms provide all the necessary tools for adapting to legislation, while offering a series of tools for tracking the dissemination of information and personal data. These systems are offered in both English and Greek, and have technologies that make them fully accessible to persons with disabilities and persons with special educational needs.

The synchronous distance learning system is part of a suite of tools and software and is provided free of charge to all members of the university community via DUTH's paid subscription to the manufacturer. The asynchronous distance learning software is distributed free of charge by GUNET, which DUTH is a member of and which actively supports DUTH.

b) A Digital Governance Unit operates at DUTH.

c) This Post-Graduate and Doctoral Studies Regulation is in place.

2. Establishing a PGMP organised using distance learning methods shall follow the process of Article 3 of this Regulation and the following paragraphs of this Article.

The PGMPs shall be organised exclusively through distance learning methods, provided that the field of study (discipline) is suitably and sufficiently supported through this educational process method. Part of the educational process may be organised using asynchronous distance learning methods, provided that the total number of credits of the educational activities organised with this method does not exceed twenty-five percent (25%) of the total credits of the PGMP. If the PGMP includes student internships as an educational

activity of the programme, it may be carried out online, if the host bodies support online work and supervision of the internship is ensured.

3. The establishing decision determines the method of conducting the educational process (in-person, synchronous distance learning, asynchronous distance learning, or a blended system) for each educational activity of the detailed study programme, the process of student assessment per educational activity, as well as the technological equipment that every student must have to attend the programme and be assessed.

4. The establishing decision, in addition to the provisions of Article 3 of this Regulation, shall be accompanied by a detailed report which shall include at least the following information:

- a) Documentation as to whether it is possible and suitable for the field of study of the PGMP to be organised using distance learning methods;
- b) analysis of the proposed methods for organising the educational process (in-person, synchronous, asynchronous, blended system) per educational activity of the study programme and allocation of the teaching hours of each educational activity of the PGMP per implementation method, as well as the percentage of any asynchronous distance learning per educational activity and in the schedule overall,
- c) documentation with regard to DUTH material and technical infrastructure and, in particular, the suitability and adequacy of the digital infrastructure for organising PGMPs using remote learning methods;
- d) documentation with regard to the digital skills and know-how of the teaching staff in the use of Information and Communication Technologies;
- e) digital educational material;
- f) any digital student assessment methods.

Article 6

Governing bodies of the Post-Graduate Study Programmes - Composition

1. The competent bodies for organising and operating PGMPs shall be the following:

- a) The Senate of DUTH;
- b) the Assembly of each Department;
- c) the Coordination Committee (CC) of the PGMP; and
- d) the Director of the PGMP.

2. The CC shall be comprised of the Director of the PGMP and four (4) faculty members of the Department, who shall have an academic field that is related to that of the PGMP and shall undertake teaching work in the PGMP.

The members of the CC shall be determined by decision of the Assembly of the Department.

3. Specifically for interdepartmental, interinstitutional, and joint PGMPs, the powers of the Assembly of the Department shall be exercised by the Study Programme Committee (SPC), whose number of members and composition shall be set out in the Special Cooperation Protocol of the PGMP. The SPC shall consist of faculty members of collaborating Departments, in accordance with the provisions of the Special Cooperation Protocol of the PGMP. If other entities are participating in the PGMP in accordance with Article 80(6) of Law 4957/2022, at least one (1) representative of each partner body shall participate as a

member of the committee. The CC shall be established by decision of the SPC and must include the Director of the PGMP and four (4) members of the study programme committee.

4. The Director of the PGMP shall be drawn from the faculty members of the Department and shall, by priority, hold the title of Professor or Associate Professor, and shall be appointed by decision of the Assembly of the Department for a two-year term, with the option to renew without restriction. In the case of interdepartmental, interinstitutional or joint PGMPs, the Study Programme Committee shall appoint one (1) of its members as Director of the PGMP.

5. If the Director of the PGMP resigns or dies or is unable to perform their duties for any reason, the Assembly of the Department or of the SPC shall issue a decision appointing a Director, prioritizing the rank of Professor or Associate Professor specialised in a relevant academic field to the PGMP until the conclusion of the term of the outgoing Director. The same process shall apply to members of the CC.

6. The SPC shall consist of members of the faculty of collaborating Departments and shall be established by decision of the Senate of the HEI undertaking the administrative support of the PGMP, following a proposal of the Assemblies of the collaborating Departments or competent bodies of the collaborating bodies. The exact number of members of the Committee and the representation of each collaborating Department or HEI in Greece or abroad shall be determined in the Special Cooperation Protocol. According to circular 135557/Z1/01-11-22 of the Ministry of Education, Religious Affairs and Sports, the SPC shall have five (5) members in the case of an interdepartmental PGMP and seven (7) members in the case of an interinstitutional PGMP. If institutions from Greece or abroad that do not offer equivalent education and equivalent degrees to HEIs are participating in the PGMP, each body may be represented by one (1) member on the study programme committee, nominated by the competent instrument of the body and participating in the teaching work of the PGMP.

7. Emeritus Professors of the Department or of collaborating Departments may participate in the PGMP and the CC, as long as they provide teaching work in the PGMP.

8. The Director of the PGMP and the members of the CC and the study programme committee shall not be entitled to any remuneration or any compensation for performing the competencies assigned to them and which are related to the performance of their duties.

Article 7

Post-Graduate Study Programme Instrument Powers

1. The DUTH Senate shall have the following powers with regard to PGMPs:

- a) It shall approve the establishment or amendment of the establishing decision of the PGMP;
- b) it shall approve the extension of the duration of the operation of the PGMPs;
- c) it shall establish the Study Programme Committee (SPC), in the event of interdepartmental or interinstitutional or joint PGMPs;
- d) it shall decide to discontinue PGMPs offered by DUTH.

2. The Assembly of the Department shall be responsible for the organisation, administration, and management of the PGMP, and in particular:

- a) it shall present to the Senate via the Post-Graduate Studies Committee the provisions of Article 80(3)(a-p) of Law 4957/2022, along with the Internal Rules and Regulations of the PGMP and the Diploma Supplement templates in Greek and English, the detailed revenue and expense budget, the feasibility and sustainability report, the detailed report, if it is a remote PGMP, and, in the case of an interdepartmental or interinstitutional PGMPs, the Special Cooperation Protocol.
- b) it shall establish committees for the assessment of applications of post-graduate candidates and approve their enrolment in the PGMP;
- c) it shall allocate the teaching work to the teaching staff of the PGMP;
- d) it shall propose to the Senate the amendment of the establishing decision of the PGMP and the extension of the duration of the PGMP;
- e) it shall establish examining committees for the examination of the Master's theses of post-graduate students and appoint the supervisor for each thesis;
- be) it shall determine whether students have successfully completed their studies so that the degree of the PGMP may be conferred;
- g) it shall approve the review of the programme, following the recommendation of the CC;
- h) it shall propose to the Senate the Special Cooperation Protocol in the event that the PGMP is organised in collaboration with another Department of DUTH or another HEI in Greece or abroad, as an interdepartmental or interinstitutional PGMP, respectively.

By decision of the Assembly of the Department, the powers of cases a) and d) may be transferred to the CC of the PGMP.

3. The CC shall be competent for monitoring and coordinating the operation of the programme, and in particular:

- a) It shall prepare the initial annual budget of the PGMP and its amendments, provided that the PGMP allocates resources in accordance with Article 84 of Law 4957/2022, and shall recommend its approval to the Research Committee of the Special Account for Research Funds-DUTH, with the exception of the quarterly revisions of the annual budgets of Article 239(3)(b) of Law 4957/2022;
- b) it shall prepare the programme's annual review and recommend its approval to the Assembly of the Department;
- c) it shall approve the implementation of expenses and may delegate this responsibility to the Director of the PGMP;
- d) it shall approve the granting of scholarships, whether compensatory or not, in accordance with the provisions of the establishing decision of the PGMP and the Regulation for post-graduate and doctoral studies;
- e) it shall make recommendations to the Assembly of the Department regarding the allocation of teaching work to the categories of teaching staff of Article 83 of 4957/2022;
- f) it shall propose to the Assembly of the Department to invite Visiting Professors to cover the teaching needs of the PGMP;
- g) it shall prepare a plan for the amendment of the study programme, which it shall submit to the Assembly of the Department;
- h) it shall recommend to the Assembly of the Department the reallocation of the courses between academic semesters, as well as issues related to the qualitative upgrading of the study programme.

4. The Director of the PGMP shall have the following powers:

- a) They shall chair the CC and the Study Programme Committee, in case of an interdepartmental, interinstitutional, or joint PGMP, prepare the agenda, and convene its meetings;
- b) they shall propose issues concerning the organisation and operation of the PGMP to the Assembly of the Department, in the case of single-department PGMPs;
- c) they shall make recommendations to the CC and to the other bodies of the PGMP and the Institution on issues that concern the PGMP's effective operation;
- d) they shall be the Scientific Coordinator of the programme and exercise the corresponding powers: They shall be responsible for the sound implementation and certification of the physical scope of the PGMP, the feasibility of the expenditures associated with its implementation, and they shall monitor the financial scope of the project and the implementation of the budget (see also Article 9 on management);
- e) they shall monitor the implementation of the decisions of the bodies of the PGMP and the Internal Rules and Regulations of the post-graduate and doctoral study programmes;
- f) they shall exercise any other power specified in the establishing decision of the PGMP.

5. The representatives of the Departments on the SPC are obligated to brief the Assemblies of the Departments when the Head of each Department requests they do so.

Article 8 **teaching staff**

1. The teaching work of the PGMPs shall be assigned, by decision of its competent instrument, to the following categories of teaching staff:

- a) members of the Faculty of the Department or of other Departments of DUTH or of other HEIs in Greece or abroad or Higher Military Educational Institutions (HMEIs), and members of Laboratory Teaching Staff, Special Technical Laboratory Staff, and Special Teaching Staff of the Department or of other Departments of DUTH or other HEIs or Higher Military Educational Institutions (HMEIs), with additional employment beyond their legal obligations, if the PGMP has tuition fees;
- b) Emeritus Professors or retired members of the Faculty of the Department or other Departments of DUTH or another HEI;
- c) joint chairs;
- d) adjunct professors and academic scholars of DUTH or other HEIs;
- e) visiting Professors or visiting Researchers;
- k) researchers and specialist operating scientists of research and technological bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) or other research centers and institutes in Greece or abroad;
- g) scientists of recognised standing who have specialised knowledge and relevant experience in the field of study of the PGMP.

2. By decision of the Assembly of the Department, supplementary teaching work may be assigned to doctoral candidates of the Department or School, under the supervision of a teacher of the PGMP.

3. The teaching work of the PGMP shall be assigned by decision of the competent instrument, following a recommendation of the Coordination Committee of the PGMP or the Director of Interdepartmental or interinstitutional or Joint PGMPs. Specific conditions concerning the assignment of the teaching work may be set out in the decision establishing the PGMP.

4. The teaching staff of paragraph 1 cases a) through f) shall have the right to supervise Master's theses, provided they hold a doctorate.

5. The competent body of the PGMP may decide to assign the supervision of Master's theses to members of the Faculty, and members of the Special Teaching Staff and the Laboratory Teaching Staff of the Department, who have not undertaken teaching work on the PGMP.

6. a) All categories of teaching staff may be remunerated exclusively from PGMP resources. No payment of remuneration or other benefits shall be allowed to be made from the state budget or public investment programme. The remuneration of each teacher shall be determined by decision of the competent instrument of the PGMP assigning the teaching work. teaching staff, in particular, who are members of faculty may be remunerated in addition for the work they do on the PGMP, provided they meet the legal minimum requirements, as provided for in the Internal Rules and Regulations of the DUTH. The latter indent also applies *mutatis mutandis* to members of the Special Teaching Staff, the Laboratory Teaching Staff, and the Special Technical Laboratory Staff, provided they meet their minimum obligations by law.

b) Supervision of Master's theses and internships may be remunerated subject to the relevant provision in the Internal Rules and Regulations of the PGMP, provided that the hours they are employed for exceed the legal obligations.

c) The members of Faculty, of the Special Teaching Staff , the Laboratory Teaching Staff (Laboratory Teaching Staff), and Special Technical Laboratory Staff of the Department may be employed on the PGMP, only under the condition of fulfilment of their minimum obligations for the provision of teaching work in accordance with the applicable law and the Internal Rules and Regulations of DUTH.

Article 9

Post-Graduate Study Programme Resources - Financial management

1. The resources and funding of a PGMP may come from:

a) tuition fees;

b) grants, sponsorships, and financial aid of any nature;

c) bequests;

d) resources from research projects or programmes;

e) own resources of the Higher Education Institution (HEI); and

f) the state budget or public investment programme.

Specifically in the case of a partnership between Departments or Schools of HEIs in Greece with higher education institutions abroad, funding from resources of the Recovery and Resilience Fund or other financial bodies shall be possible.

2. Tuition fees, if provided for, shall be paid by the student themselves or by a third-party natural or legal person on behalf of the student.

3. The resources of the PGMP of the HEI shall be managed by the Special Account for Research Funds - DUTH or by the Special Account for Research Funds of the HEI that has undertaken the administrative support of the programme, in the case of an interinstitutional or joint PGMP.

4. The financial management of each implemented PGMP project shall be carried out by the Special Account for Research Funds of Democritus University of Thrace, based on its budget, which shall be approved by the Senate following a proposal of the competent Assembly of the Department or the SPC in the case of Interdepartmental or interinstitutional or Joint Programmes, and following the acceptance of the request to undertake financial management by the Research Committee of Democritus University of Thrace.

5. The financial management of each PGMP shall constitute a separate project implemented by the Special Account for Research Funds - DUTH and shall be carried out in accordance with the purposes of the PGMP and the legal framework of operation of the Special Account for Research Funds of DUTH. "PGMP cycle" means the total duration of each PGMP set out in its Establishing Decision.

6. The Scientific Coordinator of each PGMP shall be appointed Scientific Coordinator of the implemented projects of the PGMP, and they shall assume the duties, obligations, and powers of the Scientific Coordinator, as specified by law and the Senate-approved Management and Financing Guide of the Special Account of Research Funds of Democritus University Thrace.

7. For the effective implementation of the budget of the PGMP, approved by the Assembly of the Department or the SPC, in the case of an Interdepartmental or interinstitutional Program, and for its adaptation to the applicable needs, the Director of the PGMP and the Scientific Coordinator of the Project may, with the prior consent of the aforementioned competent bodies, request that the Research Committee approve the increase, reduction, or reallocation of budgeted amounts to each category of budget expenditure. In the event of an amendment to the tuition fees, publication of the relevant amendment in the Government Gazette shall be required.

8. According to Article 84 of Law 4957/2022, the Director of the PGMP, who shall also be the Scientific Coordinator of the programme, may request that the Research Committee of the Special Account for Research Funds appoint a Deputy Scientific Coordinator for the financial management needs of the PGMP, in accordance with Article 234(4) of Law 4957/2022. To assess necessity, it is recommended that the request of the Director of the PGMP be accompanied by a decision of the competent instrument of the PGMP (Assembly of the Department or Study Programme Committee).

9. The resources of the PGMPs shall be distributed as follows:

a) A sum corresponding to thirty percent (30%) of the total revenue derived from tuition fees shall be withheld by the Special Account for Research Funds. This sum shall include the percentage deducted for the Special Account for Research Funds for the financial management of the PGMPs. By decision of the Board of Directors, taken by late March each year, it shall be determined whether the balance following the deduction of the percentage for the Special Account for Research Funds shall be transferred to the ordinary budget or allocated to create projects/programmes through the Special Account for Research Funds, for the purpose of covering, as a priority, the needs of PGMPs operating without tuition fees,

and covering the research, educational, and operational needs of the HEI. The deduction for the Special Account for Research Funds of revenue from corresponding sources of financing shall be made from the revenue of the PGMP of paragraph 1 cases b) through d);

b) the balance of the total revenues of the PGMP shall be used to cover the operating costs of the PGMP.

The tuition fees of foreign students who come from other EU Member States and foreign students who come from third countries who are enrolled in PGMPs of HEIs that are conducted in Greek or in another language may differ.

Specifically, seventy percent (70%) of the operating expenses of the PGMP shall be allocated to:

- a) Administrative and technical support fees.
- b) Teaching staff fees.
- c) Transportation expenses.
- d) Equipment and technical infrastructure.
- e) Other operating expenses (Article 80(4)(a) of Law 4957/2022).

The remuneration of the Institutions' ordinary teaching, technical, and administrative staff shall pertain to work that exceeds their legal obligations, as specified in the Regulation of the Institution.

10. According to Article 85(2) of Law 4957/ 2022, a maximum of five percent (5%) of the total annual revenues of each PGMP may be allocated to a Project/programme of paragraph 1 of the same Article.

Article 10

Financial cooperation of Post-Graduate Study Programmes of the Higher Educational Institution

1. If more than one (1) PGMP is organised in a Department or School of DUTH, financial cooperation shall be possible through the establishment of a joint project/programme, funded by resources of the PGMP, for the purpose of meeting their common needs and actions. The project/programme shall not have a clear expiration date, it shall have an autonomous budget, and it shall be funded annually by part of the revenues of the operating PGMPs of the Department or School, allocated to it for expenditures aimed at covering common needs.

2. By way of exception, it shall be possible to finance the project/programme with the balance of the cash reserves of the PGMPs of the same Department or School whose physical scope has been successfully completed and for which no other financial obligation arises. The relevant processes shall be defined in the Post-Graduate Study Regulation of DUTH.

Article 11

PGMP assessment

1. The PGMPs are certified periodically, in accordance with the provisions of Article 8(1) of Law 4653/2020, as amended and in force, as part of the assessment of the academic unit they are part of.

2. The annual internal assessment of the PGMP shall be carried out in collaboration with the DUTH-QAU (Quality Assurance Unit) in the context of the internal assessment of the academic unit it belongs to and in accordance with the corresponding process of the Institution's Internal Quality Assurance System.
3. The external assessment of the PGMPs shall be carried out in collaboration with the DUTH-QAU (Quality Assurance Unit) in accordance with the procedure provided for by the Hellenic Authority for Higher Education.
4. The Post-Graduate Study Programmes (PGMPs) of each Department, including interdepartmental, interinstitutional, and joint PGMPs, whose Department undertakes its administrative support, shall be assessed in the context of the periodic assessment/certification of the academic unit by the Hellenic Authority for Higher Education, as referred to in Article 87 of Law 4957/2022. In this context, there shall be an assessment of the overall review of the work carried out by each PGMP, the degree to which the goals set during its establishment were met, its sustainability, the absorption of graduates into the job market, the degree of its contribution to research, its internal assessment by graduate students (GS), the feasibility of extending its operation, as well as other data related to quality of the work being produced and its contribution to the national strategy for higher education.
5. Should a PGMP during its assessment stage according to par. 1 be found not meeting the requirements for its continued operation, its operation shall be completed with the graduation of the students already enrolled, according to the establishing decision and the Regulation of post-graduate and doctoral study programmes.
6. Under the responsibility of the Director of the PGMP, colloquiums shall be organised on the discussion of the PGMP courses and their contents, in order to assess, among other things, the degree to which the programme is linked to the progress of science, the job market, and the needs of society in general. Upon the expiry of the CC's term, under the responsibility of the outgoing Director, a detailed report shall be drawn up on the research and educational work of the PGMP, as well as on its other activities, with the aim of upgrading the studies, better utilising human resources, optimising existing infrastructure, and using the available resources of the PGMP in a socially beneficial way. The report shall be submitted to the competent Department to which the PGMP belongs.

Article 12

Determination of the Maximum and Minimum Number of Admissions

1. The maximum number of admissions per PGMP organised by DUTH in Greek and/or English shall be set at one hundred and twenty (120) for each language orientation, while the minimum number of admissions per PGMP shall be set at five (5) graduate students respectively.
2. The criteria defining the maximum and minimum number of admissions for each PGMP shall be set out in its Internal Rules and Regulations and shall be linked to the subject of the PGMP, the number of teaching staff, professional prospects, any specialisations, financial data, etc.

Article 13

Tuition fees

1. There shall be Post-Graduate Programmes operating at DUTH, with or without student fees.
2. The maximum tuition fee of the PGMP of each Department of the DUTH shall be determined by the Assembly of the Department. In all programmes where tuition fee payment is provided for, the amount of the tuition fees shall be determined by the Assembly of each Department or the SPC. The amount of the tuition fees provided for the entire programme shall be determined in the Official Government Gazette establishing each PGMP.
3. The fees shall be paid into the Special Account for Research Funds of DUTH, which shall be responsible for managing them. The option of paying them in instalments shall be provided for, in accordance with the provisions of the Internal Rules and Regulations of the PGMPs.
4. Post-Graduate Study Programmes with tuition fees may provide the option of being exempted from them in accordance with the applicable legislation.

Article 14

Administrative Support

1. The Department to which the PGMP belongs shall also undertake the administrative support of the Program.
2. In the case of Interdepartmental, interinstitutional or Joint PGMPs, the supervising Institution/Department undertaking the administrative support shall be set out in the Establishing Decision of the PGMP and the Special Cooperation Protocol.
3. Administrative employees supporting the PGMPs outside their working hours at the University, as well as those who have been assigned work related to the PGMPs, may be paid for the additional work (in addition to the contractual obligations of main employment) they provide.

Article 15

Professional Post-Graduate Study Programmes

1. One (1) or more Departments of DUTH may organise PGMPs in a specific relevant field of study of the Department(s) for the purpose of providing formal post-graduate education exclusively to the personnel of private or public sector bodies, in the context of implementing a contract or programmatic agreement of the HEI with a private or public sector body that undertakes the financing of organising and operating the PGMP.
2. The Post-Graduate study programmes herein shall be established through the process outlined in this Chapter, without prejudice to the fact that the contract signed between DUTH and the funding body shall determine the following information:
 - a) the scope and purpose of the PGMP, the learning outcomes, and the qualifications acquired after successful completion thereof;
 - b) the duration of the PGMP, which may be less than five (5) years;
 - c) the number of students admitted per academic year, which may vary per academic year if the programme is provided for more than one (1) academic year;
 - d) matters relating to the financing of the PGMP and the financial management of its resources for achieving its purpose;

e) the admission criteria for students, who must hold at least a first-cycle degree from an HEI in Greece or abroad;

f) matters relating to the teaching staff.

3. The contract of DUTH with the private or public sector body financing the PGMP shall determine whether it is possible or not for natural third parties, with the exception of personnel of said body, to participate, and any conditions for their participation.

Article 16

PGMP Websites

Each PGMP shall have its own website in Greek and English or in any other language deemed appropriate by the Department, especially in the case of Programmes in partnership with universities abroad, which shall publish all educational and academic activities of the PGMP in a direct and accessible manner. The official website of each PGMP shall be constantly updated and it shall contain all the information and announcements of the Programme, and shall constitute the official information site of GSs.

Article 17

Content of the PGMP internal Operating Regulation

1. Upon establishment of the PGMP, by decision of the Assembly of the Department, the Post-Graduate Studies Internal Rules and Regulations of the PGMP shall be prepared, which shall be approved by the Senate, and, once certified by the Hellenic Authority for Higher Education (HAHE), shall be published in the Government Gazette, posted on the website of the Department, and shared with the Ministry of Education, Religious Affairs and Sports.

2. The content of the internal Operating Regulation of the PGMP shall be divided into two parts; the first concerning the organisation and operation of the PGMP and the second concerning post-graduate studies.

A. The first part shall include at least the following matters:

a) The subject and purpose of the PGMP;

b) the bodies of the PGMP and their powers;

c) issues concerning the organisation of the PGMP;

d) the maximum number of specialisations of the PGMP of the HEI;

e) the teaching staff;

f) the process for awarding ancillary teaching work to doctoral candidates in the HEI, as well as the maximum hourly rate that may exclusively burden private, own, and international resources of the HEI;

g) the terms of full-time and part-time study and the possibility of suspending and resuming studies;

h) the criteria used to determine the minimum and maximum number of students to be admitted to the PGMP;

i) the internal assessment process of the PGMP;

j) issues relating to training and the key elements of the feasibility and sustainability report;

k) tuition fees and the policy for determining the level of fees;

l) the resources and budget of the PGMP being established.

As regards revenue, the sources of financing/inflows — in accordance with Article 84(1) and (2) of Law 4957/2022 — and the corresponding amounts/expected inflows from each funding source shall be recorded.

Revenue	
1	Tuition fees
2	Grants, sponsorships, and financial aid of any nature
3	Bequests
4	Resources from research work or programmes
5	Own resources of DUTH
6.	State budget or National Development Plan

The table above refers to the budget of a complete study cycle of the programme (as defined by the study programme of the PGMP).

According to Article 84(4) of Law 4957/2022, thirty percent (30%) of the total revenue derived from tuition fees shall be withheld by the Special Account for Research Funds - DUTH. This sum shall include the percentage withheld for the Special Account for Research Funds - DUTH for the financial management of the PGMPs.

With respect to expenses, the categories of operating expenses and the corresponding amounts/expected outputs shall be recorded.

Specifically, seventy percent (70%) of the operating expenses of the PGMP shall be allocated according to the following table:

Expenses - expenditure categories	
1	Fees for administrative technical support
2	Teaching staff remuneration
3	Transportation expenses
4	Equipment and technical infrastructure
5	Other operating expenses
Subtotal (70%)	
6	Operating expenses of Institutions (30%) Special Account for Research Funds

- m) the financial management process of the PGMP;
- n) other issues that pertain to the operation of the PGMP.

B. The second part of the internal Operating Regulation shall include at least the following items:

- a) PGMP entry criteria;
- b) Entrant Selection process;
- c) PGMP enrolment;

d) Duration of Studies

e) Presentation of the basic elements of the Study Programme of the PGMP in a table on the template below:

FIRST SEMESTER OF STUDIES						
COURSE CODE	COURSE TITLE in Greek & English	COURSE TYPE	HOURS IN-PERSON TEACHING	HOURS REMOTE SYNCHRONOU S TEACHING	HOURS REMOTE ASYNCHRONO US TEACHING	ECTS CREDITS
.....	MANDATORY/ELECTIVE				
.....	MANDATORY/ELECTIVE				
.....					
TOTAL CREDITS OF FIRST SEMESTER						30
SECOND SEMESTER OF STUDIES						
COURSE CODE	COURSE TITLE in Greek & English	COURSE TYPE	HOURS IN-PERSON TEACHING	HOURS REMOTE SYNCHRONOU S TEACHING	HOURS REMOTE ASYNCHRONO US TEACHING	ECTS CREDITS
.....	MANDATORY/ELECTIVE				
.....	MANDATORY/ELECTIVE				
.....					
TOTAL CREDITS OF SECOND SEMESTER						30

If the PGMP has different specialisations, they must be appropriately presented in the tables.

f) Detailed course descriptions - If the Post-Graduate Study Programme also operates in English or if it is being carried out in English, the description shall also be in English;

g) the process for preparing a Master's thesis, its structure, and its specifications-layout (if applicable);

h) the process for carrying out an internship (if applicable);

i) the terms of attendance;

j) the course assessment process;

k) the terms and conditions of exemption from tuition fees (if applicable);

l) the terms for granting compensatory scholarships;

m) GS rights and obligations;

n) the process for expelling GSs;

o) the methods and means of conducting distance learning (only in cases of PGMPs operating wholly or partly remotely);

p) other matters pertaining to the organisation of the PGMP.

3. Content of the Feasibility Study and Sustainability Report of the PGMP.

3. 1. A feasibility study in which the following must be provided:

a. The need to establish the PGMP and a description of its objectives.

The scientific, epistemological, and social reasons that make the operation of the PGMP necessary and important shall be set out in detail. Its objectives and the degree of connection between teaching and research shall also be set out.

b. Relevance of the PGMP to the subject of the first cycle of studies.

The relevance of the PGMP to the first cycle of studies shall be mentioned and it is also recommended to show the differentiation of the curriculum, in the sense of specialisation, from the first cycle of studies.

c. Academic qualification of teaching staff. The academic qualification of the teaching staff with regard to the specific field of study, with corresponding research and published work (documentation should be based on those who are indicatively scheduled to teach at the new PGMP), the teaching staff expected to teach, the existing teaching staff of the Department with a relevant field of study, and other staff to support the organisation and operation of the PGMP shall be outlined.

d. Assessment criteria and process.

The assessment criteria (for each course and each teacher) shall be stated.

3. 2. Sustainability report which must indicate the following:

a. Indication of the Post-Graduate Study Programmes organised by the Department (title, collaborating Departments/institutions if any, duration, website, etc.). Justification of the availability/existence of infrastructure and the option of teaching staff to become involved in an additional programme, without neglecting their obligations by law.

b. Indication of alternative sources of financing provided for, besides increasing tuition fees, if the number of students does not meet expectations, in order to implement the proposed budget.

c. Description of the technical infrastructure, the necessary equipment, and the building infrastructure expected to be used for the operation of the programme.

CHAPTER TWO

Post-Graduate Study Subjects

Article 18

PGMP admission criteria

1. Holders of first-cycle study degrees from HEIs in Greece or equivalent institutions abroad shall be accepted onto the PGMP.

2. The Secretariat of the relevant Department shall check whether the institution abroad that awarded the first-cycle degree belongs to the National Registry of Foreign Recognized Higher Education Institutes and whether the type of degree belongs to the National Registry of Foreign Recognized Academic Title Types posted on the Hellenic NARIC website.

3. If foreign students are admitted to PGMP where teaching is in Greek, the internal regulation of the PGMP shall clearly define the process (e.g. internal examinations, interview) or the type of Greek language qualification required. The above provision concerns prospective graduate students who have not completed their secondary education in Greece or at a Greek-language school abroad.

Article 19

Process for the selection of entrants - enrolling in the PGMP

A. Submission of applications for admission to a PGMP

1. DUTH, implementing the principles of equal opportunities and supporting inclusivity, shall entitle any interested party who meets the necessary requirements to participate in the PGMPs.

2. By decision of the Assembly of the Department, a notice for the admission of graduate students shall be published and posted on the Department's website. The notice shall state all the relevant details (dates and place of submitting the application, the necessary supporting documents that must accompany it, etc.).

The requirements and criteria for the selection of candidates shall be specific, quantitative and/or qualitative, and they shall be made known to the candidates in the notice of the PGMP. If the method of admission requires a written or oral examination, the process, the content of the examination, the dates of examination, and the grading method must be specified.

3. The relevant applications, along with the necessary supporting documents, shall be submitted to the Secretariat of the Department within a deadline set out in the notice, which may be extended by decision of the Assembly of the Department or the SPC. Candidates must carefully check the instructions so that a complete file is submitted within the deadline. Supplementary, incomplete, or deferred supporting documents shall not be accepted.

4. The following documents shall be required to be submitted by each candidate:

- a) A printed application for enrolment onto the PGMP (Template A.1 in the Annex)
- b) A detailed Curriculum Vitae
- c) A copy of a first-cycle study Degree or a certificate of completion of studies from Higher Education Institutions in Greece or equivalent recognised Institutions abroad (the institution awarding the foreign degree must be listed on the National Registry of Foreign Recognized Higher Education Institutes and the type of the degree it issues must belong to the National Registry of Foreign Recognized Academic Title Types posted on the Hellenic NARIC website)
- d) A Diploma Supplement or a transcript that indicates the degree grade
- e) A two-sided photocopy of the applicant's identity card or passport
- f) Additional documents/supporting documentation specified in the Regulation of the PGMP by the Assembly of the Department (such as foreign language proficiency, reference letters, professional experience, publications, an interview, etc.)

5. The post-graduate study Regulation of the PGMPs of the Departments of DUTH shall regulate specific issues related to the requirements for submitting an application for enrolment in a PGMP, the assessment of the candidates, and the admission of those with equal scores with final entrant as supernumeraries.

B. Evaluation of applications for admission to PGMPs – enrolment in PGMPs

1. The method for evaluating the application and the scoring of individual points of each qualification proven with a supporting document shall fall within the powers of the Assembly of the Department or the Study Programme Committee, it shall be determined following a recommendation by the CC, and it must be described in detail in the Internal Rules and Regulations of the PGMP and the call for expressions of interest.

2. The selection of entrants into the PGMP shall be carried out by a Three-Member Committee of Faculty members of the Department (or Departments in the case of an interdepartmental or interinstitutional or joint PGMP) who have undertaken post-graduate work. The Committee shall be established by decision of the Assembly or the SPC, if it is an interdepartmental or interinstitutional or joint PGMP.
3. The selection of entrants into the PGMP of DUTH shall be determined in accordance with the applicable provisions and the regulations of this Regulation.
4. The Secretariat of the PGMP shall prepare a complete list of candidates and forward it to the Admission Selection Committee (ASC) which shall:
 - a) Reject candidates who do not meet the requirements;
 - b) rank candidates by score and pre-publish the provisional selection table, and announce the deadline for objections;
 - c) invite for an interview (if provided for) any candidates the Admission Selection Committee decides to invite.
5. After examining the applications and based on the final scores of each candidate, the ASC shall prepare the final ranking table of the candidates, in descending score order. The table shall indicate the successful candidates and runners-up.
6. The table shall be validated by the Assembly or the Study Programme Committee and shall be posted. The post shall be made in accordance with the provisions on personal data protection on the PGMP website and in the announcements of the Department.
7. The Secretariat of the Department shall publish the results of the assessment on the Department's website, in accordance with the applicable provisions on personal data protection, it shall inform the candidates, enroll successful candidates in the Register of graduate students (GSs) of the Department and DUTH, and it shall send them the Operating Regulation of the PGMP and the Institution, the Internal Rules and Regulations, the Academic Code of Conduct, and any other information document the Department deems necessary.
8. The successful applicants shall be asked to respond in writing within a specific deadline set out in the Internal Rules and Regulations of each PGMP, as to whether they accept a) their enrolment in the PGMP and (b) the Regulations sent to them and the terms of operation of the PGMP. Late responses shall not be accepted. Successful applicants may submit the relevant supporting documents in person or by post or online. Enrolment shall be considered complete when all the necessary supporting documents have been submitted.
9. The places of the successful candidates who do not enroll in time shall be filled by other candidates from the runner-up list, based on their order of success.
10. Upon enrolment in a PGMP, students shall receive from the Secretariat the annual Academic Calendar of the Programme.
11. GSs may be remunerated from resources provided by funded national and international research programmes, co-funded programmes (e.g. NSRF), private and own resources. They may also receive scholarships from national or international bodies and institutions, from co-funded programmes (e.g. NSRF), private and own resources, in accordance with any more specific regulatory framework of the funding body.

12. GSs may enter into scholarship contracts through the Special Account for Research Funds of DUTH, as defined in the applicable legislation and the Financing and Management Guide of the Special Account for Research Funds of DUTH.

Article 20

Duration of Studies

1. The normal duration of attendance of the PGMP leading to the Master's Degree is set at a minimum of two (2) semesters (60 ECTS credits), which shall include the time for the preparation and submission of the Master's Thesis for assessment. If the Study Programme includes a Master's thesis project, the duration of its preparation shall be at least three months and shall correspond to 15 ECTS credits.

2. Attendance of the PGMP shall be considered to have ended upon completion of:

- a) The minimum attendance period stipulated;
- b) the successful completion of all educational actions and internships and the Master's thesis, if provided for.

3. Regarding the maximum duration of study, the graduate student shall be obligated to complete their post-graduate studies within twice the duration of the PGMP.

4. Exceeding the maximum duration of study by exception.

a. GSs may request to exceed the maximum period of studies by exception for serious health reasons related to the person of the student or the person of a first degree relative by blood or a spouse or a person with whom the student has entered into a civil partnership. The application addressed to the CC shall be submitted by the PG prior to the expiry of the maximum duration of study to the Secretariat of the relevant Department, accompanied by the supporting documentation of the application, and, in particular, the existence of health issues pertaining to:

- aa) The person of the GS;
- ab) the person of a first degree relative by blood or a spouse or a person with whom the GS has entered into a civil partnership. Serious health reasons must be proven with a document from a public hospital or a competent special public hospital committee.

b. To prove the health reasons invoked, the application must be accompanied by a recent civil status certificate, in the case 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 a Clinic, Laboratory, or University Department. The competent Institution Service may additionally request any other supporting documents it deems necessary for the examination of the application.

c. The Secretariat shall forward the requests to the Assembly, which shall decide on the approval or rejection of the request, as well as the duration of additional study. Further exceeding of the maximum duration of study may be re-approved through the process described in Articles 21 and 22 on part-time attendance and suspension of studies, provided the conditions set out in the relevant provisions and this decision continue to be met.

Article 21

Part-time Study

1. GS at DUTH may study part-time for a period not exceeding double the normal period of study.

2. The following are entitled to apply for part-time study:

a) GSs who have been proven to work at least twenty (20) hours a week;

b) GSs with disabilities and special educational needs;

c) GSs who are also athletes at sports clubs registered in the electronic register of sports clubs under Article 142 of Law 4714/2020 (Government Gazette, Series I, No 148), maintained at the General Secretariat of Sports (GSS) under the following conditions:

ca) for those years in which they hold 1st to 8th place in national individual sport championships with the participation of at least twelve (12) athletes and eight (8) clubs or competing in teams of the two (2) highest categories in team sports or participating as members of national teams in European championships, world championships, or other international events under the Hellenic Olympic Committee; or

cb) if they participate even once, during their studies in the study programme for which they are applying to become part-time students, in the Olympic Games, the Paralympic Games or the Deaflympics, they may, upon submitting a request (electronically/by an authorized person/by post/ in person, via a KEP), register with the Secretariat of the relevant Department as part-time students.

3. The application (Template A.2 in the Annex) along with the documents proving the conditions are met for part-time study are submitted electronically or in person to the above Secretariats, at the latest by the end of the period of course enrolment of the Department. 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 enrolments, as set out in a relevant announcement issued by the relevant Secretariat.

4. 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) GSs that belong to the category of employees and work at least twenty (20) hours a week shall be required to submit the relevant employment contract or a recent employer certificate, as well as the national insurance stamps provided for persons working in the private sector.

b) GSs that belong to the category of students with disabilities must submit a certificate of disability assessment by Disability Certification Centers (KEPA) or by a seven-member health committee of a public hospital. GSs that have registered with the special category of students with disabilities are not required to submit additional supporting documents for their enrolment.

c) GSs that belong to the category of students with special educational needs must submit a certificate ascertaining those needs by the competent services.

d) GSs that belong to the category of athletes must submit a certificate from the General Secretariat of Sports, the Olympic Committee, or the Sports Club that is entered in the register of the General Secretariat of Sports (the certificate must indicate the GSC registration number and the Sports Club ID number), as the case may be, certifying the reason for the request for their inclusion in part-time study, in accordance with the relevant provisions.

The certificates of cases a) and d) must be resubmitted to the Secretariat of the relevant Department at the beginning of each academic year so that it can be determined whether the reasons for enrolment in part-time study still stand.

e) The CC of the post-graduate programme may also make a supplementary request for any other supporting documents it deems necessary for assessing the application.

5. The Assembly shall issue a decision approving or rejecting the application, following a recommendation by the CC, with the application submitted attached, accompanied by the supporting documents provided for in each case.

6. For part-time GSs, each academic semester shall count as half an academic semester. GSs may choose the courses they wish to attend and in which they will be examined.

7. Part-time GSs may upon application to the Secretariat of the relevant Department, without additional supporting documents being required, revert to full-time study at any time. A declaratory act shall be issued by the competent Deanery of the School for the return to full-time study, which shall be shared with the Department of the applicant.

8. Certificates issued to part-time GSs shall state the relevant decision of the Assembly.

9. In the case of interdepartmental, interinstitutional, or joint PGMP, the application shall be forwarded by the Study Programme Committee to the Assembly of the Supervising Department.

Article 22

Interruption of studies

1. In exceptional cases, graduate students shall be granted, upon submission of a relevant reasoned application, a temporary suspension of studies, which may not exceed two (2) consecutive semesters. The application shall include the requested period of interruption, as well as the reasons (including 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, proving the invoked health reasons of the applicant or their relatives up to the second degree by blood, reasons of military service or serious financial reasons etc. In cases of force majeure or personal reasons, the application shall be accompanied by a solemn declaration of Law 1599/1986, describing the invoked reasons and no additional submission of documentation shall be required.

2. The application shall be forwarded by the CC for approval to the Assembly of the Department. In exceptional cases and for reasons related to force majeure, the application may be submitted even after the expiry of the enrolment period. Academic semesters during which the GS's studies have been interrupted do not count towards the maximum duration of study.

3. Interruption of studies is granted by decision of the Assembly, following a recommendation by the CC, or, in the event of an interdepartmental, interinstitutional, or joint RMS, by the Study Programme Committee.

4. During the period of interruption the GS shall lose their student status. The duration of the interruption shall not be counted towards the maximum normal duration of studies.

5. Upon their return to studies, GSs shall continue to be subject to the attendance status of their enrolment as a GS.

Article 23

Study Guide

1. Each year a Study Guide for PGMPs shall be published and distributed to graduate students in Greek and English.
2. The Study Guide must include:
 - The course schedule, teaching staff' names, graduate students' rights (social benefits, scholarships, loans, textbooks, aids, etc.) and obligations, as well as information on the operation of the study areas, laboratories, clinics, and libraries of the Department.
 - The total number of Credits (ECTS) required for acquiring the Master's Degree in all courses allocated to the semesters of studies.
 - The credits awarded per specialisation of PGMP, if there is more than one (1) specialisation, which cannot be less than sixty (60) credits (ECTS), as well as the number of academic semesters of the programme, which cannot be less than two (2).
 - The detailed study programme per specialisation, the titles and a short description (syllabus) of the courses, seminars, workshops, and clinical internships of the PGMP, conducting of internships, preparing a Master's thesis, or conducting other educational and research activities that are designated as mandatory or elective for successfully completing the PGMP, indicating the number of ECTS credits awarded in each case.
 - The official language in which the programme is conducted and the language in which the Master's thesis shall be prepared, which may be other than Greek.
 - The Specialisations that concern the maximum number courses enrolled in per semester, designation of courses as prerequisites, as well as the rules of examination and assessment of the performance of graduate students included in the Internal Rules and Regulations of the PGMPs.

Article 24

PGMP Attendance

1. The maximum number of credits corresponding to the courses of the semester of studies of each PGMP that the GS may attend each semester shall not exceed thirty (30) ECTS credits.
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 courses of the study programme shall be allocated. Each academic semester shall include the teaching period (semester) and the examination period-
4. The Directors of the PGMPs shall publish and post, prior to the commencement of the academic year, draft academic calendars and timetables. The timetable shall include the start and end dates of teaching periods, the examination periods, holidays, class days and hours, the teaching staff, the dates of other events or duties, etc. Academic calendars and course timetables shall be forwarded to the Academic Affairs Directorate and the Special Account for Research Funds-DUTH.

5. The mandatory (with a minimum of 39 hours) and elective courses, the teaching hours (with reference to the number of hours in person and remotely), and the credits (ECTS) for each course shall be clearly set out for each PGMP.
6. Each course shall be taught by one or more teaching staff to whom it is assigned by the Assembly or the SPC. In the event of co-teaching, one teacher shall be appointed as the coordinator of the course.
7. The process and conditions for the preparation and evaluation of Master's theses shall be regulated by the PGMP Regulation.
8. The courses, teaching and research activity, laboratory employment, and all other types of educational and research activities of the PGMP deemed necessary for the completion of the PGMP shall be clearly described in its Regulation and the Study Guide.
9. For all courses, in person or remote, the physical participation of graduate students shall be required. Where courses are held remotely via the internet, attendance must also be monitored through the use of specific methods offered by the relevant tools.

Each PGMP shall determine in its Internal Rules and Regulations the exact number of absences that are permitted for each course. If the required attendance is not achieved, the student shall be deemed to have failed this course. If the number of absences is greater than that set out by the Internal Rules and Regulations of the PGMP and the reasons for the absences are serious, then, at the request of the GS in question, the case shall be examined by the PGMP Coordination Committee, which shall consider the request and shall make a recommendation to the Assembly of the Department or the SPC regarding the final decision.

Article 25

Assessment of educational activities

1. Assessment of performance in individual courses and other educational activities shall be carried out via written or oral examinations, the preparation of projects, or a combination of the above, in accordance with the Examination Regulation of DUTH. The exact form of the assessment shall be determined by the teacher(s), also with regard to the nature of each course.
2. The terms of assessment for each course shall be mentioned in the course Outline and shall be communicated at the commencement of classes of the course by the faculty member responsible for/coordinating the course.
3. The time at which the examinations will be conducted and the duration of the examination periods of PGMPs shall be set out by the Assembly of the Department or the SPC following the recommendation of the CC.
4. The grading scale for assessing the performance of GSs shall range from zero (0) to ten (10).
5. The assessment may be carried out either after the completion of each semester or after the completion of the teaching work for each course or the completion of each educational activity, in accordance with the provisions of each programme's internal regulation and the course Outline.
6. The following shall apply for courses with oral and/or final written examinations: Examinations for fall semester courses shall take place during the January examination period and examinations for the spring semester courses shall take place during the June

examination period. The September re-sit examination period shall examine courses from both semesters.

7. For the courses where part of the assessment provides for the submission of a project, the topics shall be provided in a timely manner and the project submission dates shall be stated in the course Outline and the timetable communicated to the students.

8. If a student fails more than three (3) times in the same course, they may ask, by addressing a request to the Dean of the Supervising Department, that they be assessed by a three-member committee, which shall consist of teaching staff in the same or another DUTH Department in the same or a relevant discipline to the course being examined, in which the teacher of the course may not participate. If the Head of the Department does not appoint the members of the committee referred to in the first indent within one (1) month from the submission of the request, the student may request that the Dean of the School or, in the case of a Single-Department School, the Rector of the Institution appoint them. If no committee is appointed by any of the competent bodies within sixty (60) days from the submission of the request, the student shall submit their application to the Ministry of Education and Religious Affairs, which shall investigate the Rector for non-implementation of the request. The assessment by the three-member committee hereof shall take place at any time during the academic year.

9. After the completion of the examination, the exercises, written essays, and any other documentation of examination, provided it is not returned to GSs, shall be kept for twelve (12) months.

Article 26

Master's Thesis

1. If the PGMP includes the mandatory preparation of a Master's thesis by the GS, it shall be carried out in accordance to the study programme during the semester provided for.

2. The subject of the Master's thesis shall be included in the scope of the PGMP and must utilise the knowledge, skills, and perspectives acquired in the courses of the PGMP.

3. Following an Invitation from the CC or the SPC, the GS shall submit an application to the Secretariat of the PGMP, indicating the proposed title of the Master's thesis, the proposed supervisor, and all relevant supporting documents.

4. GSs who do not submit the application within the deadline shall defer, at their own responsibility, the commencement of preparation of the Master's thesis by at least one semester.

5. The Coordination Committee shall examine the GS's application, forward it to the Assembly or the SPC, which shall appoint its supervisor and establish the monitoring and examining three-member committee, of which the supervisor shall be a member.

6. The following are entitled to supervise theses:

a) Members of the Faculty of the Department or of other Departments of DUTH or of other HEIs in Greece or abroad or Higher Military Educational Institutions (HMEIs), and members of the Laboratory Teaching Staff, Special Technical Laboratory Staff, and Special Teaching Staff of the Department or of other Departments of DUTH or other HEI or Higher Military Educational Institutions (HMEIs), with additional employment beyond their legal obligations if the PGMP has tuition fees;

- b) Emeritus Professors or retired members of the Faculty of the Department or other Departments of DUTH or another HEI in Greece or abroad;
 - c) joint chairs;
 - d) adjunct professors;
 - e) visiting professors or visiting researchers,
 - f) researchers and specialist operating scientists of research and technological bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) or other research centers and institutes in Greece or abroad, on the condition that they hold a doctorate;
7. The competent body of the PGMP may decide to assign the supervision of Master's theses to members of the Faculty and members of the Special Teaching Staff and the Laboratory Teaching Staff, Emeritus Professors, and retired members of the Department who have not undertaken teaching work on the PGMP.
8. In exceptional cases of objective inability to exercise supervisory duties for a serious reason, it shall be possible to replace the supervisor or member of the Three-Member Examining Committee following a decision of the Assembly of the relevant Department or the SPC.
9. The text of the Master's thesis must meet the specifications and structure of a scientific paper, namely it must include a description of the subject of the project, a description of the findings or results of the project, the methodology, assumptions, bibliography, and any other necessary supporting or explanatory information (necessary figures, diagrams, photographs, images, etc.)
10. The Master's thesis shall be drawn up in Greek and shall be accompanied by a short summary of approximately 300 words in an EU language (e.g. English or French or German). After consultation with the supervisor and approval by the CC or the SPC, it may be written in another language and include an extended summary in Greek. For the English-language PGMPs, the Master's thesis shall be prepared in English. The structure of the Master's thesis and its specifications/layout are set out in the Regulation of the PGMP.
11. Upon completion of the Master's thesis, the GS shall submit to the Supervisor and the other two members of the Three-Member Examining Committee copies of the final Master's Thesis. The GS shall submit the thesis, in consultation with the supervisor, and the plagiarism certificate, which shall report the results of the check carried out using the special plagiarism detection application (Turnitin), to the Three-Member Committee. At the same time, the GS shall send a Solemn Declaration to the Three-Member Committee that the Master's thesis is the product of their own work and not the product of plagiarism, either in whole or in part.
12. The Three-Member Examining Committee, after reviewing the work, shall set a date for the public defence/assessment of the Master's thesis.
13. Following the presentation/defence of the Master's thesis, the Examining Committee shall submit the Master's thesis grade to the Secretariat together with the Solemn Declaration of the GS that the Master's thesis is a product of their own work and not the product of plagiarism, either in whole or in part. If there is a negative assessment of the Master's thesis, the GS shall have the right, in the next academic year, to change its subject and the supervisor.
14. The final complete electronic copy of the Master's thesis must be submitted to the DUTH Library and to the archive kept at the Department. The Secretariat of the Department shall

appoint a person responsible for gathering all the Master's theses in digital form. The Secretariat shall be responsible for maintaining the digital archive until the full development of the DUTH Central Repository.

15. The internal regulation of each PGMP shall determine, inter alia, the length, font, method of writing, and anything else related to its structure.

16. Copying, plagiarism, or falsifying in general of the Master's thesis process or the results of the research project shall entail expulsion from the PGMP by decision of the Assembly of the Department and shall constitute a disciplinary offence. If the violation is discovered after graduation, the Assembly shall initiate procedures to revoke the Master's Degree.

Article 27

Internships

1. Second-cycle study programmes may provide for student internships as a mandatory or optional educational activity of the programme.

2. The Internship Manager shall coordinate the internship jointly with the heads of the orientation and supervisors, who shall mainly come from the Department of the studies.

3. The process of preparing an Internship shall be described in the DUTH Internship Regulation.

Article 28

Completion of Studies - Awarding of Master's Degree

1. GSs shall complete their studies and be awarded a certificate of study or a degree when they have completed the minimum number of semesters required to obtain a Master's Degree, have been successfully examined in the courses provided for by the study programme in accordance with the terms and conditions set out therein, and have attained the required number credits depending on the duration of the PGMP.

More specifically, GSs are required to meet the following conditions to obtain a degree or certificate of completion of studies:

- To have successfully completed the Compulsory Courses of the PGMP.
- To have successfully completed the Elective Courses.
- To have successfully completed any other educational activity provided for by the PGMP (e.g. Master's Thesis, internship, etc.).

2. In order to receive the degree or the study completion certificate, in addition to the above conditions, it shall be necessary to settle all outstanding issues with the University's Services, and specifically:

- They must not have any pending financial issues with the PGMP.
- They must have returned any books borrowed to the DUTH Library and their Master's Thesis (if they have written one) must have been submitted in digital form to the DUTH repository. The process shall be determined in accordance with the operating regulation of the Library and Information Centre of DUTH, the relevant decisions of the committee of the Library and Information Centre, and the decisions of the Senate.
- If accommodation is offered at the student housing of the Institution, they must have completed the process of returning the room in accordance with the provisions

of the relevant DUTH Student Halls Regulations. (For fully remote PGMP, this does not apply.)

- Any equipment, books, and educational material borrowed from the Labs of the Department/School or the Institution must have been returned.
- They must have returned their academic ID to the Secretariat of the Department.
- They must ensure that there are no pending financial issues with any Service of the Institution (e.g. return of paid Erasmus grant, etc.).

3. The grade of the Master's Degree shall be calculated from the grades of the course of the programme and the grade of the Master's thesis (if included). The method for calculating the grade shall be recorded in the internal Rules and Regulations of the PGMP.

4. The Master's Degree shall be a public document. Its form shall be determined by decision of the Senate and shall be signed by the Rector, the Head of the Department, and the Secretary of the Department or their lawful alternates. In the case of an interinstitutional Master's Degree, the degree shall mention the HEIs and the Departments awarding the degree, any emblems of the institutions, and it shall be signed by the corresponding bodies of the institution responsible for the administrative support of the PGMP.

5. Transcripts and a Diploma Supplement in Greek and English shall be attached to the Master's Degree, regarding which the provisions of Article 15 of Law 3374/2005 and ministerial decision Φ5/89656/BE/13-8-2007 (Government Gazette, Series II, No 1466) shall apply.

6. The relevant provisions of the Chapter on Ceremonial/Protocol Rules of the Internal Rules and Regulations of DUTH shall apply to the awarding of the Master's Degree and the graduation ceremony.

Article 29

GS Rights and Obligations

1. GSs shall enroll and participate in the PGMP under the terms and conditions set out in the Internal Rules and Regulations of the Institution, and the Regulation of the PGMP and the Department. Acceptance of the above is a key requirement for acquiring and maintaining GS status.

2. GSs shall have the rights of students of undergraduate and doctorate study programmes, and any other rights set out in the Regulation of post-graduate studies.

More specifically, GSs:

- a) Shall be entitled to use the DUTH e-mail service upon request.
- b) Shall be entitled to access DUTH libraries and to access online journal subscriptions, etc., with their institutional e-mail address.
- c) Shall be entitled, in the context of preparing projects and Master's theses, to use the technical infrastructure of the Laboratory, the Department, and DUTH in consultation with the Supervising faculty member and with the consent of the Head of the respective unit.
- d) Shall have the right to participate in the collective governing bodies, in accordance with the provisions of the applicable legislation.
- e) Shall offer educational and other services to the Department (such as conducting workshops, tutorials, etc.), with the consent of the Supervising member of faculty and the relevant resolutions of the Assembly of the Department.

f) May participate in DUTH research projects/programmes and receive scholarships in the context of co-funded, self-funded, or other projects/programmes to financially support research.

h) May participate in mobility programmes through ERASMUS+ or other mobility actions (e.g. participation in projects or other scholarships).

3. The Department shall actively ensure equal access for persons with disabilities and persons with special educational needs, and shall ensure accessibility of the proposed programmes – or other facilitations or adaptations that may help them attend the educational process and complete their studies – to GSs with disabilities and/or special educational needs.

4. GSs must:

a) Attend the classes of the PGMP study programme;

b) submit the required projects within the specified deadlines;

c) attend the examinations provided for;

d) observe the established principles of academic ethics and respect and protect the facilities and equipment of DUTH, ensure that the cleanliness and orderliness of the premises are preserved, and inform the supervising faculty member or the Head of the Department of any relevant problems;

e) be apprised of and comply with the Academic Code of Conduct, the DUTH Internal Rules and Regulations, the Institution's individual operating regulations, the decisions of the bodies of the PGMP, the Department, and DUTH that concern them, and to implement them consistently and responsibly.

f) be up-to-date on the PGMP they are attending and the academic calendar, and understand the educational process they are following;

g) be apprised of the structure and powers of the administrative services of DUTH and the Department;

h) fully meet all of their obligations towards DUTH and to promote and support the image of the Institution through their academic activities;

i) pursue active participation in the international academic community by attending congresses, workshops, and seminars;

j) participate in seminars or congresses organised by the Department/School;

use the information of the Department/School as their academic affiliation in every publication, speech, or notice that is the product of their work on the PGMP;

k) for PGMPs with tuition fees, pay the tuition fees, as set out in the Internal Rules and Regulations of the PGMP;

l) for remote post-graduate programmes and the effective participation of GSs, they must have the necessary electronic equipment such as a computer (desktop or laptop) with a camera, speakers or headphones, a microphone, and an internet connection. GSs must have the camera switched on during classes.

5. If GSs do not meet their obligations, the Director of the PGMP shall notify them in writing of their obligations and share the notification with the CC. If, after a reasonable period, the GS fails to respond, the Assembly may decide to strike off the GS from the Registers of the Department.

Article 30

Expelling graduate students

1. Decisions regarding issues of re-sitting examinations of courses that have not been passed or expulsion shall be made by the Assembly of the Department or the SPC — in the case of an interdepartmental or interinstitutional or joint Post Graduate Master's Programme — following the recommendation of the Coordinating Committee, which shall decide on the terms of the re-examination and the reasons for expulsion which shall be included in the Internal Rules and Regulations of Post-Graduate Studies.

2. Indicative reasons for expulsion of GSs are:

- a) Insufficient progress of the graduate student (documented by their non-participation in the educational process, i.e. attendance, examinations);
- b) exceeding the maximum allowable duration of study of the PGMP;
- c) negligent performance of other obligations as set out in the relevant Regulation;
- d) conduct that violates academic ethics under the applicable laws and the DUTH code of conduct;
- e) at the request of the graduate student themselves.

Article 31

Right to attend a Post-Graduate Study programme with fees, free of charge

1. Registered students of PGMPs of DUTH may attend them free of charge, if payment of tuition fees is provided for, if they meet the financial or social criteria set forth herein. A prerequisite for granting the right to study free of charge due to financial or social criteria is meeting conditions of excellence during the first cycle of study, corresponding to attaining a grade at least equal to or greater than seven and a half out of ten (7.5/10), provided that the assessment of the basic degree submitted for admission to the PGMP has been carried out in accordance with an assessment scale out of ten at an HEI in Greece; otherwise, this criterion shall be applied proportionately according to the grading scale in each case, provided that the degree produced has been granted by an institution abroad.

2. The total number of students attending free of charge may not exceed thirty percent (30%) of all enrolled students per academic year. If the calculation of the number of beneficiaries exempted from tuition fee results in a fraction, this fraction shall be rounded to the nearest whole number. If the number of exempt beneficiaries exceeds the percentage hereof, beneficiaries shall be selected in descending order until the number is reached.

3. The submission of applications for studying free of charge per PGMP shall hereunder take place after the completion of the students' admission to the PGMP.

4. Students have the right to attend the PGMP if they meet the requirement of paragraph 1, subject to the following criteria:

- a) The average of the sum of the taxable income for the past two (2) fiscal years of all family members of the applicant for tuition fee exemption, namely the applicant themselves, their parents, irrespective of whether they submit a joint or separate tax return, and their siblings up to the age of twenty-six (26), if they are single and have their own taxable revenue within the meaning of Article 7 of Law 4172/2013 (Government Gazette, Series I, No 167), does not exceed seventy percent (70%) of the national median equivalent disposable income, in accordance with the most recently published data of the Hellenic Statistical Authority

(ELSTAT), if the applicant is under the age of twenty-sixth (26) and is unmarried or is not in a civil partnership;

b) the average individual taxable income of the applicant of the past two (2) fiscal years does not exceed one hundred percent (100%) of the national median equivalent disposable income, according to the most recent published data of ELSTAT, if the applicant has reached the age of 26;

c) the average of the sum of the taxable income of the applicant of the past two (2) fiscal years for tuition fee exemption and their spouse or partner, if they are married or have entered into a civil partnership, regardless of whether they submit joint or separate tax returns, does not exceed one hundred percent (100%) of the national median equivalent disposable income, according to the latest published data of ELSTAT.

5. If the applicant is under 26 years of age and is the child of a family with three or more children or the child of an unmarried parent or has lost at least one (1) parent or is a disabled person or a member of a household with a disabled person, they may also apply for exemption from paying half (50%) the tuition fees, if the average in case a) of paragraph 4 exceeds seventy percent (70%) and does not exceed one hundred percent (100%) of the national median equivalent disposable income.

6. Assessment of the criteria for exemption from tuition fees shall be carried out by the Assembly of the Department, in the case of a single-department PGMP, or the SPC, in the case of an interdepartmental or interinstitutional PGMP respectively, and a reasoned decision on the acceptance or rejection of the application shall be issued.

7. The option to be exempted from paying tuition fees shall be provided exclusively for attending one (1) PGMP organised by DUTH.

8. Those receiving scholarships from another source shall not be eligible for exemption.

9. This shall not apply to third-country nationals.

10. Members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, members of the Administrative Staff (Permanent/with an open-ended private law employment relationship), and paid DUTH Attorneys may, at their request, register as supernumeraries on a DUTH PGMP, without paying tuition fees, at a rate of five (5) to ten (10) per cent (%) of the maximum number of admissions of each PGMP or DPGMP, depending on the decision of the competent instrument with regard to this percentage. The option of non-payment of tuition fees for the above categories of staff shall apply for enrolment on only one (1) PGMP of DUTH.

Article 32

Scholarships – Awards of excellence – Compensatory Scholarships

1. Scholarships or excellence awards may be awarded to GSs in accordance with a decision of the Assembly or the SPC (in case of an interdepartmental, interinstitutional, or Joint PGMP). Scholarships or excellence awards shall be awarded based on objective criteria which are stated in the PGMP Regulation, with the weighting of each and the necessary supporting documents.

1.1. The following are indicative criteria that may be used for scholarships:

Academic:

a) Completion of studies within the duration provided for

- b) The average grade (of one or more semesters)
- c) The first-cycle degree grade
- d) Recent academic performance (awards and honorary distinctions)

Financial:

Taxable revenue

Social:

- a) Divorced with dependants (children)
- b) Students with special needs
- c) Single-parent families
- d) Students who have lost both parents and are not older than 25
- e) Children of large families
- f) Student siblings

1.2. Excellence awards shall be awarded exclusively on the basis of academic criteria (indicatively, graduation grade, publications, posted presentations, etc.). The process shall be as follows:

1.2.1. At the recommendation of the Coordination Committee of the PGMP, a call shall be announced for the submission of applications for scholarships or awards of excellence. Candidates shall fill out all the mandatory fields of the application with the supporting documents required in each case and submit them to the Secretariat of the Department within the deadlines set out in the Call. The application shall serve as a Solemn Declaration of Law 1599/1986.

1.2.2. The CC shall assess and rank the candidates on the basis of the criteria set out in the internal Rules and Regulations of the PGMP and shall put forward the list of names of the candidates to the Assembly or SPC.

1.2.3. The maximum number of scholarships and awards in each PGMP is set at 30% of admissions per semester.

2. Compensatory Scholarships

2.1. Compensatory scholarships may be awarded at DUTH to GSs for teaching, research, scientific, administrative, technical, and other support services related to 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 Funds-DUTH, any more specific regulatory framework of the funding body, and the decisions of the competent university administrative bodies.

2.2. By reasoned decision of the Assembly of the Department, following a recommendation from the Coordination Committee of the PGMP, students of the PGMP may be exempted, in whole or in part, from the obligation to pay tuition fees, on the condition of providing work to the programme or the Institution. Details regarding the implementation hereof may be provided in the Internal Rules and Regulations of the programme.

Article 33

Graduate Student Complaint/Objection Management Mechanism

The DUTH Complaints Regulation shall apply for the management of graduate student complaints-objections.

Article 34

Special provisions

Any matters not regulated by this Regulation and the Internal Rules and Regulations of the PGMPs, shall be regulated by decision of the Assembly of the Department or the SPC (for an interdepartmental, interinstitutional or Joint PGMPs).

PART B:

REGULATION OF DOCTORAL STUDY PROGRAMMES OF DEMOCRITUS UNIVERSITY OF THRACE

Article 35

Pursuing Doctoral Studies at Democritus University of Thrace

1. Democritus University of Thrace shall organise third-cycle study programmes (Doctoral Study Programmes - DSPs), which shall aim to promote original scientific research and to contribute substantially to the development of knowledge in at least one scientific field. More specifically, the objectives of the Doctoral Study Programmes of DUTH shall be:

- generating new knowledge;
- promoting innovative research;
- promoting science and its applications;
- conducting high-quality research;
- training scientists capable of contributing to the progress of research and technology.

2. The DSPs shall be organised in the Departments, autonomous or not, and Single-Department Schools of DUTH, and shall lead to the awarding of a Doctorate following the completion and successful defence of a doctoral dissertation.

3. DUTH shall have available facilities, infrastructure, equipment, and human resources that constitute an attractive academic environment for conducting doctoral studies.

4. DUTH shall provide adequate and accessible resources for the preparation of the doctoral dissertation and support services for doctoral students.

Article 36

Organisation of Doctoral Study Programmes

1. The third cycle of studies shall concern the organisation of Doctoral Study Programmes (DSPs), with a minimum duration of three (3) academic years, the successful completion of which shall lead to obtaining a Doctorate, which is an advanced academic degree corresponding to level eight (8) of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020.

2. Democritus University of Thrace shall establish, organise, and operate Doctoral Study Programmes and shall award Doctorate Degrees in accordance with the provisions of Law 4957/2022 (Government Gazette, Series I, No 141) 'New Horizons at Higher Education Institutions: Enhancing the quality, functionality, and connection of HEIs with society and

other provisions', JMD 18137/Z1/16-03-2023 (Government Gazette, Series II, No 1079/2023) of the Ministry of Education, Religious Affairs and Sports and the Ministry of State, the Internal Rules and Regulations of DUTH, and the applicable legal framework.

3. The DSP must include the preparation of a Doctoral Dissertation in a subject related to the scientific field of each Department/School of DUTH. In order to provide doctoral candidates with the scientific background needed for their research and to link their Doctoral Dissertation with the scientific subjects relevant to the Department, each DSP may, in addition to preparing the Doctoral Dissertation, draw up a programme of educational activities. Doctoral study programmes may include a programme of educational activities, which may indicatively include attending and successfully completing courses or other educational or research activities, amounting to a minimum of thirty (30) credits (European Credit Transfer and Accumulation System - ECTS). In this event, when the Senate of DUTH submits the programme for approval, it shall also submit a relevant Study Guide. The terms and process for exemption from additional educational activities shall be described in the Department's Internal Rules and Regulations for doctorate studies.

4. Doctoral Study Programmes of DUTH shall lead to obtaining a Doctorate, which is a advanced academic degree.

5. The DSPs shall be organised either by one Department of DUTH or by one Department of DUTH in partnership with one (1) or more Departments of DUTH or of another HEI in Greece, Higher Military Educational Institutions, Higher Ecclesiastical Academies, research and technology bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258), University Research Institutes, Academy of Athens, the Biomedical Research Foundation of Academy of Athens, as well as institutions abroad. Partnerships between Departments of DUTH and non-formal post-secondary education bodies under Law 3696/2008 (Government Gazette, Series I, No 177) shall not be allowed.

6. The Departments of DUTH may collaborate with other Institutions, research centres, and Institutions in Greece and abroad in the context of preparing doctoral dissertations under joint supervision. Everything relating to the preparation of doctoral dissertations under joint supervision shall be set out in the Special Cooperation Protocol signed by the cooperating organisations and approved by the Senate of DUTH and the corresponding governing bodies of the other organisations, in accordance with the applicable legislation.

7. DUTH shall not be obligated to remunerate or pay for the travel expenses of doctoral candidates.

8. The Assembly of the Department may decide on the highest and lowest number of doctoral candidates, in order to ensure the smooth operation of the programme and to achieve the best quality of studies, taking into consideration criteria such as the technical infrastructure, equipment of the Department or collaborating Departments, number of teaching staff and other staff of the Department, the total workload of the Faculty members in the USPs and PGMPs of the Department, etc.

9. An IT system shall operate at DUTH through which the DSP can be attended.

Article 37

Establishing a DSP

1. Establishing a DSP shall be included in the multiannual development plan of each Department/School of DUTH and shall be part of its strategic planning.
2. The establishment of a new DSP shall be approved by decision of the Senate of DUTH, following the recommendation of the Assembly of the Department and the opinion of the Post-Graduate Studies Committee.
3. The establishing decision of the second subparagraph, which is accompanied by a detailed report, shall set out all issues governing the organisation, operation, and management of the DSP, regulating at least the following:
 - a) the title of the DSP;
 - b) the subject and purpose of the programme and the learning outcomes acquired after successful completion thereof;
 - c) the categories of degree holders accepted and the other criteria required or taken into account in selecting entrants, as well as their method of documentation;
 - d) the method of assessing applications, which may include conducting examinations, a file assessment, and a personal interview, as well as the process for selecting candidates and enrolling doctoral candidates;
 - e) organising studies;
 - f) the educational process for supervising, guiding, and monitoring the progress of doctoral candidates;
 - g) the requirements for completing studies and obtaining the doctorate;
 - h) any sources of funding for the DSP;
 - i) the rights and obligations of doctoral candidates;
 - j) the possibility of awarding scholarships based on criteria of excellence, and/or providing compensatory scholarships;
 - k) actions offering training to doctoral candidates on issues of understanding research ethics and career options of doctorate holders;
 - l) the infrastructure to be provided by the Department for the operation of the DSP;
 - m) the faculty members or researchers who shall participate in the DSP;
 - n) any other matter that relates to the operation and operating regulation of the programme.
4. If the doctoral studies programme includes an organised course schedule or other educational and research activities, the decision shall include the course titles, their content, the weekly teaching hours, the sequencing or interaction of the courses, and the number of credits (European Credit Transfer and Accumulation System - ECTS) awarded in each case.
5. If the DSP is being organised by more than one (1) Department within the same or another HEI in Greece or abroad as an interdepartmental or interinstitutional DSP, respectively, a Special Cooperation Protocol shall be drawn up, covering the obligations of each collaborating Department, the Department or HEI undertaking the administrative support of the programme, issues relating to the establishment of the three-member and seven-member examining committees, more specific matters of collaboration, and, in general, every aspect of the programme.

Especially in the above cases, it may lead to the awarding of a single degree by the collaborating institutions, according to the Special Cooperation Protocol, which shall be drawn up by the collaborating Departments.

The special cooperation protocol shall be approved by decision of the Senate of DUTH, following a recommendation of the Assembly of each collaborating Department. The decision to establish it shall be supervised by the HEI undertaking the administrative support of the programme.

6. The completion of the process of establishing the DSP of paragraph 1 and the commencement of its operation presupposes its prior certification by the Hellenic Authority for Higher Education (HAHE). For a DSP to continue operating, it must be certified periodically, every five (5) years, as part of an assessment of the academic unit it belongs to, in accordance with the Internal Quality Assurance System (IQAS).

7. If the establishing decision is radically amended in essential areas, it shall require re-certification of the DSP by the Hellenic Authority for Higher Education.

8. The DSP establishing decision shall be shared, at the care and responsibility of DUTH, with the Minister of Education, Religious Affairs and Sports, no later than ten (10) days after its publication in the Government Gazette.

Article 38

DSP Administration

1. The governing body of the DSP shall be the Assembly of the Department.

2. The Assembly of the Department shall have the following powers:

a) It shall prepare and submit, through the Post-Graduate Studies Committee, recommendations to the Senate for the establishment, amendment or revision of DSPs;

b) it shall prepare and submit to the senate of DUTH the Doctoral Studies Regulation of the Department;

c) it shall appoint a three-member assessment committee which, following an invitation, shall assess the applications and submitted documents of candidates for the DSP, and shall submit to the Assembly of the Department reasoned recommendations on whether or not to accept candidates;

d) it shall appoint (and if necessary replace) the members of the three-member advisory committee for the preparation of the Doctoral Dissertation, as well as the supervising faculty member;

e) it shall appoint the members of the seven-member examining committee of the Doctoral Dissertation;

f) it shall designate the language in which the Doctoral Dissertation shall be written;

g) it shall award the Doctorate Degree;

h) it shall approve the Study Guide, the timetable and assignment of activities to teaching staff in cases where the DSP includes a programme of educational activities corresponding to a minimum of thirty (30) credits (European Credit Transfer and Accumulation System ECTS);

i) it shall recommend to the Senate the Special Cooperation Protocol in the event that the DSP is organised in collaboration with another Department of DUTH or another HEI in Greece or abroad, as an interdepartmental or interinstitutional DSP, respectively.

j) it may, for serious reasons, extend the maximum duration of the DSP at the request of the doctoral candidate and with the consent of the three-member advisory committee. The maximum duration of the extension and the specific issues related to the right of extension shall be set out in the Doctoral Studies Regulation of the relevant Department.

- k) it shall grant for exceptional reasons (e.g. health, work, those completing their military service, etc.) interruption of studies;
 - l) it shall assign ancillary teaching work to the doctoral candidates of the Department or the School in undergraduate and postgraduate study programmes;
 - m) it shall settle problems or disagreements between a supervising faculty member and doctoral candidates and/or members of the advisory committee;
 - n) it shall decide on any matter not provided for by the individual provisions of the applicable legislation, this Regulation, and the Post-Graduate and Doctoral Studies Regulations of the Department.
3. If the DSP is organised by more than one (1) Departments of the same or another HEI in Greece or abroad, as an interdepartmental or interinstitutional DSP, respectively, the Special Cooperation Protocol shall set out the powers of each partner and shall specify all the issues related to the DSP.

Article 39

Admission criteria

1. DUTH, implementing the principles of equal opportunities and supporting inclusivity, shall entitle any interested party who meets the necessary requirements to participate in the DSPs.
2. Holders of Master's Degrees issued by an HEI in Greece or abroad, graduates of an HEI undergraduate study programme with a duration of at least five years, corresponding to three hundred (300) ECTS credits, shall be admitted, subject to the relevant provision in the Doctorate Study Programme Regulation of the Department.
3. The doctoral studies Regulation of the Department may regulate specific issues regarding the conditions for applying for enrolment in a doctoral studies programme and the assessment of candidates who do not hold a post-graduate diploma.
4. The process for the selection/enrolment of a Doctoral Candidate (DC) in a DSP shall be carried out either through an application submitted by the interested party to the Assembly of the Department in which they wish to attend the DSP, during each academic year or following a decision of the Assembly of the Department and the publication of a relevant notice or call for expressions of interest.
5. Any interested party who meets the requirements of the doctoral studies Regulation may apply to the Assembly of the Department to attend the DSP.
6. The application shall include at least the following information:
 - a) An application in writing stating the field of the research and the faculty member of the Department under whose supervision the interested party wishes to prepare the doctoral research (Template B.1 in the Annex);
 - b) a detailed Curriculum Vitae;
 - c) a copy of their Degree and specialising Master's Degree (or a Degree from an HEI corresponding to 300 ECTS units) from institutions in Greece or equivalent recognised institutions abroad. If the institution awarding the degree is an HEI abroad, the Secretariat of the relevant Department shall examine whether the institution awarding the degree belongs to the National Registry of Foreign Recognized Higher Education Institutes and whether the

type of the degree belongs to the National Registry of Foreign Recognized Academic Title Types posted on the Hellenic NARIC website;

d) the proposed title of the doctoral dissertation, a short memo (200-500 words) on the subject of the doctoral dissertation (Template B.2 in the Annex);

e) the language in which it will be prepared, which may be other than Greek. The doctoral dissertation shall be prepared in English or another foreign language in the event of joint supervision with institutions abroad;

f) a statement from the proposed Supervising faculty member (Template B.3 in Annex) that they agree to supervise the doctoral candidate, in which two other members are proposed for the establishment of the three-member advisory committee, substantiating the relevance of the research proposal with the disciplines/fields of research the Department relates to or wishes to relate to, as well as the feasibility of implementing the proposed research;

e) a two-sided photocopy of the applicants identity card or passport;

h) the documents/supporting documents set out in the regulation of the DSP to prove that the requirements set in each case for preparing a doctoral dissertation have been met.

7. The Assembly of the Department may determine additional admission criteria for doctoral candidates and further details on how they are selected.

8. Candidates who meet the requirements for enrolment in doctoral studies programmes in accordance with Article 92 of Law 4957/2022 may apply to prepare a doctoral dissertation in partnership with an enterprise or industry, with its headquarters or a branch operating in Greece, which concerns conducting industrial or applied research for the purpose of producing research results for the production of innovative products or services.

9. The doctoral studies Regulation of the Department shall regulate specific matters relating to the conditions for applying for enrolment onto a DSP and the assessment of candidates who do not hold a post-graduate diploma (Article 28(1) of Law 5029/2023).

Article 40

Assessment of candidate applications

1. The selection of doctoral candidates on each DSP shall be carried out by decision of the Assembly of the Department that has undertaken support of the programme.

2. The Secretariat of the Department, to which applications are submitted with the necessary supporting documents, shall archive and register applications with a Protocol number. It shall then proceed to carry out a formal check, check the completeness of all supporting documents submitted, and forward the applications to the Assembly of the Department.

3. The Assembly of the Department shall appoint a three-member committee to assess each request and recommend the approval or rejection of the proposal to the Assembly of the Department. If the Assembly approves the candidacy, it shall accept the candidate(s) as doctoral candidates and their proposal, appointing the three-member advisory committee and the supervising faculty member to guide the doctoral candidate.

4. The Secretariat of the Department shall post the results of the assessment of the applications on the Department's website, in accordance with the applicable provisions on personal data protection, it shall inform the candidates, enter successful candidates onto the

Register of doctoral candidates of the Department and DUTH, and it shall send them the Internal Rules and Regulations of the Institution, the Regulation of Post-Graduate and Doctoral Studies of DUTH and the DSP, the Academic Code of Conduct, and any other information document the Department deems necessary.

5. The selected doctoral candidate shall join the DSP, with the subject of their Doctoral Dissertation being the same as that which they had submitted in their application. Applications to approve changes, amendments, or specialisations of the subject and/or the content of doctoral dissertations shall be submitted by doctoral candidates with the agreement of the three-member advisory committee and shall be approved by the Assembly of the Department.

Article 41

Three-Member Advisory Committee - Supervising faculty member

1. The following may participate as members of the three-member advisory committee:

a) Members of faculty of every rank of the Department of the HEI;
b) members of faculty of other Departments of this HEI or another HEI;
c) Emeritus Professors and retired faculty members (in accordance with Article 170 of Law 4957/2022, as amended and in force, Emeritus Professors and retired faculty members may supervise doctoral dissertations, and participate in three-member and seven-member Committees for supervising and assessing doctoral dissertations);

d) members of faculty of Higher Military Educational Institutions and Higher Ecclesiastical Academies;

e) researchers of any rank serving in research and technology bodies under Article 13^A of Law 4310/2014 (Government Gazette, Series I, No 258), including Academy of Athens and the Biomedical Research Foundation of Academy of Athens, as well as the scientific personnel of the Hellenic Survey of Geology and Mineral Exploration (HSGME) under Article 25 of Law 4602/2019 (Government Gazette, Series I, No 45), provided they have a doctorate degree and research activity related to the subject of the doctoral dissertation;

f) Professors at institutions abroad and researchers at research organisations abroad.

2. The number of retired Faculty Members participating as members of the three-member advisory committee may not exceed one (1).

3. The members of the three-member advisory committee shall have either the same or a related academic field, or scientific work that is the same as or related to the Doctoral Dissertation to be prepared. The supervising faculty member of the doctoral candidate shall be a member of faculty of the relevant Department of DUTH, and shall belong to the same or a related scientific specialty as the one in which the doctoral candidate is conducting the doctoral research. The supervising faculty member and the members of the advisory committee shall not be entitled to any remuneration or other compensation to support the preparation of the doctoral dissertation. The supervising faculty member shall chair the Three-Member Advisory Committee.

4. The three-member advisory committee shall be responsible for supporting the doctoral candidate during the DSP. More specifically, the three-member advisory committee:

- a) Shall advise the doctoral candidate on matters pertaining to the definition of the subject area of the latter's research, as well as on research questions, through regular meetings (at least twice a year);
- b) shall be updated every semester by the doctoral candidate regarding the progress of their research and shall evaluate it;
- c) shall submit the annual memorandums/reports on the progress of the doctoral candidate's research;
- d) shall discuss with the doctoral candidate issues relating to job prospects after the completion of their studies in the academic or another sector;
- e) shall discuss with the doctoral candidate issues of academic ethics and research ethics and shall help them understand them in depth;
- f) shall recommend to the Assembly the expulsion of the doctoral candidate in the cases provided for by this Regulation;
- g) shall recommend to the Assembly the change, amendment, or specialisation of the subject and/or content of the doctoral dissertation submitted by the doctoral candidate.

5. The supervising faculty member shall have academic responsibility for guiding the progress of the Doctoral Dissertation of their doctoral candidate by providing them with stable and practical support, both in their research in the context of their doctoral dissertation, and in the general development of their research and academic identity. To this end, the supervising faculty member:

- a) Shall be in communication with the doctoral candidate and shall have regular meetings with them, the frequency of which shall be determined by the Regulation of the DSP; and
- b) shall discuss with the doctoral candidate the research approaches they are following;
- c) shall regularly and systematically monitor the conducting of the research, and the documentation and presentation of the research results;
- d) shall discuss with the doctoral candidate issues of academic ethics and research ethics and shall help them understand them in depth;
- e) shall encourage and support the participation of the doctoral candidate in actions to disseminate their research results (e.g. participation in congresses, colloquiums, etc.);
- f) shall encourage and support the participation of the doctoral candidate in scientific seminars to learn new technologies, methodologies, etc. in the field of their scientific research, as well as related mobility actions;
- g) shall support the doctoral candidate during the drafting of the dissertation, scientific publications, and the scientific works in general produced by the research of the doctoral candidate;
- h) shall ensure the smooth integration of the doctoral candidate into the academic community of the Department;
- i) shall encourage and support the participation of the doctoral candidate in educational or other professional development activities as a young researcher, such as seminars on innovative thinking, copyright protection issues, acquisition of teaching skills, etc., that will help them in their future career.

6. The replacement of a member of the three-member advisory committee for the preparation the Doctoral Dissertation shall be carried out by the Assembly following a documented explanation provided by the supervising faculty member. Up to one member

that has retired or moved to another Department of DUTH or another HEI may remain on the Three-Member Committee. If two members of the Three-Member Committee retire or relocate, at least one shall be replaced by another by decision of the Assembly of the Department.

7. Where the issue arises of replacing the supervisor, preparation of the Doctoral Dissertation shall continue as normal, with the supervision being undertaken by one of the other two members of the three-member advisory committee, and with the supplementation of the committee with a new member, in accordance with the requirements of paragraph 1.

8. If the supervising faculty member retires or relocates to another Department of DUTH or a different HEI, they shall continue to perform the duties of Supervisor of the Doctoral Dissertation they have undertaken, if they consent, and the degree shall be awarded by DUTH.

9. If the supervising faculty member is absent or for any reason is unable to perform their duties as supervisor, or is proven not to meet those duties (e.g. they do not respond to questions from the doctoral candidate regarding the progress of their research work, they do not convene the Three-Member Committee to assess the progress of the doctoral candidate, etc.) for a period of more than one academic semester, the Assembly, assessing the circumstances, may entrust another faculty member with supervision, at the request of the faculty member or of the doctoral candidate. The new supervising faculty member shall preferably be one of the other two members of the three-member advisory committee. Otherwise, they must meet the requirements that apply for undertaking supervision of the Doctoral Dissertation. Respectively, this provision shall also apply to the members of the three-member advisory committee.

10. If there are problems or disputes between a supervising faculty member and the doctoral candidate and/or members of the advisory committee, the matter shall be referred to the Assembly of the Department, which shall decide on it within one month.

11. Participation in the three-member advisory committee of the doctoral candidate is not permitted for persons who are relatives by blood or by marriage up to and including the fourth degree of the doctoral candidate or of individuals with particular friendship with or enmity towards the doctoral candidate.

Article 42

Doctoral Dissertation Preparation

1. The preparation of the Doctoral Dissertation shall begin with the registration of the doctoral candidate and shall take place in person. In cases where the DSP includes a programme of educational activities corresponding to at least thirty (30) credits (European Credit Transfer and Accumulation System ECTS), preparation of the Doctoral Dissertation may commence after the completion in part or in whole of the programme. The method for assessing and grading the educational activities of the DSP shall be described in the Study Regulation of the DSP.

2. The Doctoral Dissertation shall be prepared by the doctoral candidate and shall be the result of their independent research work, carried out in accordance with internationally

recognised standards and applicable laws, this Regulation, the Regulation of the DSP, and the Internal Rules and Regulations of DUTH.

3. The Doctoral Dissertation shall be original and provide an important contribution to the relevant scientific field through new knowledge, suitably supported and presented to the scientific community through publications, announcements, etc., as well as to the general public through relevant actions of the Institution.

4. Preparation of the Doctoral Dissertation shall take place at DUTH with the technical infrastructure of the Laboratory, the Department, and the Institution in consultation with the Supervising faculty member and with the consent of the Head of the respective unit. Part of the Doctoral Dissertation may be prepared at other Institutions in Greece or abroad, with the consent of the three-member advisory committee.

5. During the preparation, the doctoral candidate shall regularly collaborate with the supervising faculty member, and shall also regularly update the three-member advisory committee.

6. After twelve (12) months have elapsed from the date of enrolment of the doctoral candidate, and every twelve (12) months thereafter, the doctoral candidate shall submit in writing a detailed progress report (Template B.8 in Annex) to the Three-Member Advisory Committee, with regard to the progress of the Doctoral Dissertation during the previous period and the scheduling of work for the following year. In addition, the doctoral candidate shall mention any other relevant actions in which they participated (e.g. posted presentation, publication, etc.). The Progress Report, accompanied by a short assessment/recommendation from the Advisory Committee (Template B.9 in Annex), shall be signed by the supervising faculty member and the members of the Advisory Committee, and shall be submitted by the supervising faculty member to the Secretariat of the Department, which shall inform the Assembly of the Department. In the short assessment/recommendation that it submits, the Three-Member Advisory Committee shall state whether the report is acceptable or not, justifying its decision based on the progress of the Doctoral Dissertation's research work and whether the doctoral candidate has met any other obligations they may have had. At the same time, if the Three-Member Advisory Committee finds a problem with the smooth implementation of the dissertation, it shall propose suitable measures to deal with it.

Article 43

Completion of Doctoral Dissertation - Awarding of Doctorate

1. Seven-Member Examining Committee

1.1 The assessment of the Doctoral Dissertation shall be carried out by an Examining Committee that shall consist of seven (7) faculty members, three (3) of whom shall be members of the advisory committee, while the other members shall be appointed by the Assembly of the Department. At least four (4) members of the seven-member examining committee must be faculty members of DUTH, including two (2) from the relevant Department. The remaining members of the committee may be members of faculty of universities in Greece or equivalent institutions abroad, or researchers of a recognised research centre in Greece or abroad, who hold a doctorate. All members of the examining

committee must be of the same or a related scientific discipline as the one on which the doctoral candidate prepared their dissertation.

2. Writing, Defence, and Examination of Doctoral Dissertation

2.1 The three-member advisory committee shall monitor the progress of the scientific work of the doctoral candidate and, when it deems that it has been completed, shall approve the commencement of the writing of the Doctoral Dissertation. If the approved language for writing the Doctoral Dissertation is not Greek, the Doctoral Candidate shall be obligated to produce an extensive summary in Greek and submit it together with their Doctoral Dissertation.

2.2 The text of the Doctoral Dissertation must be original. Reference to the work of other authors must have the respective citation and follow the established rules for the utilisation of external sources in writing academic projects. It should be noted that any copying of the work of another author or creator shall be inadmissible, contrary to copyright law, subject to the statutory provisions on legal protection, and may lead to the expulsion of the doctoral candidate in accordance with Article 46 of this Regulation. In addition to the text of the Doctoral Dissertation, the doctoral candidate shall submit to the three-member advisory committee the plagiarism certificate, which shall report the results of the check carried out by using the special plagiarism detection application (Turnitin) of the Central Library of DUTH. At the same time, the doctoral candidate shall send a Solemn Declaration to the Three-Member Committee that the Doctoral Dissertation is the product of their own work and not the product of plagiarism, either in whole or in part.

2.3 Following the submission of the last report/memo on the progress of the Doctoral Dissertation to the three-member advisory committee and its submission, the doctoral candidate shall submit a request for public defence. The three-member advisory committee shall examine the Doctoral Dissertation and shall make a recommendation to the Assembly of the Department for the establishment of a seven-member examining committee. If the recommendation of the three-member advisory committee is not submitted within 2 months or if it is negative, the process may continue at the request of the doctoral candidate.

2.4 Upon appointment of the Seven-Member Examining Committee, the doctoral candidate shall send the Doctoral Dissertation in hard copy and/or electronically to the members of the Seven-Member Examining Committee, after consulting with each member of the Committee.

2.5 The examination process shall take place after at least (20) days have elapsed from the submission of the Doctoral Dissertation to the Seven-Member Examination Committee. The process may proceed earlier only if all seven (7) members of the examining committee agree.

2.6 At least three (3) days prior to the presentation, the Supervising faculty member shall notify in writing the Secretariat of the relevant Department, which shall announce: the full name of the doctoral candidate, the subject and the summary of the Doctoral Dissertation, the seven-member examining committee, the time and place of the Doctoral Dissertation examination.

2.7 The meeting for the public defence of the dissertation may also take place via video conference if it is not possible for all members of the examining committee to be physically present.

2.8 The examination shall take place via public presentation before the seven-member Examining Committee. The process shall be chaired by the supervising faculty member. The candidate shall present the Doctoral Dissertation. Following the presentation of the Doctoral Dissertation, the doctoral candidate shall answer the questions of the members of the Examining Committee. Other faculty members or students present at the presentation may then ask questions. Subsequently, the Seven-Member Examining Committee shall convene without third parties present, it shall assess the project in terms of quality, completeness, original thought, and contribution to science, and based on these criteria shall formulate its final judgement. The awarding of the doctorate shall require consent and positive assessment of the Doctoral Dissertation by at least five (5) members. Retired members of the three-member advisory committee who have been replaced may attend the meeting without the right to vote.

2.9 The approved Doctoral Dissertation shall be assessed according to the following scale:

- Excellent with distinction (Grade 10.00)
- Excellent (Grade 8.50-10.00)
- Very Good (Grade 6.50-8.49)
- Good (Grade 5.00-6.49)

The assessment 'Excellent with distinction' shall be awarded in exceptional cases by decision of the Seven-Member Examining Committee, which must document in the relevant minutes that the following criteria are met:

- a) Completion of the Doctoral Dissertation within the minimum duration set out in the Regulation of the relevant Department (from the beginning to the submission of the Doctoral Dissertation to the Seven-Member Examining Committee);
- b) at least two original publications on the subject of the Doctoral Dissertation in an international journal of high standing (e.g. Q1) in which the doctoral candidate shall be the primary author (without other primary co-authors).

The Doctoral Studies Regulation of the relevant Department shall specify issues relating to publications (such as, for example, the impact factor of the journals, etc.) and shall mention any additional conditions necessary for awarding the grade of Excellent with distinction.

With regard to the above, any other international distinctions awarded to their research work shall also be taken into account.

2.10 The members of the Examining Committee shall announce the result of their judgement to the doctoral candidate and shall then make the announcement publicly.

2.11 Approval or rejection of the doctoral dissertation shall be attested by the relevant minutes, which shall be signed by all participating members of the Examining Committee and submitted to the Secretariat of the Department. These minutes must include:

- the date of the presentation;
- the composition of the seven-member committee;
- the subject of the doctoral dissertation;
- the judgement of the seven-member committee;
- the characterisation of the doctoral degree; and

- the signatures of the members of the seven-member committee.

2.12 The members of the Examining Committee may propose minor additions or amendments to the Doctoral Dissertation prior to and/or during the defence. The doctoral candidate shall be asked to adapt the text of the Doctoral Dissertation.

2.13 The final text of the Doctoral Dissertation shall be submitted exclusively in electronic form to the DUTH Library and to the archive kept at the Department. The Secretariat of the Department shall appoint a person responsible for gathering all the Bachelor's/Master's theses in digital form. The Secretariat shall be responsible for maintaining the digital archive until the full development of the DUTH Central Repository.

2.13 In the event of a negative decision by the seven-member examining committee, the doctoral candidate shall have the opportunity to submit the revised text of the Doctoral Dissertation, based on the comments made, within the next academic semester and to request that the Assembly of the Department re-examine their Doctoral Dissertation.

3. Completion of Studies

3.1 The doctoral candidates shall complete their doctoral studies and shall be issued upon their request with a relevant certificate (Template B.6 in the Annex) prior to their conferment, when they have been successfully examined in the courses provided for by the DSP in accordance with the terms and conditions set out therein. More specifically, to issue the certificate to the doctoral candidate, the following conditions must be met:

- Completion of the doctoral dissertation supervised by a member of faculty of the Department or DUTH;
- Successful attendance of other educational activities (e.g. courses) that may be included in the DSP;
- Publication of at least one (1) article on the subject of the Doctoral Dissertation in an international peer-reviewed scientific journal and one (1) paper in conference minutes or patenting of one (1) national patent. The Regulation of the DSP of the relevant Department shall specify issues related to publications (such as, for example, the impact factor of the journals, etc.) and shall mention any additional conditions necessary for the completion of studies.
- Successful viva voce of the Doctoral Dissertation before the 7-member examining committee, after the minimum period of three years, as appropriate, from the appointment of the three-member advisory committee, and one semester before the maximum duration of studies has elapsed;

To issue the certificate, in addition to the above conditions, it shall be necessary to settle all outstanding issues with the Services of the University: Indicatively:

- The registry form with the doctoral candidate's publications must have been submitted to the Secretariat of the Department;
- Any books borrowed must have been returned to the DUTH Library and the Doctoral Dissertation must have been submitted in digital form to the DUTH repository (if completed). The whole process shall be determined in accordance with the operating regulation of the Library and Information Centre of DUTH, the relevant decisions of the committee of the Library and Information Centre, and the decisions of the Senate;

- In case of accommodation at student housing of the Institution, the room key must have been returned;
- Any technical equipment, books, and educational material borrowed by the doctoral candidate during their studies from the Labs of the Department/School or the Institution must have been returned;
- The academic ID card must have been returned to the Secretariat of the relevant Department;
- It must have been ensured that there are no financial or other outstanding matters with any Service of the Institution (e.g. return of paid Erasmus grant etc.)

In cases of a DSP being implemented in partnership with other Institutions in Greece or abroad, all the requirements for completing studies shall be detailed in the Regulation of the DSP.

4. Awarding of Doctorate - Conferment

4.1 The requirements for awarding a Doctorate are the same as those set out above and are required for issuing a certificate of completion of doctoral studies.

4.2. If the doctoral candidate would like their Diploma issued on parchment, they must have paid the relevant consideration, as set out by the relevant decision of DUTH.

4.3. The title of the Doctoral Dissertation shall be a public document.

4.4. At the responsibility of the Secretariat of the Department and in partnership with the Doctoral Candidate, it shall be mandatory to post the Doctoral Dissertation electronically at the National Documentation Centre. Prior to the awarding of the Doctorate, the Secretariat shall check that the dissertation has been submitted to the National Archive of PhD Theses of the National Documentation Centre (<https://phdms.ekt.gr/phdms>).

4.5 The graduation ceremony of the candidate and the conferment of the Doctorate shall be carried out before the Assembly of the Department. In the presence of the doctoral candidate, the Head of the Department shall publicly bring to the attention of the Body the relevant documents that certify the successful completion of the oral presentation and assessment process of the Doctoral Dissertation, followed by the public conferment of their Doctorate, as well as the awarding of the Doctorate (A detailed description of the ceremony is included in the Chapter *Ceremonial/Protocol rules* of the Internal Rules and Regulations of DUTH).

5. Type of Doctorate

5.1. The type of Doctorate (Template B.4) shall be determined by decision of the Senate and shall be signed by the Rector, the Head of the Department, and the Secretary of the Department or their lawful alternates.

5.2. Doctorate Degrees shall be signed by the competent parties at the responsibility of the Department.

5.3. Following the conferment of their Doctorate, the new Doctor shall receive: A Doctorate Degree, the type of which is depicted in Template B.4 in the annex to this Regulation, and a Doctorate Certificate, the type of which is depicted in Template B.5.

6. Doctoral Candidate Publications Register

6.1 All publications, uploaded announcements made by the doctoral candidate during the preparation of their doctoral research, as well as any distinctions they may have received, shall be recorded electronically on the Doctoral Candidate Publications Register of the QAU.

Article 44

Duration of DSP

1. The time required for obtaining a doctorate may not be less than three (3) full calendar years from the date on which the three-member advisory committee is appointed. The maximum duration for the completion of the doctorate dissertation is set at six (6) calendar years. By decision of the Assembly of the Department, the maximum duration for the preparation of the Doctoral Dissertation may be extended for significant causes, following a reasoned request by the doctoral candidate and with the consent of the three-member advisory committee.
2. The maximum duration of the extension and the specific issues related to the right of extension for the preparation of the doctoral dissertation shall be set out in the doctoral studies Regulation of the relevant Department.
3. For exceptional reasons (e.g. health, work, military service, etc.) study may be interrupted by decision of the Assembly of the Department. During the period of interruption, the doctoral candidate shall lose their doctoral candidate status and their rights shall be suspended. The duration of the interruption shall not count towards the maximum duration. Interruption of studies shall not be granted during the first year of preparation of the Doctoral Dissertation.
4. Temporary interruption of studies shall be granted to doctoral candidates upon submission of a relevant reasoned application, and it cannot exceed two (2) consecutive semesters. The application shall include the requested period of interruption, as well as the reasons (including 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, proving the invoked health reasons of the applicant or their relatives up to the second degree by blood, reasons of military service or serious financial reasons etc. In cases of force majeure or personal reasons, the application shall be accompanied by a solemn declaration of Law 1599/1986, describing the invoked reasons and no additional submission of documentation shall be required.
5. The application shall be forwarded by the Secretariat of the Department for approval at the Assembly of the Department. In exceptional cases and for reasons related to force majeure, the application may be submitted even after the expiry of the enrolment period. The interruption of studies shall be granted by decision of the Assembly.
6. Upon their return to studies, the doctoral candidate shall continue to be subject to the attendance status of their enrolment as a doctoral candidate.

Article 45

Rights and obligations of doctoral candidates

1. Doctoral candidates shall have the rights of students of undergraduate and postgraduate study programmes, and any other rights set out in the doctoral studies Regulation and the Internal Rules and Regulations of DUTH.

More specifically, doctoral candidates:

- a) Shall be entitled to use the DUTH e-mail service upon request.

- b) Shall be entitled to access DUTH libraries and to access online journal subscriptions, etc., with their institutional e-mail address.
- c) Shall be entitled, in the context of preparing their Doctoral Dissertation, to use the technical infrastructure of the Laboratory, the Department, and DUTH in consultation with the Supervising faculty member and with the consent of the Head of the respective unit.
- d) Shall have the right to participate in the collective governing bodies, in accordance with the provisions of the applicable legislation.
- e) May offer educational services to the Department (such as conducting workshops, tutorials, etc.), with the consent of the Supervising member of faculty and the relevant decisions of the Assembly of the Department (see Article 12 of this regulation).
- f) May participate in research projects/programmes and receive scholarships in the context of co-funded, self-funded, or other projects/programmes to financially support their doctoral research.
- g) May apply for funding for actions provided for, based on decisions of the Department or the University in the context of applicable legislation, such as, for example, partial funding of announcements at recognised international competitive conferences.
- h) May be remunerated from resources provided by funded national and international research programmes, co-funded programmes (e.g. NSRF), private and own resources, in accordance with each specific regulatory framework of the funding body. It is noted that doctoral candidates may not be remunerated with resources deriving from the state grant.
- i) May enter into scholarship contracts through the Special Account for Research Funds of DUTH, as defined in the applicable legislation and the Financing and Management Guide of the Special Account for Research Funds of DUTH.
- j) In any case, prior to any publication, they must have the consent of the parties involved.

2. The Department shall actively ensure equal access for persons with disabilities and persons with special educational needs, and shall ensure accessibility of the proposed programmes – or other facilitations or adaptations that may help them attend the educational process – to doctoral candidates with disabilities and/or special educational needs.

3. Doctoral candidates must:

- a) Submit in writing a detailed progress report regarding their dissertation on an annual basis to the three-member advisory committee and orally present the progress made, in accordance with this Regulation and the Regulation of the DSP;
- b) collaborate with the supervising faculty member and the members of the advisory committee to support the preparation of their dissertation;
- c) provide ancillary teaching work – in accordance with the needs of the first-cycle and second-cycle programmes of the Department – that has been assigned to them;
- d) comply with the Internal Rules and Regulations of DUTH, the Post-Graduate and Doctoral Regulations of DUTH, the Regulations of the relevant DSP, and the individual operating regulations and decisions of the Institution and the relevant Department, and implement them consistently and responsibly;
- d) respect and protect the facilities and equipment of DUTH, ensure that the cleanliness and orderliness of the premises are preserved, and inform the supervising faculty member or the Head of Department of any problems;

- f) seek to actively participate in the international academic community and to publish the results of their research.
- g) be informed regarding the DSP they are attending on the academic calendar, and understand the educational process they are following;
- h) be apprised of the structure and powers of the administrative services of DUTH;
- i) maintain regular communication with the supervising member of faculty, informing them in detail about the progress of their research, the assessment of its results, and discuss and jointly decide on the future planning and approaches to be followed;
- j) inform the Three-Member Advisory Committee regularly about the progress of the study, and present relevant results and the future planning of their research work;
- k) fully meet all of their obligations towards DUTH and promote and support the image of the Institution through their academic activities, in which DUTH must be mentioned;
- l) seek to actively participate in the international academic community by attending congresses and seminars, aiming at international recognition of their research through presentations at congresses, publications at scientific conferences, publications in collective volumes, and publication of the results of the Doctoral Dissertation in prestigious peer-reviewed journals;
- m) participate in seminars or congresses organised by the Department/School to present the progress of their research;
- n) state their academic affiliation with the Department/School in every publication, speech, or notice that is the product of their research, as well as the research team they have joined, even after the completion of the Doctoral Dissertation;
- o) inform the competent Instrument of DUTH if they are funded and submit all necessary documentation regarding both their finances and any liabilities/commitments they may have towards this body.

4. If the doctoral candidate fails to meet their obligations deriving from the Doctoral Dissertation draft that they have submitted and the annual reports, as well as from this Regulation and the Regulation of the DSP, the three-member Advisory Committee shall submit to them a written reminder of their obligations, which it shall share with the Head of Department. If, after a reasonable period, the doctoral candidate fails to respond, the Assembly may decide to expel them.

5. Copying, plagiarism, or falsifying in general of the doctoral dissertation process or the results of the research project shall entail expulsion from the DSP by decision of the Assembly of the Department. If the violation is discovered after graduation, the Assembly shall initiate procedures to revoke the doctorate.

Article 46

Expulsion of doctoral candidates

1. Expulsion of a Doctoral Candidate is possible:

- a) at their own request;
- b) by recommendation of the Three-Member Advisory Committee.

Indicative reasons for expulsion are:

- Failure to submit an annual progress report within the prescribed period;

- insufficient progress as evidenced by two (2) successive progress reports that the Three-Member Advisory Committee does not accept;
 - exceeding the maximum allowable duration of study;
 - unjustified absence for one (1) semester from their studies and obligations;
 - failure to discharge the educational or other obligations assigned to them by the Department;
 - failure in the oral examination of the doctoral dissertation twice;
 - Copying, use of ideas, methods and results or part of projects without proper citation, and generally ascertained plagiarism or violation of the provisions on intellectual property during the writing of projects in the context of preparing the Doctoral Dissertation (or the courses, if any are included the DSP), or generally falsifying the process of the doctoral dissertation or the results of their research project;
 - conduct that violates academic ethics under the applicable laws and the DUTH code of conduct;
 - criminal convictions for which final judgments have been issued, which expose and damage DUTH or the Department where the Doctoral Dissertation is being prepared.
2. If expelled, the doctoral candidate shall be entitled to receive a certificate of attendance for all activities they have successfully completed by the date of expulsion.
3. The expulsion of the doctoral candidate shall take place by decision of the Assembly of the relevant Department, following the recommendation of the three-member advisory committee.

Article 47

Scholarships for doctoral candidates

1. Democritus University of Thrace may issue Doctoral Candidates with scholarships and awards, in accordance with the applicable legislation, the Internal Rules and Regulations of DUTH, the provisions hereof, the study programme's regulation, the Special Account for Research Funds-DUTH, any more specific regulatory framework of the funding body, and the decisions of the competent university administrative bodies.
2. DUTH may provide compensatory scholarships to third-cycle 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 Funds-DUTH, any more specific regulatory framework of the funding body, and the decisions of the competent university administrative bodies.

Article 48

Industrial Doctorates

1. Candidates who meet the requirements for enrolment in doctoral studies programmes in accordance with Article 92 of Law 4957/2022 may apply to prepare a doctoral dissertation in

partnership with an enterprise or industry, with its headquarters or a branch operating in Greece, that concerns conducting industrial or applied research for the purpose of producing research results for the production of innovative products or services.

2. The partner enterprise or industry shall appoint one (1) representative with experience and knowledge that is relevant to the subject of the doctoral dissertation, whose duties shall be to guide the doctoral candidate. The representative of the enterprise or industry may participate, without the right to vote, in the meetings of the three-member advisory committee and the seven-member examining committee, expressing their views.

3. A Special Cooperation Protocol between the Higher Education Institution (HEI), the partner enterprise or industry, and the doctoral candidate, which shall be approved by the Senate of the HEI, following a recommendation from the Assembly of the Department, shall set out the more specific terms of cooperation for the preparation of a doctoral dissertation at the enterprise or industry and for the production of research results, the use of the equipment infrastructure of the HEI, whether the research shall be carried out at the HEI, the obligations and rights of each contracting party, including the determination of intellectual property and industrial property rights, in accordance with the provisions of the Regulation or the Technology Transfer Guide, with regard to the project being carried out during the preparation of the doctoral dissertation.

4. During the preparation of the doctoral dissertation, the doctoral candidate may conduct, in whole or in part, their research activity at the premises of the enterprise or industry, with the consent of the three-member advisory committee, provided that the support and guidance of the supervisor are ensured and the provisions of the Internal Rules and Regulations of DUTH and the internal Rules and Regulations of the study programme are being implemented.

5. Doctoral candidates hereof shall enjoy all the rights and obligations, including the submission of the progress reports provided for by the internal Rules and Regulations of the HEI and the internal Rules and Regulations of the programme.

6. Enterprises or industries with headquarters or branches in Greece may fund, in part or in whole, the preparation of an industrial doctorate. Financial management shall be carried out through the Special Account for Research Funds of DUTH. The Scientific Coordinator of the project/programme shall be determined via the Special Cooperation Protocol of paragraph 3.

7. Doctoral candidates preparing industrial doctorates, shall, during their studies, be insured in accordance with the provisions of Article 69 of Law 4957/2022. The obligation to pay insurance contributions shall burden the partner enterprise or industry, unless the preparation of a doctoral dissertation is being financed through the enterprise or industry for the implementation of a project/programme through the Special Account for Research Funds, in which case the insurance contributions may burden the budget of the funded project/programme of the Special Account for Research Funds. The partner enterprise or industry shall remain liable for meeting insurance obligations and paying contributions.

8. The preparation of an industrial doctorate in accordance with this article may be financed by resources of the Recovery and Resilience Fund and enterprises or industries with headquarters or branches in Greece.

9. A joint decision of the Ministers of Economy and Finance, and Education, Religious Affairs and Sports shall set out specific issues related to the preparation of industrial doctorates financed by resources of the Recovery and Resilience Fund.

10. Enterprises or industries with headquarters or branches in Greece may fund, in part or in whole, the preparation of an industrial doctorate. The financial management of the funding shall be implemented through the Special Account for Research Funds of the HEI. The Scientific Coordinator of the project/programme shall be determined via the Special Cooperation Protocol of paragraph 3.

Article 49

DSP website

Each DSP shall post on the website of the Department, in Greek and English or in any other language deemed appropriate by the Department, especially in the case of Programmes in partnership with universities abroad, all of its educational and academic activities in a direct and accessible manner. The official website shall be constantly updated and contain all the information and announcements of the Programme, and shall constitute the official information site of doctoral candidates.

Article 50

Content of the Regulation of the DSP

1. The Regulation of the DSPs of the Departments of DUTH shall include at least:

- a) the specific terms and conditions required of candidates for submitting an application for preparing a doctoral dissertation;
- b) the documents or supporting documents required to prove that the specific terms and conditions for participation in the programme have been met;
- c) the languages in which the doctoral dissertation may be prepared, excluding Greek, with a mandatory provision for preparation in English or another foreign language in the event of joint supervision with institutions abroad;
- d) a more specific analysis of the process for the submission and assessment of applications and the deadlines for their submission, as well as the terms and process for exemption, in whole or in part, from the obligation of attending the doctoral studies programme courses;
- e) the maximum number of doctoral dissertations that the same faculty member may supervise, and the assignment process;
- f) the specific reasons and any other conditions for replacing a supervisor or another member of the three-member Advisory Committee;
- g) the specific obligations and rights of the doctoral candidates of the Department, as they arise from the relevant field of study of the Department;
- h) the deadline and any other issue related to any additional conditions for the submission of an application for a doctoral dissertation, other issues related to the preparation or public defence of the Doctoral Dissertation, the awarding of the doctorate, the form and content of the doctorate, etc., arising from the relevant disciplines of the Department;

- i) the obligation to attend or participate in courses, workshops or seminars or other educational activities, as well as additional obligations of doctoral candidates, such as any intermediate deliverables;
- j) the more specific process for the participation of doctoral candidates in the educational process and the assignment to them of ancillary teaching work in undergraduate and postgraduate study programmes of the Department;
- k) additional reasons for being struck off the registers of doctoral candidates;
- l) the specific terms and conditions for partnerships with private bodies for the preparation of the doctoral research on these terms, and the possibility of representation of the body on the three-member and/or seven-member scientific committee;
- m) the structure of the doctoral dissertation, its specifications, and layout;
- n) the process of public defence of the doctoral dissertation using remote means;
- o) any other matter that relates to the organisation and operation of third-cycle studies of the Department;
- p) the transitional provisions for doctoral candidates who had begun preparing the doctoral dissertation prior to the publication of Law 4957/2022 (21-07-2022) and, more specifically, the maximum period for preparing a doctoral dissertation and the extension of said period.

Article 51

Supervision of the doctoral dissertation by teaching staff on academic leave

While on academic leave/sabbatical or suspension of duties, supervising members of faculty of DSPs may provide teaching work to the above programmes and supervise doctoral dissertations.

Article 52

Special Provisions

Specific issues are regulated by the Regulations of the individual DS Programmes and by decisions of the competent bodies.

PART C:

GENERAL REGULATIONS OF SECOND-CYCLE AND THIRD-CYCLE STUDIES AT DEMOCRITUS UNIVERSITY OF THRACE

Article 53

Assigning ancillary teaching work to graduate students and doctoral candidates

1. By decision of the Assembly of the Department or the competent PGMP or DSP instrument, it is possible to approve the participation of graduate students and doctoral candidates in the provision of ancillary teaching work.
2. Ancillary teaching work is defined as participation in the implementation of courses and educational actions, such as academic tutoring or laboratory exercises, supervision of examinations, evaluation of exercises, etc.
3. Graduate students may perform ancillary teaching work in Undergraduate Study Programme (USPs), while doctoral candidates may do the same on USPs and PGMPs.

4. Ancillary Teaching work in USPs

4.1 By decision of the Assembly an invitation may be issued to the graduate students and doctoral candidates of DUTH for the provision of ancillary teaching work in the USP of the Department or the School. The applications, which shall be accompanied by the opinion of the Director of the PGMP (for graduate students) and the supervisor, respectively, shall be submitted to the Secretariat of the relevant Department, they shall be examined, and the Assembly shall issue a decision approving the assignment of the ancillary teaching work. Further details shall be regulated in the Regulation of the DS of the Department.

2 Assigning ancillary USP Teaching work to graduate students and doctoral candidates

Ancillary teaching work may be assigned to the graduate students and doctoral candidates of the Department under the supervision of the head of the course of the USP. Following a recommendation from the head of the course and the approval/decision of the Assembly of the relevant Department, an invitation shall be issued to the graduate students and doctoral candidates of the Department, which shall mention the subject of supplementary teaching work. Graduate students and doctoral candidates shall submit applications to the Secretariat of the relevant Department, which shall be examined and assessed by the head of the course submitting the recommendation to the Assembly of the Department assigning the ancillary teaching work. Further details may be specified in the Regulation of the Department.

4.3 Assigning ancillary PGMP Teaching work to doctoral candidates

Ancillary teaching work may be assigned to the doctoral candidates of the Department under the supervision of the teacher of the PGMP. Following a recommendation by the CC of the PGMP and the decision of the Assembly of the relevant Department, an invitation shall be issued to the doctoral candidates of the Department, which shall mention the subject of ancillary teaching work. Doctoral candidates shall submit applications to the Secretariat of the relevant Department, which shall be examined and assessed by the CC, which shall submit a recommendation to the Assembly of the Department (or to the CC in the case of an interdepartmental or interinstitutional or Joint PGMP) assigning the ancillary teaching work.

5. DUTH may issue compensatory scholarships to graduate students and doctoral candidates with the obligation to support the educational process and provide ancillary teaching work.

6. The maximum hourly rate paid to graduate students and doctoral candidates for the provision of ancillary teaching work, which may exclusively burden private, own, national, and international resources of DUTH, shall be provided for in each remuneration Regulation of DUTH on the provision of teaching work.

7. The individual regulations of the Study Programmes shall regulate the details pertaining to the selection of the ancillary teaching staff, the maximum amount of compensatory scholarship granted per graduate student and doctoral candidate annually, the maximum number of weekly working hours, and other details.

Article 54

Plagiarism

1. When submitting any project, Master's thesis, or doctoral dissertation, graduate students and doctoral candidates shall be obligated to state whether they are using the work and the views of others.

2. Copying is considered a serious academic offence. Plagiarism means copying someone else's work, as well as using someone else's work – whether published or not – without due citation. Using any documentation material, even from research of the candidate themselves, without relevant citation shall be considered a serious academic offence and may contribute to a decision of the Assembly of the relevant Department or the SPC on the candidate's expulsion.
3. Any offence or violation of academic ethics shall be referred to the Assembly of the relevant Department for the problem to be addressed.
4. DUTH uses the Turnitin service to check for plagiarism. All matters pertaining to plagiarism and how to avoid it are mentioned in the Plagiarism Guide of DUTH.

Article 55

Reissuing - Revoking Diplomas

1. Reissuing a degree (Master's Degree or Doctoral Dissertation) shall be allowed only if there is an error in the degree (e.g. in the name, in the grade), by decision of the General Assembly (or by the SPC in the case of an interdepartmental or interinstitutional or Joint PGMP). In this case, the interested party shall return the initially granted degree to the competent Department, as an attachment to their application for re-issue. The new degree shall bear a special note, reading, "in replacement".
2. Revocation of the awarded title shall be permitted only where there are reasons of public interest or real incidents or evidence, the existence or lack of which, in combination with the current legislative regime and the Internal Rules and Regulations of DUTH, establish an illegal act. More specifically, the Master's Degree or Doctorate Degree awarded may be revoked or cancelled, especially, but not exclusively, if it is proven that all or part of the results of the Master's Thesis or the Doctoral Dissertation have been falsified or are the result of plagiarism (any appropriate means may be used to assess the level of plagiarism).
3. Revocation shall take place following a fully reasoned recommendation of the Assembly of the Department, which shall be shared with the Rector of the Institution.

Article 56

Copyright – Compliance with Rules

Graduate students and doctoral candidates must adhere to the Guide to Intellectual Property Policy of DUTH, the Code of Ethics and Conduct of Democritus University of Thrace, the applicable legislation, as well as the provisions of the Statutes and the internal Rules and Regulations of the University.

The ownership and management of the intellectual property of the Master's theses of graduate students and Doctoral Dissertations of doctoral candidates shall vary depending on the nature of the research, the terms and conditions of potential funding, etc. Intellectual property rights shall be regulated by the Guide to Intellectual Property Policy of DUTH (Management of Intellectual Property, Patents), as in force.

Article 57

Personal Data Protection – Compliance with the GDPR

1. Democritus University of Thrace, based on the legislation on personal data protection, shall be exclusively responsible for the collection, retention and any form of processing of personal data of the users of the integrated distance learning system, in accordance with Regulation (EU) 679/2016 of the European Parliament of the Council of 27 April 2016, Law 4624/2019 (Government Gazette, Series I, No 137), and the Institution's current policy, and shall act as controller. It shall be obligated to take and continuously observe the appropriate and necessary technical and organisational security measures of the received data, which shall be obligatorily recorded in the relevant policies of each HEI, and, at a minimum, shall record and monitor access, ensure traceability, and protect the data being transferred from any violation, as well as from deliberate or accidental threat, acting in accordance with EU and national law, and in particular in accordance with the GDPR and Law 4624/2019.

2. The personal data of users (teaching staff and students) during the implementation of a DSP and during the use of the electronic platform shall be processed solely for the purpose of providing access to the teaching materials and the synchronous or asynchronous distance learning services provided, as well as for the management of the educational activity provided in the context of the post-graduate study programme, in accordance with the provisions of the General Data Protection Regulation and Law 4624/2019.

The data controller within the meaning of Article 4 of the General Data Protection Regulation shall be Democritus University of Thrace, which shall also undertake the administrative support of the DSP.

3. The processing of the personal data of users shall be carried out in accordance with Article 6(1)(e) and (3)(b) and Article 9(2)(g) of Regulation (EU) 2016/679 (GDPR) and Articles 5 and 22(2)(a) of Law 4624/2019.

4. Transparency of data processing shall be ensured by providing users with all information regarding its essential characteristics. Users shall have the right to access their personal data and information regarding their processing, the right to rectify inaccurate data or to complete incomplete data, the conditional right to erasure of their data, as well as the right to restrict processing, the right to object to processing at any time and on grounds related to their specific situation.

Article 58

Special provisions

The provisions of this Regulation shall elaborate and supplement the legislative framework governing post-graduate and doctoral studies, and specifically the provisions of Law 4957/2022 (Government Gazette, Series I, No 141), and contribute to the uniform regulation of the operating issues of the PGMPs and DSPs of DUTH.

Article 59

Entry into effect of the Post-Graduate and Doctoral Studies Regulation of DUTH

This decision shall take effect upon its publication in the Government Gazette.

ANNEXES, PART A

(as an integral part of the Post-Graduate and Doctoral Studies Regulation of DUTH)

A.1 Enrolment Application

A.2 Part-time Study Application

A.3 Template of Post-Graduate Master's Degree Diploma of the PGMPs of DUTH

A.4 Template of Diploma of Post-Graduate Studies at an Interinstitutional - Interdepartmental or Joint PGMP

A.5 Template of Post-Graduate Study Diploma in English

A.6 Template of Transcript of Graduate Student of a PGMP Department of DUTH

A.7 Template of Transcript of Graduate Student of a PGMP Department of DUTH (incomplete studies)

A.8 Template of Transcript of Graduate Student of an Interinstitutional - Interdepartmental or Joint PGMP

A.9 Template of Transcript of Graduate Student of an Interinstitutional - Interdepartmental or Joint PGMP (incomplete studies)

A.10 Certificate of Completion of Studies

A.11 Certificate of Studies

A.1 Enrolment Application

TO

The Department of DUTH
Secretariat of the PGMP titled:
“.....”

ENROLMENT APPLICATION

Please include me in your
candidates for entry to the PGMP:

Last name:.....

.....

First name:.....

.....

Father's name:.....

Specialisation:

Place of birth:.....

.....

Date of Birth:.....

[Please complete as appropriate]:

Tel. No:.....

FAX No:

e-mail:

Attached:

1. Short Curriculum Vitae
2. Photocopy of ID Card
3. Copy of Degree
4. Detailed Transcript
5. Foreign language qualifications ...
.....
6. Reference Letter
7.

DEGREES

Graduate of the
Department:.....
University:.....

(Place, Date)

The Applicant

(Signed)

A.2 Part-time Study Application

TO

The Department of DUTH

Secretariat of the PGMP titled:

“”

PART-TIME STUDY APPLICATION

Please include me as a part-time student on the PGMP titled:

“”

Last name:.....

First name:.....

Father's name:.....

Place of birth:.....

Date of Birth:.....

.....

Specialisation:

.....

[Please complete as appropriate]:

Tel. No:.....

FAX No:

e-mail:

Attached:

1.

2.

(Place, Date)

The Applicant

(Signed)

A.3 Template of Post-Graduate Master's Degree of the PGMPs of DUTH

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

MASTER'S DEGREE

(principal scientific subject)

(full name) son/daughter of *(father's name)*, graduate of the Department *(name of Department)*, having successfully attended and been examined on the courses of the Post-Graduate Master's Programme titled *(PGMP title)* of the Department *(name of Department)* of the School *(name of School)* of Democritus University of Thrace, was found worthy of the **Post-Graduate Studies Diploma**, in the specialisation *(name of specialisation)* with the grade: *Assessment (e.g. Excellent)"*

Grade in writing and numerically e.g. Eight and seventy hundredths (8.70)

City (city name) Date (day- month- year)

**THE RECTOR
OF DEMOCRITUS
UNIVERSITY
OF THRACE**

THE HEAD OF DEPARTMENT
(name of Department)
**OF DEMOCRITUS
UNIVERSITY
OF THRACE**

**THE SECRETARY
OF THE DEPARTMENT *(name of Department)*
OF DEMOCRITUS UNIVERSITY OF THRACE**

A.4 Template of Post-Graduate Studies Diploma in an Interinstitutional - Interdepartmental or Joint PGMP

HELLENIC REPUBLIC

(emblem of partner University/Body)

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

PARTNER UNIVERSITY/BODY *(name of partner University or Body)*

SCHOOL *(name of School)*

DEPARTMENT *(Name of Department)*

INTERINSTITUTIONAL - INTERDEPARTMENTAL

POST-GRADUATE MASTER'S PROGRAMME

(title of PGMP)

MASTER'S DEGREE

(principal scientific subject)

*(full name) son/daughter of (father's name), graduate of the Department (name of Department), having successfully attended and been examined on the courses of the Post-Graduate Master's Programme titled (PGMP title) of the Department (name of Department) of the School (name of School) of Democritus University of Thrace and the Department (name of Department) or (the partner body), was found worthy of the **Post-Graduate Studies Diploma**, in the specialisation (name of specialisation) with the grade:*

Assessment (e.g. Excellent)"

Grade in writing and numerically e.g. Eight and seventy hundredths (8.70)

City (city name) Date (day- month- year)

THE RECTOR

THE HEAD OF DEPARTMENT

(name of Department)

OF DEMOCRITUS

OF DEMOCRITUS

UNIVERSITY

UNIVERSITY

OF THRACE

OF THRACE

THE SECRETARY

OF THE DEPARTMENT *(name of Department)*

OF DEMOCRITUS UNIVERSITY OF THRACE

A.5 Template of Post-Graduate Studies Diploma in English

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE
SCHOOL OF
DEPARTMENT OF

(indicatively)

MASTER'S DEGREE

(main scientific subject)

Mr/Mrs/Ms (name, surname, patronym) upon successful attendance and examination of the courses of the Post-Graduate programme entitled 'The title of the Post-Graduate studies program' of the Department of the School..... of Democritus University of Thrace (D.U.Th.) was deemed worthy of the Master's Degree, the grade:

"EXCELLENT" Eight and seventy hundredths (8.70)

Town - Date (day-month-year)

**THE RECTOR
OF DEMOCRITUS UNIVERSITY
OF THRACE**

**THE DEAN OF THE DEPARTMENT OF
DEMOCRITUS UNIVERSITY
OF THRACE**

**THE SECRETARY
OF THE DEPARTMENT OF**

DEMOCRITUS UNIVERSITY OF THRACE

A.6 Template of Transcript of Post-Graduate Student in a Master's Programme at a Department of DUTH

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

City.....

Protocol No.....

CERTIFICATE

It is hereby certified that *(First Name, Last Name, Father Name)* who was admitted in the academic year of *(insert academic year)* onto the PGMP of the Department *(name of Department)* of the School *(name of School)* of Democritus University of Thrace titled *(title of the PGMP)* and a duration of *(duration of PGMP)*, was successfully examined in the *following* post-graduate courses of the specialisation *(name of specialisation)* and received the following grade:

Code	Course Title	Type	Semester	ECTS	F.G.	Grade in Writing
1.
2.
3.

The individual above, on *(date)*, presented their Master's Thesis before the competent Examining Committee, which approved it, graded it with the grade *(grade/ECTS credits)*, and recommended that they be awarded the Master's Degree of the Department *(name of the Department)* of the

School (*name of School*) of Democritus University of Thrace, in the Specialisation (*name of Specialisation*). The aforementioned individual graduated on (day) (month) (year).

The Overall GPA of the individual above (to two decimal places) is: e.g. 9.50 "EXCELLENT".

INTERRUPTION OF STUDIES

The above student had interrupted their studies by decision of Assembly No null for the (fall/spring) semester of the academic year 202...-202...

They were readmitted on 00/00/00 of the academic year 202...-202.. (fall/spring) in the 00 semester

This certificate is granted at the request of the interested party for all lawful use.

City (*city name*) Date (*day-month-year*)

By order of the Rector

The Secretary of the Department

(*full name-signature-stamp*)

A.7 Template of Transcript of Post-Graduate Student in Master's Programme at a Department of DUTH (incomplete studies)

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL (*name of School*)

DEPARTMENT (*name of Department*)

City.....

Protocol No.....

CERTIFICATE

It is hereby certified that (*First Name, Last Name, Father Name*), who was admitted in the academic year of (*insert academic year*) to the PGMP of the Department (*name of Department*) of the School (*name of School*) of Democritus University of Thrace titled (*title of the PGMP*) and a duration of (*duration of PGMP*), was successfully examined in the *following* post-graduate courses of the specialisation (*name of specialisation*) and received the following grades (The following table shall also include the courses that they have declared and not completed):

Code	Course Title	Type	Semester	ECTS	F.G.	Grade in Writing
1.
2.
3.

The above individual, on (*the date*), presented their Master's Thesis before the competent Examining Committee, which approved it, graded it with the grade (*grade /ECTS credits*).

INTERRUPTION OF STUDIES

The above student had interrupted their studies by decision of Assembly No null for the (fall/spring) semester of the academic year 202...-202...

They were readmitted on 00/00/00 of the academic year 202...-202.. (fall/spring) in the 00 semester

This certificate is granted at the request of the interested party for all lawful use.

City (*city name*) Date (*day-month-year*)

By order of the Rector

The Secretary of the Department
(*full name-signature-stamp*)

A.8 Template of Transcript of Post-Graduate Student of an Interinstitutional - Interdepartmental or Joint PGMP

HELLENIC REPUBLIC

(emblem of partner University/Body)

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL (name of School)

DEPARTMENT (name of Department)

DEPARTMENT *(name of Department)*

PARTNER UNIVERSITY/BODY *(name of partner University/Body)*

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

INTERINSTITUTIONAL - INTERDEPARTMENTAL

POST-GRADUATE MASTER'S PROGRAMME

(title of PGMP)

MASTER'S DEGREE

(principal scientific subject)

City.....

Protocol No.....

CERTIFICATE

It is hereby certified that, as it transpires from the research of the ledgers of the Department that undertook administrative support, (first name, father's name, last name) registered for the academic year (academic year) as a Graduate Student of the Interinstitutional - Interdepartmental Post-Graduate Studies Programme of the Department (name of Department) of the School (name of School) and of the Department/body(name of Department/body) of the School (name of School) of the University (name of University) titled: (PGMP title), with a duration of studies of (number of semesters) semesters, was successfully examined in the following required post-graduate courses of the specialisation (name of specialisation), and received the following grade:

STUDY PROGRAMME

Code	Course Title	Type	Semester	ECTS	F.G.	Grade in Writing
1.
2.
3.

The individual above, on *(date)*, presented their Master's Thesis publicly before the competent Examining Committee, which approved it, graded it with the grade *(grade/ECTS)*, and recommended that they be awarded the Master's Degree of the Department *(name of the Department)* of the School *(name of School)* of Democritus University of Thrace, in the Specialisation *(name of Specialisation)*. The aforementioned individual graduated on *(day) (month) (year)*.

The Overall GPA of the individual above (to two decimal places) is: *e.g. 9.50 "EXCELLENT"*.

INTERRUPTION OF STUDIES

The above student had interrupted their studies by decision of Assembly No null for the *(fall/spring)* semester of the academic year 202...-202...

They were readmitted on 00/00/00 of the academic year 202...-202.. (fall/spring) in the 00 semester

This certificate is issued at the request of the interested party for all lawful use.

City (city name) Date (day-month-year)

By order of the Rector

The Secretary of the Department

(full name-signature-stamp)

A.9 Template of Transcript of Post-Graduate Student of an Interinstitutional - Interdepartmental or Joint PGMP (incomplete studies)

HELLENIC REPUBLIC

(emblem of partner University/Body)

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

DEPARTMENT *(name of Department)*

PARTNER UNIVERSITY/BODY *(name of partner University/Body)*

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

INTERINSTITUTIONAL - INTERDEPARTMENTAL

POST-GRADUATE MASTER'S PROGRAMME

(title of PGMP)

MASTER'S DEGREE

(principal scientific subject)

City.....

Protocol No.....

CERTIFICATE

It is hereby certified that, as it transpires from the research of the ledgers of the Department that undertook administrative support, (first name, father's name, last name) registered for the academic year (academic year) as a Graduate Student of the Interinstitutional - Interdepartmental Post-Graduate Studies Programme of the Department (name of Department) of the School (name of School) and of the Department/body(name of Department/body) of the School (name of School) of the University (name of University) titled: (PGMP title), with a duration of studies of (number of semesters) semesters, was successfully examined in the following required post-graduate courses of the specialisation (name of specialisation), and received the following grades (The following table shall also include the courses that they have declared and not completed):

STUDY PROGRAMME

Code	Course Title	Type	Semester	ECTS	F.G.	Grade in Writing
1.
2.
3.

The individual above, on *(date)*, presented their Master's Thesis publicly before the competent Examining Committee, which approved it, graded it with the grade *(grade/ECTS)*.

INTERRUPTION OF STUDIES

The above student had interrupted their studies by decision of Assembly No null for the (fall/spring) semester of the academic year 202...-202...

They were readmitted on 00/00/00 of the academic year 202...-202.. (fall/spring) in the 00 semester

This certificate is issued at the request of the interested party for all lawful use.

City (city name) Date (day-month-year)

By order of the Rector
The Secretary of the Department
(full name-signature-stamp)

A.10 Template of Post-Graduate Studies Completion Certificate

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL (name of School)

DEPARTMENT (name of Department)

Certificate No:

CERTIFICATE OF COMPLETION OF STUDIES

The accuracy of the following details is confirmed:

Identity Details

Last Name:

First Name:

Father's Name:

Mother Name:

Place of Birth :

Date of Birth:

Attendance Details:

Date of First

Reg. No:

Enrolment:

The above individual enrolled for the first time the 1st academic period of the PGMP of our Department, title (name of PGMP) in the academic year ().

To be awarded the Master's Degree, () semesters of studies are required.

The total number of ECTS credits required for awarding the Master's Degree (PGD) amounts to ... ECTS credits.

The above individual met all legal requirements on (*date*), having been successfully examined in the courses provided for by the Post-Graduate Master's Programme, receiving a degree grade of:

Degree numerically and in writing (e.g. 9.50 NINE AND FIFTY HUNDREDTHS)

"Assessment (e.g. Excellent)"

This certificate is granted for all lawful use.

City (city name) Date (day-month-year)

The Secretary of the Department

(full name-signature-stamp)

A.11 Certificate of Studies

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL (name of School)

DEPARTMENT (name of Department)

Certificate No:

CERTIFICATE OF STUDIES

The accuracy of the following details is confirmed:

Identity Details

Last Name:

First Name:

Father's Name:

Mother Name:

Place of Birth :

Date of Birth:

Attendance Details:

Date of First

Reg. No:

Enrolment:

The above individual enrolled for the first time the 1st semester (*title - name of the PGMP*) of our Department, as a Graduate Student in the academic year ().

The minimum duration of attendance is () semesters.

Graduate student status is obtained upon enrolment and is lost upon receiving a degree, graduating, due to a penalty, or due to expulsion.

The above individual is in the () semester of the study programme.

Interruption of Studies

- 1) The aforementioned graduate student had interrupted their studies by decision No null of the Assembly / SPC for the (fall/spring) semester of the academic year 20...-20.. with a duration of 2 semesters at their own request on .././20.. .
- 2) The aforementioned graduate student had interrupted their studies by decision No null of the Assembly / SPC for the (fall/spring) semester of the academic year 20...-20.. with a duration of 1 semester at their own request on .././20.. .

They were readmitted on ...-20.. of the academic year 20...-20.. (fall/spring) semester.

Comments – Remarks:

This certificate is granted for all lawful use.

City (*city name*) Date (*day-month-year*)

The Secretary of the Department

(*full name-signature-stamp*)

ANNEXES, PART B

(as an integral part of the Doctoral Studies Regulation of DUTH)

B.1 Doctoral Candidate Application Template

B.2 Short note

B.3 Template of consent note of the Supervising Professor for the preparation of a doctoral dissertation

B.4 Template of Doctoral Diploma of DUTH

B.5 Template of Certificate of conference of Doctorate

B.6 Certificate of completion of doctoral studies

B.7 Form for recording publications, posted announcements, and distinctions of doctoral candidates

B.8 Indicative progress report template

B.9 Indicative Three-Member Advisory Committee recommendation template

B.1. Doctoral Candidate Application Template

To: The Secretariat

of the Department of

of the School of

APPLICATION

Last Name:		
First Name:		
Degree:	University:	
Master's Degree:	University:	
Residential address:	Street:	Number:
		Postcode:
	City:	Prefecture:
Telephone No:	Landline:	Mobile:
e-mail:		

Please accept my request to prepare a Doctoral Dissertation conducted at the Department of of the School of of Democritus University of Thrace, in the Field of Study /Scientific Field: on the subject of:.....

As the supervising member of faculty, I propose

If I am accepted as a doctoral candidate, I consent to my details being posted on the DUTH website

THE APPLICANT

(Signed)

Attached, I submit the following supporting documents:

1. a hard copy of the application
2. a detailed Curriculum Vitae
3. a copy of the my Degree and specialisation Master's Degree
4. the proposed title of the doctoral dissertation and a short note (200-500 words)

with the subject of the doctoral dissertation

5. the language in which it will be written
6. consent from the proposed Supervising member of faculty
7. a two-sided photocopy of identity card
8. all other documents/supporting documents as per the regulation of the Department

Please note:

- That the submission of simple, legible photocopies, shall serve as a solemn declaration by the citizen regarding the accuracy and validity of the photocopies submitted, and is equivalent to the solemn declaration of Law 1599/1986.
- If counterfeit or forged photocopies are submitted, the sanctions of Law 1599/1986 or other criminal sanctions shall be imposed, and the administrative or other action issued with these photocopies, shall be immediately revoked.

B.2 Short note

TITLE OF DOCTORAL DISSERTATION <i>(do not use capitals)</i>
Write your text here
SUMMARY OF THE PROPOSED STUDY (200- 500 words) <i>What is known about the subject of the research?</i> <i>What is the main goal?</i> <i>What is the proposed methodology?</i> <i>What are the expected results?</i>
Write your text here
APPROVAL OF BIOETHICS COMMITTEE (if necessary - up to 50 words) <i>Do issues arise that fall under the codes of bioethics? YES - NO</i> <i>If in the context of the study it is necessary to obtain a permit to carry out research from the competent bioethics committee (and/or another body), refer to it in brief. Also, indicate whether the permission has been granted or whether the processes for acquiring it have been initiated.</i>
Write your text here
FUNDING <i>Is there funding? YES - NO</i> <i>If there is funding, indicate the source.</i>
Write your text here
TIME FRAME <i>Present the time frame of the study using a Gantt chart here</i>
Write your text here
REFERENCES <i>Key bibliographical references related to the study mentioned in the summary are mentioned here.</i>
Write your text here

B.3 Template of consent note of the Supervising Professor for the preparation of a doctoral dissertation

To: Democritus University of Thrace

Department:

School:

Consent to prepare a doctoral dissertation

Full name of candidate:

Title: "....."

Full name of proposed supervising member of faculty:

Following the submission of the proposal of Mr/Ms I would like to inform you that I agree with the content of this proposal and am willing to supervise the Doctoral Dissertation titled and I propose as members of the Three-Member Advisory Committee:

- 1.
- 2.

The supervising Member of Faculty

(full name-signature)

B.4 Template of Doctoral Diploma of DUTH

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

DOCTORATE NUMBER....

RECTOR OF DEMOCRITUS UNIVERSITY OF THRACE

(First Name, Father's Name, Last Name of Rector)

PROFESSOR OF *(specialisation)*

(First Name, Father's Name, Last Name, of the Head of Department)

PROFESSOR OF *(specialisation)*

DEAN OF THIS DEPARTMENT *(name of Department)*

(First Name, Father's Name, Last Name of Doctor)

BY UNANIMOUS RESOLUTION OF THE DEPARTMENT *(name of Department)*

JOINED THE RANKS OF DOCTORATE HOLDERS OF THE DEPARTMENT *(name of Department)*

APPROVED (assessment)

MONTH

YEAR

THE RECTOR OF DUTH

(full name-signature)

THE HEAD OF DEPARTMENT

(full name-signature)

THE SECRETARY OF THE DEPARTMENT

(full name-signature)

B.5 Template of Certificate of conference of Doctorate

HELLENIC REPUBLIC

CERTIFICATE NUMBER....

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

It is hereby certified that:

Mr/Ms *(First Name, Father's Name of the Doctor)* from *(city name)* Graduate of *(Name of the Department, School, University)* following the lawful test and, having successfully fulfilled all their obligations for the doctorate degree, as set out by law, was found worthy of this diploma, with:

Assessment (e.g. Excellent)"

Grade in writing and numerically , e.g. Ten (10.00)

and was awarded

a Doctorate of the Department *(name of Department)* on *(the date)*.

This document serves as a copy of the Doctorate.

This certificate, which the interested party requested, is issued for all lawful use.

City *(city name)* Date *(day-month-year)*

The Secretary of the Department

(full name-signature-stamp)

B.6 Certificate of completion of doctoral studies

HELLENIC REPUBLIC

(Place - Date)

Protocol No:

CERTIFICATE OF COMPLETION OF DOCTORAL STUDIES

It is hereby certified that, as arises from the examination of the ledgers of the Department....., Mr/Ms..... son/daughter ofprepared a doctoral dissertation at the Department of of the School of of the DUTH on the subject of: '.....', which was reviewed on-202. by the appointed seven-member examining board, was accepted, and assessed with the grade "Assessment e.g. EXCELLENT" (Grade: numerically and in writing).

The above individual shall be awarded a Doctorate of the Department of of the School of of DUTH.

This document is issued at the request of the interested party for all lawful use.

By order of the Rector

The Secretary of the Department

(Signed)

B.7 Form for recording publications, posted announcements, and distinctions of doctoral candidates.

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

FULL NAME OF DOCTORAL CANDIDATE:

	Publication Details	Posted Notice Details	Other: Distinctions Awards Scholarships, etc.
1	<i>(Authors, Title, Publication Date, Journal, Volume, page, doi, Impact factor in year of publication)</i>	<i>(Authors, Title, Notice Date, Congress Details)</i>	<i>(Body, Type of distinction, relevant details)</i>
2	<i>(Authors, Title, Publication Date, Journal, Volume, page, doi, Impact factor in year of publication)</i>	<i>(Authors, Title, Notice Date, Congress Details)</i>	<i>(Body, Type of distinction, relevant details)</i>
3			
and so on, and so forth.			
Total			

**The Doctoral Candidate
supervising member of faculty**

*(Full name
signature)*

The

*(Full name
signature)*

B.8 Indicative progress report template

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL (*name of School*)

DEPARTMENT (*name of Department*)

(1st, 2nd, etc.) Progress Report

of the doctoral candidate: *First Name /Last Name/Reg. No*

on the subject: *"Doctoral dissertation title"*

To

the Three-Member Advisory Committee

1. *First name, Last name, rank (Supervisor) - Department*
2. *First name, Last name, rank - Department*
3. *First name, Last Name, rank – Department*

Brief description of the doctoral dissertation with reference to the goal and the approach taken.
<i>Brief summary of the Doctoral Dissertation, objectives, approach, etc.</i>
Research Activities carried out during the period from dd/mm/yyyy to dd/mm/yyyy
<p><i>Indicatively:</i></p> <ol style="list-style-type: none"> 1. <i>Bibliography overview: (Research and analysis was carried out ...)</i> 2. <i>Development of methods: (For the needs of the study, the methods developed were...)</i> 3. <i>Research results (The results of the study ...)</i> 4. <i>Discussion - Conclusions of the study so far (The progress to date of the research portion of the Doctoral Dissertation ...)</i>
Other activities of the doctoral candidate
<p><i>Indicatively:</i></p> <ol style="list-style-type: none"> 1. <i>Provision of ancillary teaching / laboratory work: (in the context of the course ... headed by Professor.....)</i> 2. <i>Participation in research projects: (Participation in the project implementation team of the project ... implemented in the context (e.g. 'Research and Innovation') ... with ... as SD. The project aims to... Their participation towards this consists of...)</i> 3. <i>Writing research projects: (The projects that have been accepted are ... The projects sent for publication are ...)</i> 4. <i>Presentation of posted presentations at congresses: (The presentations that have been accepted are ...)</i>
Scheduling of research study for the next period from dd/mm/yyyy to dd/mm/yyyy
<i>Presentation of planned activities (methodology, planning of the next steps of the study, etc.</i>
Scheduling of any other activities for the next period from dd/mm/yyyy to dd/mm/yyyy
<i>Scheduling of teaching activities, participation in congresses, writing of projects, etc.</i>
Indicative bibliography references
<i>Indicative bibliography references</i>

Signature of doctoral candidate

Name of doctoral candidate

Date

B.9 Indicative Three-Member Advisory Committee recommendation template

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL *(name of School)*

DEPARTMENT *(name of Department)*

**To the Members of the Assembly
of the Department**

**Annual assessment of the progress of the implementation of the doctoral dissertation
of doctoral candidate** First name /Last Name/Reg. No
on the subject: *"Doctoral dissertation title"*

from the Three-Member Advisory Committee

Attachments:

- a) (1st, 2nd, etc.) Progress report (from dd/mm/yyyy to dd/mm/yyyy-) of the doctoral candidate
- b) Other *(indicative projects accepted by journals or at congresses, distinctions awarded to the doctoral candidate, etc.)*

1. Introduction

Doctoral candidate First Name Last Name was accepted to prepare a doctoral dissertation in the Department of Department name of DUTH by decision No of assembly of the Assembly. Moreover, by decision No K/MM.MM.2020 of the Assembly of the Department, a three-member advisory committee was appointed, consisting of ..., (as supervisor) and ... and ... (as members).

2. Description of doctoral dissertation

Brief description of the doctoral dissertation with reference to the goal and the approach taken.

3. Activities carried out during the period from dd/mm/yyyy to dd/mm/yyyy

According to the attached progress report, during the period from dd/mm/yyyy to dd/mm/yyyy, the doctoral candidate carried out the following projects and activities:

Indicatively, they may mention

1. *Bibliography overview: (Research and analysis was carried out ...)*
2. *Development of methods: (For the needs of the study, the methods developed were...)*
3. *Research results (The results of the study ...)*
4. *Discussion - Conclusions of the study so far (The progress to date of the research portion of the Doctoral Dissertation ...)*

5. *Provision of ancillary teaching / laboratory work: (in the context of the course headed by Professor.....)*
6. *Participation in research projects: (Participation in the project implementation team of the project ... implemented in the context (e.g. 'Research and Innovation') ... with ... as SD. The project aims to... Their participation towards this consists of...)*
7. *Writing research projects: (The projects that have been accepted are ... The projects sent for publication are ...)*
8. *Presentation of posted presentations at congresses: (The presentations that have been accepted are ...)*

4. Scheduling of the next period from dd/mm/yyyy to dd/mm/yyyy

According to the attached progress report for the next period from dd/mm/yyyy-dd/mm/yyyy there is scheduled.....

Indicatively, they may mention what was mentioned above (3)

5. Assessment Conclusions

Free text with final assessment

Indicatively:

Based on the above, the progress so far of the implementation of the doctoral dissertation of Mr/Ms First Name/Last name is found to be (very satisfactory/satisfactory/sufficient) and its continuation is recommended according to the proposed scheduling (or specific small-scale changes specified by the Three-Member Advisory Committee);

or

is found to be insufficient and it is recommended that (e.g. slight modification of the subject, change of methodological approach, etc.)

The Supervisor

First name, Last Name, Rank

The members of the Three-Member Advisory Committee

First name, Last Name, Rank

First name, Last Name, Rank

Date"

This decision is to be published in the Government Gazette.

Komotini, 23 May 2024

The Rector

Professor Fotios Maris

Internal distribution:

the Rector