



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Internal Rules and Regulations of Democritus University of Thrace

Komotini 2024

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Chapter 1: General Principles

Article 1

The Democritus University of Thrace

The Democritus University of Thrace (DUTH) was founded in July 1973 by Legislative Decree No. 87 of 27 July 1973 and began its operation in the academic year 1974-1975. DUTH is a legal person governed by public law (NPDD), fully self-governing, and its Administrative seat is in the City of Komotini; it operates under the existing Constitution and the laws governing the higher education of the country, and is supervised by the State through the Ministry of Education, Religious Affairs and Sports. In international relations, the University's name is "Democritus University of Thrace (DUTH)".

Article 2

Emblem & Logo-Seal

1. The DUTH emblem, as it has been established, includes a depiction of the head of the ancient Greek philosopher Democritus facing to the left with the University's name displayed below it in capital letters; in Greek, it reads "ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ" and in English "DEMOCRITUS UNIVERSITY OF THRACE".



2. The DUTH emblem is used without prior authorisation by the University:

- a) in the correspondence of the University, the Schools, the Departments, the Divisions, and other academic units and services and their bodies, as well as members of the University Community;
- b) in presentations, reports or publications related to educational, research, or development activities of DUTH;
- c) in the University's Website and websites created by units or other structures of DUTH;
- d) in DUTH's communication activities, such as cards, press releases, newsletters, social networks, etc.;
- e) on signs of buildings, units or other DUTH structures, etc.

3. Use of the DUTH emblem is permitted to:

- a) members of the University Community;
- b) DUTH partners (e.g. partners in research programmes) in joint activities;
- c) journalists, researchers and/or individuals who cite DUTH or reproduce material from DUTH.

4. Use of the DUTH emblem is prohibited for advertising commercial products.

5. Decision no. 26/9/17-1-2019 of DUTH's Senate has assigned the safeguarding and development of DUTH's trademark to DUTH's Property Development and Management Company.

6. The technical specifications of the logo, the detailed terms of use and the relevant templates are set out in the Logo Usage Guide (Annex 1).

7. The seal of DUTH is of round shape and bears a depiction of Democritus's head. "HELLENIC REPUBLIC" appears in capital letters on the outer semi-circle above the head and "DEMOCRITUS UNIVERSITY OF THRACE" appears in capital letters below the head. All services of the DUTH Administration use the same seal as above.

8. The phrase “HELLENIC REPUBLIC”, the University’s name “DEMOCRITUS UNIVERSITY OF THRACE”, and the name of the School, Department or respective organisational unit shall appear in capital letters on the seals of Schools, Departments and other organisational units.

9. The seals of Schools, Departments or organisational units are used exclusively by the bodies and services of the Schools, Departments, organisational units and structures in their official correspondence; their use is prohibited in the personal correspondence of members of the University Community.

Article 3

Vision, Mission and Objectives

1. The vision of DUTH is to be a Higher Education Institution (HEI) of international standing, renowned for:

- excellence in education and research;
- the production and dissemination of cutting-edge knowledge;
- its key role in addressing contemporary scientific and social challenges.

2. The mission of the Democritus University of Thrace, as an HEI, is to provide high quality education and research in a wide range of scientific fields. Its aim is to achieve recognition as a centre of excellence, openness, internationalisation and innovation, with significant contribution to the local, national and international socio-economic environment.

3. The mission of DUTH, as approved by the Senate of the Institution and outlined in its certified Internal Quality Assurance System (IQAS), is summarised in the following key areas:

- a) to cultivate and promote science, arts, letters and culture;
- b) to offer high quality education, without discrimination and exclusion, to produce and transfer knowledge through teaching and research, preparing its students for the professional and social life;
- c) to organise and provide formal first-, second- and third-cycle study programmes, as well as short-term and lifelong education programmes, by implementing modern teaching methods for both in-person and distance learning, with emphasis on interdisciplinarity and innovative research according to internationally recognised criteria;
- d) to develop and promote the skills and competences of students, providing them with the knowledge and everything they need for their scientific and professional advancement;
- e) to create the conditions for the emergence of young researchers and to attract scientists, responding to the needs of society and the labour market;
- f) to conduct high quality basic research and disseminate knowledge towards society;
- g) to conduct high-quality applied research, aiming at using the results in innovation as well;
- h) to contribute to regional and national development priorities in accordance with the Regional and National Strategy for Research, Technological Development and Innovation and the Smart Specialisation Strategy;
- i) to promote cooperation with other Greek and foreign universities, research, technological and productive entities, as well as public, European and international organisations;
- j) to collaborate in the development of joint study programmes and research activities and/or infrastructures with universities or other research and scientific bodies in Greece or abroad, enhancing the mobility of its students, teachers, researchers and other staff by strengthening the European Higher Education and Research Area;

k) to contribute to the development of responsible citizens with scientific, professional and cultural competence and responsibility, who are distinguished for their respect for human rights and the values of justice, freedom, democracy, social solidarity, peace and equality.

4. As part of its mission and in line with current trends in science, technology and international scientific practices, DUTH:

- provides high-level university education with a commitment to the principles of scientific ethics, aiming at producing, disseminating and applying cutting-edge knowledge as well as expanding its scientific fields by continuously adapting the study programmes to scientific developments and the needs of society;
- develops initiatives that strengthen its human resources by fostering a supportive environment conducive to progress, enabling students, academic staff, and administrative personnel to achieve their goals.
- designs and implements actions to strengthen research and innovation, contributing to the building and development of the European Higher Education and Research Area by supporting the Smart Specialisation Strategy, and the strong connection between applied research and production;
- systematically upgrades and expands its infrastructure and services to achieve a robust logistics environment which ensures the efficient operation of the Institution;
- actively supports the connection with the local community by developing synergies and continuously improving the education and research provided, adopting and promoting the goals of sustainable development and social cohesion, and enhancing the social impact of its activities;
- supports openness and internationalisation by expanding and strengthening its international networks and strategic partnerships with academics and other bodies, co-shaping developments in the European and international academia, and actively participating in the efforts of the international community for growth and prosperity.

DUTH relies and capitalises on the creative cooperation of all members of the academic community which is exercised under the laws governing DUTH and these Rules and Regulations, and is organised and operates according to rules and practices that ensure that the following key principles are observed and protected:

- respect for the Institution, as well as academic and ethical values;
- freedom of research and teaching;
- adherence to research and scientific ethics;
- supporting excellence and quality in the education, research and services provided;
- effective and efficient management of its staff, resources and infrastructure;
- transparency and accountability of all its activities;
- impartiality in the performance of its duties and in decision-making;
- meritocracy in staff selection and development;
- dignity of working conditions and the safety of the work environment;
- respect for the rights of all citizens and their equal treatment regardless of race, colour, gender, ethnicity, ideology, choices of personal life, religion, physiology and any other diversity;
- democratic and effective cooperation among all bodies and members of the academic community, based on the principles of the Rule of Law.

Article 4

Academic freedoms

Academic freedom in research and teaching, as an institutional guarantee of independent and inviolable scientific thought, research, and teaching, is enshrined and protected at the Democritus University of Thrace.

Academic freedom and the free expression and circulation of ideas are protected in all areas of DUTH against anyone attempting to abolish or restrict them.

Inside the DUTH premises, public authorities may exercise all their statutory powers, including intervention due to offences being committed.

Chapter 2: Organisation of the Internal Operation of DUTH

Article 5

Academic Structure - Governing Bodies of the Democritus University of Thrace

The governing bodies of DUTH are as follows:

- a) the Governing Council;
- b) the Senate;
- c) the Rector;
- d) the Vice-Rectors;
- e) the Executive Director.

Article 6

Governing Council

1. The DUTH Governing Council (GC) comprises eleven (11) members, six (6) internal and five (5) external. The term of office for GC members is four years.
2. GC members are elected in accordance with Article 7. Internal and external GC members may serve up to two (2) terms in total at the same University
3. All members of the Faculty Members at the rank of Professor, who are in full-time employment for at least one (1) year on the closing date for submitting applications, are eligible to apply for the position of internal member.
4. Internal membership in the GC is incompatible with the position of Vice-Rector, Dean, Head of the Department and Division Director. At the same time, the GC members may hold the position of Director of a Post-Graduate Studies Master's Programme or Study Programme in Foreign Language or University Laboratory or University Clinic or University Museum or Research Institute.
5. The following are not eligible for the position of internal member:
 - a) those who leave the service due to reaching the maximum age during the term for which the position is announced;
 - b) those who have served as Rectors for at least two (2) terms in this University or another;
 - c) those who have served cumulatively once as a member of the GC and once as Rector.
 - d) those who have served cumulatively at least three (3) terms in the positions of Rector and Vice Rector.
6. External members may include professors from foreign universities, individuals with significant recognition or contributions to culture, the arts, letters, sciences, economy, or society, as well as representatives of international organisations or social partners. One (1) of the external members may be an Emeritus Professor or retired faculty members of other Greek Universities. Candidates must have increased formal qualifications and at least a higher education degree from a Greek or foreign university.

7. The following are not eligible for the position of external member:

- a) faculty members of other Greek universities;
- b) Emeriti Professors and retired faculty members of the same University;
- c) researchers of all levels and special operational scientists of research centres, as provided for in Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258), permanent researchers of other research organisations in Greece, members of Special Teaching Staff (STS), Laboratory Teaching Staff (LTS) and Special Technical Laboratory Staff (STLS), and other regular staff of other Greek universities;
- d) natural persons who are Visiting Professors or Visiting Researchers in the University under Article 148, provided that they are not Professors in a foreign University, or adjunct professors under Article 150 or a contract researcher under Article 149 at the time the call is issued, e) any person who had a financial transaction with the University, the University's Special Account for Research Funds (SARF) or the University's Property Development and Management Company for profit in the last twelve (12) months before the call was issued, excluding employment in projects/programmes managed by SARF.

Article 7

Procedure for electing internal members of the Governing Council

1. The electorate for the election of internal members consists of all faculty members of DUTH. The election of the GC internal members shall be carried out by universal, direct and secret vote, which shall be conducted exclusively electronically using the special information system "ZEUS Digital Ballot Box" of the société anonyme "Greek Research and Technology Network S.A." (GRNET S.A.) of the Greek State. Voting shall take place on a single ballot that includes all the names of the candidates for the position of internal member who meet the eligibility requirements. Voting shall take place electronically using the taxonomic voting system, and each voter shall declare the order of preference of the candidates with consecutive integers.
2. The serving Rector is responsible for organising the electoral process and for issuing the notice for the election of the internal members at least six (6) months before the term of office of the outgoing GC members expires. The deadline for submitting candidacies may not be less than thirty (30) days. If the serving Rector is a candidate for internal member of the GC, the responsibility to organise the electoral process is assumed by the first Vice Rector of the University in order of replacement. If the notice for the election of internal members is not issued by the Rector of the University within the deadline hereof, the power to issue the notice passes to the Minister of Education and Religious Affairs.
3. No more than one (1) internal member per DUTH School may be elected to the Governing Council. By way of exception, two (2) members may be elected from the same DUTH School if there are no candidates from six (6) different Schools.
4. By decision of the Senate of DUTH, issued at least fifteen (15) days before the deadline for the submission of candidacies, a Central Election Commission (CEC) shall be established, consisting of five (5) DUTH faculty members, with as many alternate members, at the rank of Professor or Associate Professor, which shall be responsible for the electoral process. The most senior faculty member of the CEC at the rank of Professor shall act as Chairperson. On the last day for the submission of candidacies and three (3) hours prior to the expiry of the deadline, the CEC shall meet in order to check the submitted candidacies, to examine the eligibility requirements of candidates and to announce the candidates at the expiry of the deadline. If, during the meeting, the CEC finds that the number of candidates is not enough to fill the positions of internal members of the GC, it recommends to the Rector the extension of the deadline for submitting candidacies for seven (7) days, and by a decision

of the Rector issued before the deadline, the deadline for submission of candidacies is mandatorily extended for seven (7) more days.

5. If not all the positions of internal members are filled during the electoral process, then, in order to fill the remaining positions, the candidates with the most votes, even if they did not receive the required number of weighted votes, shall be elected as members of the GC, in accordance with paragraph 3, in order of size of the Schools not already represented in the GC. The size of the School shall be determined by the number of serving faculty members during the electoral process.

6. If the electoral process proves to be fruitless, the election process is repeated after seven (7) days. In the event of another unsuccessful electoral process or lack of interest by enough candidates to fill the GC positions as internal members, the most senior faculty members of DUTH at the rank of Professor shall be appointed, provided that they do not leave the service before the end of the term for which the position is announced. In the event that the number of faculty members at the rank of Professor with the same seniority exceeds the number required to fill the positions, an electronic draw shall be carried out between them until the required positions are filled.

Article 8

Procedure electing external members of the Governing Council

1. The external members of the Governing Council are appointed following an international public call, issued under the responsibility of the serving Rector of DUTH. The call shall be issued at least six (6) months before the term of office of the outgoing members of the Governing Council expires, at the same time as the invitation for the electoral process of the internal members of the GC is issued. The deadline for submitting candidacies is at least thirty (30) days, and natural persons are eligible to apply for the position of external member, in accordance with Article 6(4) hereof. The deadline for submission of candidacies may be extended once by a deed of the Rector of the University for a period not exceeding twenty (20) days, if not enough candidacies have been submitted by the deadline. The deadline for submitting candidacies for the position of external members shall be no later than the date of the electoral process for the appointment of internal members. The Rector shall take all necessary measures to ensure maximum publicity for the call. If the notice for the election of external members is not issued by the Rector of DUTH within the deadline hereof, the power to issue the notice passes to the Minister of Education and Religious Affairs.

2. After the completion of the candidacy submission process, the candidacies submitted according to the call of paragraph 1 shall be forwarded, by care of the University's competent administrative department, to the faculty members who have been elected internal members of the GC and posted on the Institution's website.

3. Within fifteen (15) days after the deadline for the submission of candidacies, the Rector of the University shall convene a meeting of the faculty members who have been elected as internal members of the GC, in order to evaluate the candidacies submitted and to select the external members. The responsibility for the coordination of the proceedings at the meeting lies with the first internal member elected to the GC in order of preference, i.e. the internal member elected as the first in order of election with the highest number of first-preference votes. The serving Rector of the University does not participate in the meeting of internal members, unless he/she has been elected as an internal member, in which case he/she shall participate in this capacity.

4. The internal members evaluate the candidacies that have been submitted to fill the positions of the five (5) external members, and the five (5) external members are then selected in five (5) rounds, by an open vote, which is conducted exclusively electronically using the special information system "ZEUS

Digital Ballot Box” of the société anonyme "Greek Research and Technology Network S.A." (GRNET S.A.) of the Greek State, as follows:

a) In the first round, each internal member selects, via an open taxonomic vote, five (5) candidates for external members by rating the candidate of their first choice with five (5) points, the candidate of second choice with four (4) points, the candidate of third choice with three (3) points, the candidate of fourth choice with two (2) points and the candidate of fifth choice with one (1). The points received by each candidate are then added up, and the candidate who received the most points is selected as the first external member.

b) In the second round, the procedure is repeated from the beginning with the remaining candidates, and each internal member selects four (4) candidates taxonomically, by rating the candidate of their first choice with five (5) points, the candidate of second choice with four (4) points, the candidate of third choice with three (3) points, and the candidate of fourth choice with two (2) points. The points received by each candidate are then added up, and the candidate who received the most points is selected as the second external member.

c) In the third round, the procedure is repeated from the beginning, and each internal member selects three (3) candidates taxonomically, by rating the candidate of their first choice with five (5) points, the candidate of second choice with four (4) points, the candidate of third choice with three (3) points. The points received by each candidate are then added up, and the candidate who received the most points is selected as the third external member.

d) In the fourth round, the procedure is repeated from the beginning, so each internal member selects two (2) candidates taxonomically, by rating the candidate of their first choice with five (5) points and the candidate of second choice with four (4) points. The points received by each candidate are then added up, and the candidate who received the most points is selected as the fourth external member.

e) In the fifth round, the procedure is repeated from the beginning, so each internal member selects the candidate of choice with five (5) points. The points received by each candidate are then added up, and the candidate who received the most points is selected as the fifth external member.

If in any of the five (5) selection rounds for the five (5) external members the first place of selection is tied between two (2) or more candidates, the round shall be repeated. In the repeat round, the first elected internal member of the GC rates the candidate of their first choice with ten (10) points, the candidate of second choice with eight (8) points, the candidate of third choice with six (6) points, the candidate of fourth with four (4) points, and the candidate of fifth choice with two (2) points. The remaining five (5) internal members rate the candidate of their first choice with five (5) points, the candidate of second choice with four (4) points, the candidate of third choice with three (3) points, the candidate of fourth choice with two (2) points and the candidate of fifth choice with one (1). The points received by each candidate are then added up, and the natural person who received the most points is selected.

If there is a new tie in the first place, the round shall be repeated and only the external candidates who were tied in the first place will participate. In the second repeat round, the first elected internal member of the GC rates the candidate of their first choice with ten (10) points while each of the remaining five (5) internal members rate the candidate of their choice with five (5) points. If the points are once again tied, the candidate who was tied in the first place by receiving ten (10) points from the first elected internal member of the GC shall be selected.

5. The process of selecting external members shall be completed no later than thirty (30) calendar days from the date the internal members were elected. If for any reason it is not possible to select all or part of the external members within the deadline of the previous section, the power to appoint the

external members shall pass to the University Senate. The vote shall be held among all candidates who have expressed interest for the position of external member. Candidates who receive a qualified majority of 2/3 of the members of the University Senate, following a secret vote, are elected as external members. If the required majority is not achieved during the first meeting of the Senate, the vote shall be repeated on the next working day, in which case an absolute majority of the members of the Senate shall be required. If the maximum number of meetings is exhausted and the majority required to fill all the positions of external members is not reached, a draw shall be held between the candidates who were tied in the first place; if the tie is not in the first place among those who received the highest number of votes.

6. The maximum number of meetings for the internal members and for the University Senate, if the internal members fail to select the external members, is set at three (3) meetings.

7. If, by the end of the term of office of the University Governing Council and those serving in the offices of the Rector and Vice Rector, it has not been possible to establish the new Governing Council in accordance with paragraph 9 hereof and of Rector and Vice Rectors in accordance with article 9 hereof due to repeating the selection procedure for the positions of the internal and external members of the Governing Council pursuant to paragraph 4 hereof, the term of office of the members of the Governing Council and those serving in the offices of the Rector and Vice Rector shall be extended automatically until the Governing Council is established and the Rector and Vice Rectors appointed, and for a period not exceeding three (3) months in total. To extend the term of office of the Governing Council, the Rector and the Vice-Rectors, in accordance with the previous passage, a declaratory act by the Minister of Education and Religious Affairs must be issued. If the faculty member serving in the position of Rector retires at the end of the term, by decision of the University Governing Council, the duties of the Rector are assigned to another internal member of the Governing Council. If one (1) of the faculty members serving in the position of Vice-Rector retires at the end of the term, by decision of the University Governing Council, the respective area of responsibility is assigned to one of the remaining serving Vice-Rectors. If one of the internal members of the Governing Council is serving at the end of the term of the Governing Council, their replacement is not necessary, provided that a quorum is still in place with the remaining members. If there is no quorum with the remaining members of the Governing Council, the procedure for replacing an internal member of Article 11(6) hereof shall apply *mutatis mutandis*.

8. If the time of the extended term of office of the Governing Council and those serving as Rector and Vice Rector elapses in accordance with paragraph 7, and the procedure for establishing the Governing Council or the procedure for electing the Rector and the Vice Rectors has not been completed for whatever reason, the internal members of the Governing Council, who were selected when the electoral process was repeated, shall temporarily exercise the powers of Article 12, until the declaratory act of paragraph 9 is issued at the latest. Until the Rector and Vice Rectors are appointed in accordance with Article 9, the Rector's powers shall be exercised on a transitional basis by the most senior faculty member of the first rank who has been appointed as an internal member of the Governing Council. Exercising the Rector duties hereunder is not counted in the limit of Article 6(3) and the incompatibilities of Article 9(8) hereof

9. When the selection process of the external members is completed, a declaratory act is issued by the Rector of the University, which establishes the Board of Directors.

Article 9

Procedure for the Election of the Rector

1. One (1) of the internal members of the Governing Council (GC) shall be elected Rector of the Higher Education Institution (HEI) in accordance with the procedure hereof.
2. Within a seven (7) day deadline after the procedure to appoint the external members of the GC is completed, the serving Rector invites the internal members who are interested in applying for the Rector's office to submit their candidacy before the University Senate. If the serving Rector has been elected as an internal member of the GC, the invitation is made under the responsibility of the next Vice Rector in order of replacement, who has no relevant impediment. The deadline for submitting candidacies is at least fifteen (15) days.
3. The candidacy of each interested internal member must be accompanied by:
 - a) the substantiated proposal of the candidate with the proposed development plan of DUTH on a local, national, European and international level, according to his/her particular profile and mission during the term of office, which includes the following areas:
 - aa) academic policy, and in particular the educational and research policy;
 - ab) lifelong learning and education;
 - (ag) its openness and internationalisation;
 - ad) connecting with society and the economy, and fostering innovation; and
 - ae) upgrading the quality of DUTH's academic environment and
 - b) a list of the faculty members, at the rank of Professor or Associate Professor who are employed full-time at the University, proposed by each candidate to take the position of Vice Rector, as well as the areas of responsibility proposed to be assigned to them, which may concern academic issues, student care, research and innovation, lifelong learning, economics, development, administrative affairs and international relations and openness. The number of Vice Rectors candidates may not exceed four (4).
4. The following may not be nominated as candidates for the position of Vice-Rector:
 - a) faculty members who leave the service due to reaching the maximum age during the term of the position announced;
 - b) faculty members who have served as Rectors for at least two (2) terms in this University or another;
 - c) faculty members who have served as internal members of the GC for at least two (2) full terms in this University or another;
 - d) faculty members who have served for at least one (1) term as internal members of the GC and at least one (1) term as Rectors;
 - e) faculty members who have served cumulatively at least three (3) terms in the positions of Rector and Vice Rector.
5. The serving or the first in order of replacement Vice Rector without impediment, if the serving Rector has been elected as an internal member of the GC, or the most senior member of the Senate without impediment, if the first in order of replacement Vice Rector is impeded, invites the candidates to present their proposals to the other members of the GC and to the Senate of DUTH, ensures the publication of their proposals and invites them to an open hearing by the academic community, in which the candidates for the post of Vice Rector may participate. The process of hearing and evaluating the candidates and their proposals may not exceed twenty (20) days, which are counted from the deadline for submission of applications.
6. The members of the GC evaluate the administrative, academic and research qualifications of the candidates, the development plan proposals submitted and the respective qualifications of the candidate Vice Rectors, proposed per candidate. After the candidates have been evaluated, the Rector is elected from among the candidates by decision of the GC, taken by secret vote with a majority of eight elevenths (8/11). If the required majority is not achieved, the procedure shall be repeated on the

next working day, in which case a majority of seven eleven (7/11) shall be required. If the required majority is not achieved, the procedure shall be repeated on the next working day, in which case the absolute majority of all members shall be required. If no candidate obtains an absolute majority, the procedure is repeated between the two (2) candidates with the most votes. If two (2) candidates are tied in second place, the vote is repeated, and if the result remains the same, a draw is carried out between those who received the same number of votes.

7. If there is only one (1) candidate for the Rector's office among the internal members, a minimum majority of eight elevenths (8/11) is required for his/her election. If the required majority of the first subparagraph is not reached by the members of the GC, the candidate is not elected Rector and the procedure for submitting candidacies for the Rector's office shall be repeated from the beginning. The election of the Rector in this case requires the absolute majority of all the members of the GC.

8. The Rector's office is incompatible with any professional occupation outside DUTH. The Rector shall be checked for incompatibilities throughout the term of office and if any incompatibility is found, the Rector shall be removed from the GC. The Rector may also hold the position of Director of a Post-Graduate Master's Programme, a Study Program in Foreign Language, a University Laboratory, a University Clinic, a University Museum and a Research Institute.

9. If the serving Rector resigns or vacates the position, the new Rector shall be elected for the remaining term of office of the GC, and the provisions hereof shall be applied *mutatis mutandis*. The most senior member of the Senate is responsible for carrying out the procedure. The deadline of paragraph 2 commences when of the act pertaining to the resignation or vacation of the position is published in the Government Gazette. Until the selection process of the new Rector is completed, his/her responsibilities shall be exercised temporarily, in accordance with the second section of Article 8(8).

Article 10

Vice-Rectors

1. The Vice-Rectors' term of office is concurrent to that of the Rector. The position of Vice-Rector is incompatible with the position of internal member of the University's Governing Council, the Dean, the Head of the Department and the Division Director, as well as with any professional occupation outside DUTH. The existence of any incompatibility shall be monitored throughout the term of office of the Vice-Rector. The Vice-Rectors may also hold the position of Director of a Post-Graduate Master's Programme, a Study Programme in Foreign Language, a University Laboratory, a University Clinic, a University Museum and a Research Institute of Article 133 and a University Research Institute of Article 269 of Law 4957/2022.

2. The Vice-Rectors proposed by the candidate elected as Rector of DUTH are appointed by decision of the Governing Council. If a Vice-Rector resigns or vacates the position for any reason, by decision of the GC, following a proposal of the Rector, taken by an increased majority of eight elevenths (8/11), a new Vice-Rector shall be appointed until the end of the Rector's term of office. The first and second subparagraphs also apply if, during his/her term of office, the Rector proposes the appointment of additional Vice-Rectors, provided that the number provided for in Article 9(3)(b) has not been reached.

3. By an act of the Rector, with the consent of the GC, the areas of responsibility of the Vice-Rectors and the powers of Article 13 hereof, which shall be forwarded to each Vice-Rector depending on the area of responsibility assigned to them, are determined.

4. The Vice-Rectors must provide the GC with all necessary information or data related to the exercise of the powers assigned to them and attend the meetings of the GC without the right to vote.

5. By decision of the GC, taken by an increased majority of eight elevenths (8/11), a Vice-Rector may be dismissed from his/her duties for an important reason, such as the existence of incompatibility in his/her person, the commission of disciplinary misconduct, the non-implementation of the legislation or the internal rules and regulations or the decisions of the GC or the strategic plan of the University.

Article 11

Organisation and operation of the Governing Council

1. The Rector of DUTH shall preside over the proceedings of the GC, prepare the agenda, convene its meetings, and ensure the implementation of its decisions.

2. Any member of the GC may ask the Rector to include an item on the agenda, if the item falls within the powers of the GC, and may also request the Rector to convene an extraordinary meeting of the GC, if there is good reason.

3. The GC operates lawfully provided that the remaining members are sufficient to achieve the required quorum, in the event that any member of the GC:

- a) vacates the position or leaves for any reason whatsoever;
- b) loses the position based on which he/she was elected or selected;
- c) is removed in accordance with paragraph 4 of this Article.

4. A Director shall be automatically removed if he/she:

- a) is unjustifiably absent from more than three (3) consecutive meetings of the GC;
- b) takes on one (1) of the positions of Article 6(3) hereof, if he/she is an internal member;
- c) acquires any of the impediments outlined in Article 6(4) hereof or submits a candidacy to be elected to a University position, the possession of which constitutes an impediment, if he/she is an external member.

By decision of the GC, the member who is removed shall be replaced in accordance with the procedure of paragraph 6 hereof.

5. A member of the GC may be dismissed by an increased majority of eight elevenths (8/11), if the commission of disciplinary misconducts or the non-implementation of the existing legislation or the decisions of the GC is established.

6. An internal member shall be replaced by the next candidate in line based on his/her ranking in the minutes for the election of internal members, provided that the restrictions of Article 7(3) hereof are observed. If there is no next candidate in ranking, an electoral procedure shall be carried out for the appointment of the missing internal members, in accordance with the aforementioned article.

7. An external member shall be replaced by one (1) of the candidates who expressed interest in the open call and were not selected by decision of the GC, which shall be taken by an increased majority of eight (8/11), provided that they are deemed to have the qualifications required for the position in question. If there is no candidate or the majority of the first section is not achieved, a new call shall be issued to attract new candidates.

8. The GC meets at least once every thirty (30) days, at the invitation of the Rector. GC members receive a lump sum remuneration for their participation in its meetings.

Article 12

Powers of the Governing Council

1. The GC shall have the powers laid down in Law 4957/2022. Specifically, the Governing Council shall exercise the following powers:

- a) approves, following the recommendation of the Rector and the opinion of the Senate, the four-year strategic plan of the University, which includes at least the strategy for the development of DUTH on a local, national, European and international level, according to its particular profile and the framework of its mission in the following areas: academic and research policy, lifelong learning and education, strengthening the Institution's openness and internationalisation, strengthening its connection to society and the economy, developing innovation within DUTH and upgrading the quality of the University's academic environment;
- b) approves, on the recommendation of the Rector, the programme contracts of article 15 of Law 4653/2020 (Government Gazette, Series I, No 12) with the Ministry of Education and Religious Affairs, which are concluded following the proposal of the Rector;
- c) approves, following the recommendation of the Rector and the Executive Director, the initial summary and detailed annual budget of the University (regular budget, public investment and own resources budget), its reforms, as well as the report of DUTH, which it submits for approval to the Ministry of Education, Religious Affairs and Sports. In particular, the regular budget reforms related to the transfer of resources from any expense code, provided that their amount does not exceed thirty percent (30%) of the regular budget, as well as the reforms related to the public investment budget and the allocation of an extraordinary grant to the regular budget, are carried out by decision of the GC without the approval of the Minister of Education, Religious Affairs and Sports being required. Cases of reform of the approved detailed Ordinary Budget of the University, other than those referred to in the second subparagraph, which do not result in a deterioration of its approved budget balance, shall be submitted without delay to the Ministry of Education, Religious Affairs and Sports and shall be considered approved after fifteen (15) days from their submission, unless they are referred back to the GC for correction.
- d) approves, on the recommendation of the Research Committee, the initial summary and detailed budget of the Special Account for Research Funds of DUTH (SARF-DUTH), its report, the financial statements and the results of its use;
- e) Approves, on the recommendation of the Board of Directors of the DUTH Property Development and Management Company, its initial budget and reforms thereof, as well as its report, financial statements and results of its use;
- f) approves, on the recommendation of the Rector, the proposal to issue or amend the Organisation of the University, which it submits to the Ministry of Education and Religious Affairs;
- g) approves, on the recommendation of the Executive Director, the execution of expenditures and takes any decision required to carry out any kind of tender procedure for the award of public contracts for the procurement of items and the provision of services or the execution of projects or studies, provided that the expenditures are borne by the regular budget or the Special Development Budget (SDB) of DUTH and exceed the limit of the value of expenditures assigned to the Rector of DUTH, in accordance with Article 13(1)(g) hereof, as well as the execution of projects and studies for the upgrading of the infrastructure and equipment of the academic units and other academic and research structures of the University in the context of the implementation of the strategic plan of DUTH, according to its available resources;
- h) establishes all types of committees, such as those for technical specifications, execution and evaluation, monitoring and acceptance, and approves their minutes for tendering procedures falling within its jurisdiction;
- i) approves the content of all kinds of contracts with natural or legal persons that bind DUTH;

- j) accepts, on the recommendation of the Executive Director, any kind of donation related to money, property, items, services, equipment or the execution of projects/studies, for the benefit of DUTH, inheritance or bequest, as well as sponsorship, provided that it is not contrary to the mission of DUTH;
- k) selects the Executive Director of DUTH, on the recommendation of the Rector of DUTH, and dismisses him/her from his/her duties;
- l) approves, on the recommendation of the Research Committee, the amount of the percentage (%) of the revenues of each category of projects/programmes retained in favour of the SARF of DUTH, as well as the distribution of SARF's annual revenues, in accordance with Article 237 and the use of SARF's reserves in accordance with Article 242 of Law 4957/2022;
- m) supervises and controls the operation of the SARF of DUTH, appoints the members of the Research Committee, on the recommendation of the Rector and the proposal of the Deanery of each School, and appoints the statutory auditors who carry out the annual audit;
- n) appoints the members of the Board of Directors and the Chief Executive Officer of the DUTH Property Development and Management Company, dismisses them from their duties, supervises its operation and appoints the statutory auditors who carry out the annual audit;
- o) approves the establishment of or participation in spin-off companies or other companies, and appoints the University's representatives to their governing bodies;
- p) approves the annual planning and report on the management of the DUTH property, as well as the annual report on the activities of DUTH;
- q) approves, on the recommendation of the Rector, the draft annual and multiannual recruitment planning of administrative staff in accordance with the needs of DUTH and submits it to the Ministry of Education and Religious Affairs;
- r) establishes the Technical Board of the Institution;
- s) approves the conclusion of programme contracts or agreements with other public sector bodies;
- t) attracts new funding, donations, financial aid and partnerships with foreign bodies;
- u) establishes the Committees for Gender Equality & Anti-discrimination, DUTH Safety & Security, Equal Access for Persons with Disabilities & Persons with Special Educational Needs, Digital Governance, and Transfer of Technology, Innovation and Startup Entrepreneurship. It also approves the plans for strategic planning, safety and security, equal access for persons with disabilities & persons with special educational needs, digital transformation and sustainable development;
- v) appoints the Deans of DUTH's Schools, with the exception of Mono-departmental Schools, among the three (3) candidates nominated by the Evaluation Committee set up by the Deanery, in accordance with Article 22 hereof, and dismisses them for an important reason;
- w) appoints the Head of the Department and the Division Director if there are no candidates for the respective position in a Department or Division;
- x) dismisses the Vice-Rectors of the Democritus University of Thrace by an increased majority of eight elevenths (8/11) for an important reason, such as the commission of disciplinary misconduct, the non-implementation of the existing legislation, the Internal Rules and Regulations, the Organisation and the decisions of the Governing Council, as well as the unjustified non-implementation of the approved strategic plan and the programme contracts of the Institution of article 15 of Law 4653/2020;
- y) approves the establishment of University Research Institutes, controls and supervises their operation and appoints the statutory auditors who carry out the annual audit;
- z) cooperates with the Internal Audit Unit of DUTH;

- aa) may request any information, document or data related to the operation of the University that it deems necessary for the exercise of its powers;
- bb) approves the activity report of the Rector and the Vice-Rectors of DUTH, the Research Committee and the BoD of the University Property Development and Management Company;
- cc) sets up committees to study or deal with matters falling within its powers.
- dd) draws up an annual activity report, which it communicates to the Ministry of Education and Religious Affairs and to the Hellenic Authority for Higher Education (HAHE).
- ee) exercises any other power related to financial, administrative and management matters of DUTH, insofar as this has not been assigned by law to another body thereof;
- ff) exercises any other powers referred to in these Rules and Regulations and in the applicable provisions.

2. By decision of the GC, the exercise of powers of paragraph 1(g), (h), (i), (j) & (s) may be transferred to the Rector of DUTH or the competent Vice-Rector, provided that he/she has been assigned the respective area of responsibility.

3. Any member of the GC may submit in writing before the GC a motion of no confidence in the person of the Rector, if there is an important reason, such as the commission of disciplinary misconduct, the non-implementation of the existing legislation, the internal rules and regulations and the decisions of the GC and the unjustified non-implementation of the approved strategic plan and the programme contracts of the Institution of article 15 of Law 4653/2020. By decision of the GC, which is taken by an increased majority of eight elevenths (8/11), the motion of no confidence may pass. At the same meeting, by a similar decision taken by the same majority, it shall be decided whether the Rector shall also be dismissed as an internal member of the GC, and if this is the case, which of the internal members shall temporarily assume the duties of Rector. The assumption of the duties of Rector, in accordance with the previous subparagraph, is transitional until the appointment of a new Rector, in accordance with Article 11.

Article 13

Rector's Powers

1. The Rector shall have the powers laid down in Law 4957/2022 and those laid down in these Rules and Regulations of the Democritus University of Thrace insofar as they have not been assigned by law to other bodies of the Democritus University of Thrace.

More specifically, the Rector exercises the following powers:

- a) heads DUTH, represents it both judicially and extra-judicially, and has the overall supervision of its operation;
- b) heads the GC and the Senate of DUTH, prepares the agenda, appoints rapporteurs of the items on the agenda, chairs their proceedings, proposes the items for which no other member has been appointed as rapporteur and ensures the implementation of their decisions;
- c) is responsible for complying with the legislation, the Internal Rules and Regulations of Operation of the University and the decisions of the governing bodies of DUTH;
- d) is responsible for the smooth operation of the services of DUTH and ensures the cooperation of the institutions of the University, the teachers and the students;
- e) prepares, in cooperation with the competent Vice-Rector and the Executive Director, the budget of the University (regular budget, public investment and own resources budget), as well as their reforms and submits them for approval to the GC;

- f) prepares, in cooperation with the competent Vice-Rector and the Executive Director, the final financial report of DUTH and submits it for approval to the GC;
- g) approves the execution of expenditures and takes any decision required to award public contracts for the procurement of items, the provision of services and the execution of projects or studies, of net value, plus Value Added Tax (VAT) with a maximum amount that corresponds to the tender procedure of the direct award, provided that the expenditures are borne by the regular budget or the SDB of DUTH;
- h) sets up all types of committees, such as technical specifications, conduct and evaluation, monitoring and receipt, and approves their minutes for tendering procedures that fall within the Rector's powers, in accordance with subparagraph g;
- i) signs all kinds of contracts with natural or legal persons that bind DUTH;
- j) prepares, in cooperation with the Vice-Rectors per area of responsibility and the Executive Director, a four-year strategic plan for the development of DUTH on academic, research, internationalisation and lifelong learning matters, as well as matters pertaining to the connection with society and the economy, strengthening innovation within the University and strengthening the quality of the academic environment of the University in general, which is submitted for approval to the GC of DUTH;
- k) prepares, in cooperation with the Vice-Rectors of DUTH per area of responsibility and the Executive Director, the programme contracts of article 15 of Law 4653/2020 (Government Gazette, Series I, No 12) with the Ministry of Education and Religious Affairs and submits them for approval to the GC;
- l) is the authorising officer for the expenditure of the Democritus University of Thrace;
- m) prepares, in cooperation with the Vice-Rectors per area of responsibility and the Executive Director, a draft of the Internal Rules and Regulations and submits it for approval to the Senate;
- n) prepares, in cooperation with the Vice-Rectors and the Executive Director, a draft of the Organisation of DUTH and submits it for approval to the GC;
- o) chairs the Council of the Training and Lifelong Learning Centre of the Democritus University of Thrace (TLLC-DUTH) and proposes to the Senate the appointment of the Director of Continuing Education;
- p) prepares, in cooperation with the Executive Director, the draft annual and multiannual recruitment planning of administrative staff in accordance with the needs of the University and submits it for approval to the GC;
- q) announces the opening of new positions for Faculty Members (Teaching and Research Staff - DEP), Special Teaching Staff (STS), Laboratory Teaching Staff (LTS) and Special Technical Laboratory Staff (STLS) and issues the acts of appointment of all categories of DUTH staff, the acts of service changes of staff, unless these have been specifically assigned to other bodies, as well as the declaratory acts of unsuccessful elections or negative judgments;
- r) ensures the organisation of the administrative services of DUTH and places the administrative staff in them;
- s) appoints, on the recommendation of the Executive Director, the Heads of the administrative structures, until the judgment and selection procedures for Heads is complete, in accordance with Article 86 of the Code of Status of Public Civil Administrative Employees and NPDD Employees (Law 3528/2007, Government Gazette, Series I, No 26) and transfers the right to sign documents to the heads of DUTH services,
- t) draws up an annual activity report, which he/she submits to the GC and the Senate of DUTH;
- u) sets up committees to study or deal with matters falling within his/her powers;

- v) prepares, in cooperation with the competent Vice-Rector and the Executive Director, the annual planning and report on the development of the DUTH property, as well as the annual report on the activities and the general operation of DUTH and submits them for approval to the GC;
 - w) chairs the Research Committee of SARF-DUTH;
 - x) chairs the Board of Directors of the DUTH Property Development and Management Company;
 - y) recommends to the Senate the members of the Council of TLLC-DUTH after the proposal of the Deanery of each School;
 - z) may request the provision of data and documents from any body and bring them to the attention of the GC;
 - aa) is responsible for security issues and for the protection of all staff and students of DUTH, as well as the Institution's movable and immovable property;
 - bb) ensures that measures are taken to safeguard equal access for teaching staff, research staff, administrative staff and other staff with disabilities to the premises of DUTH, as well as access of students with disabilities or special educational needs to teaching, research, and all activities that take place within the academic community;
 - cc) takes all types of measures to address urgent issues when the competent governing bodies of DUTH are unable to operate and take decisions;
 - dd) exercises any other powers referred to in these Rules and Regulations and in the applicable provisions.
2. By decision of the Rector, the order of his/her replacement shall be determined by the Vice-Rectors, when he/she is absent or prevented from exercising his/her duties, the area of responsibility of each Vice-Rector shall be determined and the powers of paragraph 1 transferred, with the exception of those in subparagraph b, in accordance with the area of responsibility assigned in each case.
3. By decision of the Rector, with the consent of the GC, the powers of paragraph 1(r) may be transferred to the Executive Director.
4. By decision of the Rector, the powers of paragraph 1(v) & (x) may be transferred to another full-time faculty member of the University, provided that the Articles of Association of the DUTH Property Development and Management Company provide that another faculty member of the University may be appointed as Chairperson of the BoD other than the Rector or the Vice-Rector of DUTH.

Article 14

Senate

1. The Senate consists of:

- a) the Rector;
- b) the Deans of the Schools;
- c) the Heads of Departments and the Provisional Heads of the non-autonomous Departments;
- d) one (1) representative from each category of STS, LTS and STLS members of DUTH, provided that the respective staff categories serve in it, who are elected in accordance with Article 37 hereof; and
- e) the student representatives at a percentage of ten percent (10%) of the total members of the Senate of subparagraphs (a) to (c). If, based on the above percentage, the result is a decimal number which is greater than 0.5, it shall be rounded up to the next highest integer, with the obligation that each cycle of study is represented by at least one (1) student. The student representatives shall be appointed by the Student Council in accordance with Article 39 hereof.

2. The Vice Rectors, who are assigned an area of responsibility related to the powers of paragraph 4, have the right to participate in the meetings of the Senate, without the right to vote. The Provisional Heads of the non-autonomous Departments participate in the Senate with the right to vote.

3. The Senate meets legally, even if the representatives of the students and the STS, LTS and STLS members of DUTH have not been elected.

4. The Senate shall have the powers laid down in Law 4957/2022 and those laid down in these Rules and Regulations of the Democritus University of Thrace insofar as they have not been assigned by law to other bodies of the Democritus University of Thrace. More specifically, the Senate:

a) approves the establishment or modification of Institution's first, second and third cycle study programmes, including study programmes in foreign language, as well as their content;

b) approves the internal rules and regulations of the study programmes;

c) approves the University's list of courses;

d) submits to the Minister of Education, Religious Affairs and Sports an opinion on the establishment, abolition, merger, absorption, segmentation, renaming or change of seat of the University's Schools and Departments;

e) approves the conclusion of collaborations with domestic or foreign institutions or the research centres, institutes and technological bodies of article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) for the organisation of first, second and third cycle interinstitutional study programmes, as well as protocols for academic or research collaboration with Greek or foreign institutions;

f) approves the internal rules and regulations of DUTH, on the recommendation of the Rector;

g) approves the commencement and end of academic semesters;

h) draws up and submits proposals to the GC for the preparation of the four-year strategic plan of DUTH on issues of academic and research policy and development, internationalisation, lifelong learning, connection with society and the economy, strengthening innovation within DUTH and strengthening the quality of the University's academic environment in general;

i) draws up the educational and research policy of the University, taking care to ensure and upgrade its quality and establishes the Quality Assurance Committee of DUTH;

j) approves the establishment of university laboratories, university clinics, university museums, and research institutes, on the recommendation of the competent body of the units in which they are established and appoints the Heads thereof until the first election process is held, as well as in the event of no candidates or in the absence of them for any reason;

k) approves the establishment of Divisions in the existing academic units, Departments or Schools and their changes;

l) approves the establishment of TLLC-DUTH and its Internal Rules and Regulations;

m) establishes the Council of TLLC-DUTH and appoints the Director of Training of the Centre, on the recommendation of the Rector;

n) approves the establishment of the DUTH University Centre for Research and Innovation and its Internal Rules and Regulations;

o) approves, on the recommendation of the Board of Directors of DUTH University Centre for Research and Innovation, the establishment, merger, segmentation, abolition or renaming of Research Institutes;

p) selects, on the recommendation of the Board of Directors of DUTH University Centre for Research and Innovation, the Scientific Directors of the Research Institutes;

- q) approves the annual recruitment planning for faculty members, Special Teaching Staff (STS), Laboratory Teaching Staff (LTS), Special Technical Laboratory Staff (STLS) and temporary teaching staff, on the recommendation of the Deaneries of the Schools of DUTH, following the proposal of the Assemblies of the Departments, which then submits to the Ministry of Education, Religious Affairs and Sports;
 - r) allocates the positions of faculty members, STS, LTS and STLS staff, and temporary teaching staff approved by the Ministry of Education, Religious Affairs and Sports to the Departments of DUTH, in accordance with their needs and the approved annual recruitment planning;
 - s) approves the transfer applications of faculty members, as well as of STS, LTS and STLS staff from one Department to another Department of DUTH or other University, in accordance with Article 153 of Law 4957/2022;
 - t) confers the titles of Emeritus and Honorary Professors and Honorary Doctors, on the recommendation of the Deanery;
 - u) selects the members of the Board of Directors, the Director and the Deputy Director of the Research University Institutes, following a public call, in accordance with Article 269 of Law 4957/2022;
 - v) checks the approved Registries of Academic Fields and the Internal and External Electors Registers, and may refer them back if it is found that they have not been drawn up in a transparent and merit-based manner;
 - w) allocates, at reasonable intervals, the spaces and infrastructure for education, research and other uses of DUTH to the University's Schools, on the recommendation of the Deans, in accordance with the course timetable of the Departments' study programmes and the needs related to the advisory, research and administrative work of the Departments and their members, ensuring their optimal use for all educational, research and other activities of the University;
 - x) exercises any other powers referred to in these Rules and Regulations and in the applicable provisions.
 - y) exercises any other power related to academic and research matters of DUTH insofar as this has not been assigned by law to another institution of the University.
5. The Senate may decide to transfer its powers to the Rector, with the exception of those of paragraph 4(a), (b), (c), (e), (g), (h), (i), (k), (t) & (u) .

Article 15

Executive Director - Powers

1. An Executive Director (ED) position is established at DUTH for one term of office, directly under the University's GC. The ED is selected following a public call, which is expedited by the Rector of DUTH. The ED's term of office is concurrent to the term of office of the GC.
2. The public call shall include the required qualifications, as well as the additional desirable qualifications that shall be taken into consideration, the manner and evidence of the qualifications that shall be taken into account for the evaluation of the candidates, the deadline for the submission of applications and the manner in which they shall be submitted, as well as the ability of the candidates to conduct a personal interview.
3. The minimum qualifications for the DUTH ED are as follows:
 - a) a bachelor's and a master's degree from a Greek University or equivalent foreign degrees;
 - b) very good knowledge of the English language or of one (1) foreign language of a Member State of the European Union (EU), in accordance with Article 10 of Presidential Decree 85/2022 (Government Gazette, Series I, No 232);

c) professional experience of at least three (3) years in matters related to higher education or research or general administrative experience in research organisations or services or public or private sector enterprises in Greece or abroad.

In addition to the qualifications for appointment hereof, the natural person to be selected as the DUTH ED shall have the general qualifications and the conditions for appointment set out in the Code of Status of Public Civil Administrative Employees and NPDD Employees (Law 3528/2007, Government Gazette Series I, No 25) and not have the appointment impediments of said law.

4. The following persons have the right to participate in the public call of par. 1:

- a) civil servants employed under the provisions of Public Law or an open-ended Private Law contract that are organically employed by the DUTH;
- b) civil servants of other public sector bodies, as defined article 14(1)(a) of Law 4270/2014 (Government Gazette Series I, No 143) and
- c) private citizens.

Members of faculties, STS, LTS and STLS of universities and researchers and other staff of research centres, institutes and technological bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, 258) are excluded from participation. If a candidate under a fixed-term contract or a contract for a specific project with bodies of 14(1)(a) of Law 4270/2014 is selected, a necessary condition for his/her placement is the prior termination of the contract, at his/her request; this person will not be entitled to any compensation or other right deriving from the termination of his/her contract. If a civil servant is selected, article 84(4) of Law 3528/2007 shall be repeated according to the same requirements. There is no limit to the number of terms a single individual may serve as Executive Director.

5. The GC evaluates candidates' applications, takes into account their qualifications in accordance with the terms of the call, and selects by increased majority of eight (8/11) the person it deems most suitable for filling the position. If the required majority is not achieved, the procedure shall be repeated, and a majority of seven seventeen (7/11) shall be required. If the required majority is still not achieved, the procedure shall be repeated between the best two candidates, and the person that will be selected is the one with the absolute majority.

6. The ED's placement is made:

- a) By an act of the Rector, if the selected candidate is already a DUTH member of staff.
- b) Through a joint decision of the competent bodies of the Ministry of Education, Religious Affairs and Sports and the relevant Ministry, as appropriate, which seconds the selected employee by derogation from the procedure and conditions laid down for civil servants, as in force from time to time, without requiring the consent of the body by which he/she is employed, if he/she is a civil servant serving in a public sector body other than DUTH. If a first- or second-level local government employee is selected, the prior consent of the authority responsible for appointments within the originating organisation is required, pursuant to article 44 (6A) of Law 4674/2020 (Government Gazette, Series I, No 53) and Article 177(1) of Law 4876/2021 (Government Gazette, Series I, No 251, error correction Series I, No 64).
- c) by Act of the DUTH Rector, following the approval of the Committee of Cabinet Act 33/2006 (Government Gazette, Series I, No 280), if the selected candidate is an individual.

7. The remuneration of the DUTH ED shall be the salary corresponding to the final salary grade (SG), in accordance with Chapter B of Law 4354/2015 (Government Gazette, Series I, No 176). The ED shall also be paid the allowance of the Head of a General Directorate under article 16 of the aforementioned law.

8. The term of the ED shall automatically expire upon the expiry of the term of the Governing Council. The Executive Director's term of office may be terminated prematurely by decision of the GC, taken by increased majority of eight eleven (8/11) for a serious reason, due to improper execution of his/her duties or non-implementation of the decisions of the Governing Council or failure to perform his/her duties, as well as if the conditions for a potential sabbatical apply, according to Article 104(1) of Law 3528/2007. The termination of the ED's term of office in any manner is tantamount to:

- a) the end of his/her placement in said position and his/her return to the position and organisational unit in which he/she served at the University before his/her selection, if he/she is an employee of the University;
- b) the termination of his/her secondment, if he/she is an employee of another body; and
- c) his/her dismissal, if he/she is a private individual.

Such termination shall not give rise to any right to compensation or any other claim by the employee.

9. The DUTH ED heads its organisational units and staff, with the exception of the Internal Audit Unit, he/she coordinates and supervises their work, he/she ensures the smooth and efficient administrative and financial operation of DUTH, the implementation of its strategic plan and annual goals, and he/she cooperates with the heads and other staff of the organisational units of the University for the purpose of fulfilling its mission.

In particular, the DUTH ED shall exercise the following powers:

- a) assist the GC and the Rector in exercising their powers and make recommendations on issues assigned to him/her concerning the organisation, operation and coordination of DUTH actions.
- b) monitor the implementation of the strategic plan referred to in Article 224 of Law 4957/2022, the programmatic planning agreements of Article 15 of Law 4653/2020 (Government Gazette, Series I, No 12), of the DUTH annual goals and the decisions of its governing bodies;
- c) coordinate and supervise the implementation of the University's digital transformation plan;
- d) recommend the implementation of measures to the DUTH rector to achieve the goals of DUTH, SARF-DUTH and the DUTH Property Development and Management Company;
- e) participate in the collective bodies of the University chaired by the Rector or the competent Vice-Rector, as applicable, as well as in the Board of Directors of the University Property Development and Management Company, at the order of the Rector, without voting rights;
- f) plans and coordinates actions to promote DUTH in accordance with decisions of its bodies;
- g) collaborates with the Internal Audit Unit on the implementation of the Internal Audit System and the improvement of the effectiveness of DUTH services,
- h) monitor the work of the committees for Gender Equality & Anti-discrimination, DUTH Security & Safety, Equal Access for Persons with Disabilities & Persons with Special Educational Needs, Digital Governance and Transfer of Technology, Innovation & Startup Entrepreneurship. He/she also monitors the preparation of the plans for strategic planning, security and safety, equal access for people with disabilities & people with special educational needs, digital transformation and sustainable development.
- i) collaborate with all organic and academic units of DUTH in order to monitor the correct implementation of the decisions of the DUTH governing bodies and to recommend to the DUTH Rector measures to improve their effectiveness and efficiency;
- j) prepare an annual activity report, which it submits to the DUTH Rector; and
- k) exercise any other power included in these Rules and Regulations and in the provisions that apply from time to time.
- l) exercise any other power assigned to him/her by the DUTH Rector.

10. The ED may exercise financial management powers over the DUTH budget (ordinary budget, public investment budget, and own resources), with the consent of the GC and delegation of the relevant authority by the DUTH Rector, provided it has not already been delegated to a DUTH Vice-Rector.

Article 16

Exemption from teaching duties

The DUTH Rector and the Vice-Rectors, pursuant to Article 19 of Law 4957/2022 are exempted, in part or in whole, from their teaching duties by decision of the Senate. With a similar decision, at the recommendation of the relevant Department, the internal members of the DUTH Governing Council may be exempted from some of their teaching duties.

Chapter 3: Academic Structure of DUTH

Article 17

DUTH Structure

1. DUTH, like every University, is structured into two levels of academic units:

- a) Schools, and
- b) Departments

The academic operations of DUTH are exercised by the statutory bodies, in accordance with the applicable laws.

2. Each School consists of at least two (2) Departments, covers one (1) section of related scientific areas and ensures the interdisciplinary approach to teaching and research between its Departments. The School shall be responsible for supervising and coordinating the operation of the Departments and the educational and research work produced by them, in accordance with these Internal Rules and Regulations. The School and the University have distinct bodies. By way of exception, a Single-Department School may be established and operate if deemed necessary for the advancement and promotion of the discipline it serves.

3. A Department is the University's fundamental academic unit; it aims to promote a specific field of science, technology, literature and the arts through education and research. To achieve its mission, the Department organises, independently or in cooperation with other Departments, first, second and third-cycle study programmes, coordinates educational and research work and ensures the continuous improvement of education.

4. "DUTH Departments may be organised into distinct units, referred to as Divisions, which cover part of the Department's scientific field, consisting of related disciplines, and aim to coordinate educational and research work on their disciplines. The entirety of the fields of study within the Divisions covers all of the Department's fields of study.

5. Divisions are established, subdivided, renamed, abolished, or their fields of study amended in accordance with the applicable legislation and the provisions of these Rules and Regulations. In order to divide a Department into Divisions, the following conditions are required:

- a) at least twenty-one (21) faculty members must serve in the Department; and
- b) at least three (3) Divisions must be established.

In order to establish a Division, at least five (5) faculty members must be included in disciplines related to the fields of science with which the Division deals. If the number of faculty members serving in a Division, which has been lawfully established, is less than 5, then either the Division shall be eliminated and the scientific areas and its members shall join other Divisions, or the Assembly of the Department

shall exercise the powers of the General Assembly of the Division as long as less than 5 members serve there.

6. Faculty members, Special Teaching Staff (STS), Laboratory Teaching Staff (LTS), and Special Technical Laboratory Staff (STLS) are assigned to Departments or Single-Department Schools to address the educational, research, and administrative needs of the Department or Single-Department School in which they serve. By decision of the Deanery and with the consent of the Assembly of the Department where they serve, Faculty members, STS, LTS, and STLS may also address the educational needs of other Departments within the same or another School, following a proposal from the Assembly of the relevant Department (or the Deanery).

5. The University's academic units are administratively supported by Administrative Services, which are structured according to the DUTH Organisation, as in force from time to time. The mission of these Services is:

- a) to support the educational and research work and the general operation of the University, while contributing to the upgrade of the quality of the working and living conditions of its members; and
- b) to provide organisational and executive support for, and active participation in, DUTH's development.

Article 18

DUTH Schools and Departments

The names of the Schools and Departments of DUTH English are:

School	School	Τμήμα	Department
Πολυτεχνική Σχολή	School of Engineering	Τμήμα Πολιτικών Μηχανικών	Department of Civil Engineering
		Τμήμα Ηλεκτρολόγων Μηχανικών & Μηχανικών Υπολογιστών	Department of Electrical & Computer Engineering
		Τμήμα Μηχανικών Περιβάλλοντος	Department of Environmental Engineering
		Τμήμα Αρχιτεκτόνων Μηχανικών	Department of Architectural Engineering
		Τμήμα Μηχανικών Παραγωγής και Διοίκησης	Department of Production & Management Engineering
Νομική Σχολή	School of Law	Τμήμα Νομικής	Department of Law
Σχολή Επιστήμης Φυσικής Αγωγής & Αθλητισμού & Εργοθεραπείας	School of Physical Education & Sport Science	Τμήμα Επιστήμης Φυσικής Αγωγής & Αθλητισμού	Department of Physical Education & Sport Science
		Τμήμα Εργοθεραπείας	Department of Occupational Therapy
Σχολή Κλασικών και	School of Humanities	Τμήμα Ελληνικής Φιλολογίας ²	Department of Greek Philology

² The Department will be merged with the Departments of History & Ethnology and Language, Philology & Culture of Black Sea Countries pursuant to Law 5094/2024 and the Department of Humanities will be established.

Ανθρωπιστικών Σπουδών¹	School of Classics and Humanities	Τμήμα Ιστορίας & Εθνολογίας ³	Department of History & Ethnology
		Τμήμα Γλώσσας, Φιλολογίας & Πολιτισμού Παρευξείνιων Χωρών ⁴	Department of Language, Literature & Culture of Black Sea Countries
		Τμήμα Ανθρωπιστικών Σπουδών	Department of Humanities
Σχολή Κοινωνικών, Πολιτικών & Οικονομικών Επιστημών	School of Social, Political & Economic Sciences	Τμήμα Οικονομικών Επιστημών	Department of Economics
		Τμήμα Κοινωνικής Εργασίας	Department of Social Work
		Τμήμα Κοινωνικής Πολιτικής	Department of Social Policy
		Τμήμα Πολιτικής Επιστήμης	Department of Political Science
Σχολή Επιστημών Υγείας	School of Health Sciences	Τμήμα Ιατρικής	Department of Medicine
		Τμήμα Μοριακής Βιολογίας & Γενετικής	Department of Molecular Biology & Genetics
		Τμήμα Νοσηλευτικής	Nursing Department
Σχολή Επιστημών Αγωγής	School of Education	Παιδαγωγικό Τμήμα Δημοτικής Εκπαίδευσης	Department of Primary Education
		Τμήμα Επιστημών της Εκπαίδευσης στην Προσχολική Ηλικία	Department of Education Sciences in Early Childhood
		Τμήμα Ψυχολογίας	Department of Psychology
Σχολή Επιστημών Γεωπονίας & Δασολογίας	School of Agricultural & Forestry Sciences	Τμήμα Αγροτικής Ανάπτυξης Τμήμα Δασολογίας &	Department of Agricultural Development
		Τμήμα Δασολογίας, Διαχείρισης Περιβάλλοντος & Φυσικών Πόρων	Department of Forestry & Management of the Environment & Natural Resources
		Τμήμα Αγροτικής Βιοτεχνολογίας & Οινολογίας ⁵	Department of Department of Viticulture and Oenology
		Τμήμα Δασολογίας & Φυσικού Περιβάλλοντος ⁶	Department of Forestry & Natural Environment
Σχολή Θετικών	School of Sciences	Τμήμα Φυσικής	Department of Physics

¹ Pursuant to Law 5094/2024 the School of Classics and Humanities will be renamed the School of Humanities.

³ The Department will be merged with the Departments of History of Greek Philology & Culture of Black Sea Countries pursuant to Law 5094/2024 and the Single-Department School of Humanities will be established.

⁴ The Department will be merged with the Departments of History, Greek Philology & History & Ethnology pursuant to Law 5094/2024 and the Department of Humanities will be established.

⁵ Pursuant to Law 5094/2024, this Department will be renamed to Department Viticulture & Oenology.

⁶ Pursuant to Law 5094/2024, this Department will be renamed to Department of Natural Environment & Climate Resilience.

Επιστημών		Τμήμα Χημείας	Department of Chemistry
		Τμήμα Πληροφορικής	Department of Informatics
Σχολή Διοικητικής Επιστήμης και Λογιστικής	School of Management Science & Accounting	Τμήμα Διοικητικής Επιστήμης & Τεχνολογίας	Department of Management Science & Technology
		Τμήμα Λογιστικής και Χρηματοοικονομικής	Department of Accounting & Finance

Article 19**School Bodies**

1. According to Law 4597/2022, University Schools have the following bodies:

a) Dean;

b) Deanery;

2. Single-Department Schools in particular, have the following bodies:

a) Dean, who exercises the powers of Article 30 hereof

b) Deputy Dean, who exercises the powers of Deputy Head of the Department in accordance with Article 30

c) the School Assembly, which is composed by applying Article 26 hereof mutatis mutandis, and exercises the powers of Assembly of the Department of Article 26 hereof.

d) Deanery, which is composed by applying Article 27 hereof mutatis mutandis, and exercises the powers of the Board of Directors of the same article, provided there are Divisions in the School. If there are no Divisions in the School, the Deanery shall consist of the Dean, the Deputy Dean, three (3) faculty members of the School, selected by the School Assembly and one (1) of the three (3) representatives of the categories of faculty members, STS, LTS or STLS members elected by the School Assembly. One (1) student representative per cycle of study of the School participates in the Deanery, provided that the School organises study programmes for all three cycles.

Article 20**Deanery**

1. The Deanery comprises of:

a) the Dean of the School;

b) the Heads of the School's Departments;

c) one (1) representative from each category of STS, LTS and STLS members, provided that members of these categories of staff serve in the School Departments; and

d) ten percent (10%) of the members of the Deanery, as outlined in (a) and (b) above, shall be student representatives from the School's Departments; these representatives are elected from among the student representatives in the Department Assemblies, with a minimum of one (1) student per cycle of studies, provided that the Departments of the School offer study programmes for all three cycles. If the School only has two (2) Departments, the Deanery shall consist of the Dean, the Heads of the Departments, the Directors of the Department Divisions, and the representatives of the members of STS, LTS and STLS members and of the students represented in accordance with the previous passage. If there are no Sections in a Department, three (3) faculty members shall participate in the Deanery, who shall be elected by the Assembly of the Department.

2. The Deanery has the following powers:

- a) exercise overall supervision over the operation of the School and its Departments;
- b) plan the overall education and research policy of the School, as well as its development progress, and annually approve the developmental plan, in accordance with the DUTH's strategic plan, as well as the National Strategy for Tertiary Education and the National Strategy for Research, Technological Development and Innovation;
- c) take action to enhance the School's outreach;
- d) approve, following a recommendation by the Assemblies of the Departments, the annual plan for the recruitment of faculty members, STS, LTS and STLS members of the School Departments;
- e) rank in descending order of priority the academic fields of faculty members according to the needs of the Departments, if they have not been ranked by the Assembly of the Department;
- f) rejects, providing a reasoning for said rejections, requests for the appointment of faculty members, STS, LTS and STLS members who have been included in the annual recruitment planning, if there are faculty members, STS, LTS and STLS members in other Departments within the same or another School who may cover the educational, research, laboratory and other needs of a Department to achieve economy of scale within the same School; and DUTH;
- g) make recommendations to the Senate regarding the needs of the Departments for the selection of adjunct professors, provided that their selection is included in the ordinary budget, following a proposal by the Assemblies of the Departments;
- h) make recommendations to the Rector regarding the needs for administrative staff concerning the staffing of the services of the School, its Departments and its distinct academic units;
- i) make recommendations to the DUTH GC regarding the needs for smoothly carrying out of the educational, research and other scientific work of the School and its Departments, in order to be covered by DUTH's ordinary budget allocation and, if this is not sufficient, by the annual allocation of own resources from the Special Account for Research Funds (SARF-DUTH),
- j) approve the registry of academic fields for each School Department and may refer it to the Assembly of the Department if it finds that one or more disciplines exhibit exceptional limitations and limited scientific area, aiming at individual cases;
- k) approve the Register of internal and external electors, in accordance with the approved registry of academic fields;
- l) propose to the DUTH GC the School's representative in the Research Committee;
- m) propose to the Senate the School's representative in TLLC-DUTH;
- n) seek any type of funding, donations, financial aid and sponsorships to support the educational, research and overall the activities of the School and its Departments, and to upgrade their infrastructure;
- o) make recommendations to the DUTH Rector regarding the execution of works and studies for the upgrade of the infrastructure and equipment of the School and its Departments, in accordance with the DUTH strategic plan and the national strategy for higher education,
- p) coordinate the joint courses of School Departments with other Departments of the same or another DUTH School;
- q) make recommendations regarding the introduction of courses and educational activities of study programmes of School Departments in the University's list of courses,
- r) determine the additional special requirements for the attending of courses and educational activities of the study programmes of the School Departments by students of other study programmes of the same or another School, provided that their attendance requires specialised knowledge, such as Laboratories and Clinical exercises;

- s) approve the School's development plan and formulate an opinion on the strategic plan, insofar as it pertains to the School;
 - t) cooperate with the Departments in order to develop synergies between them for the promotion of teaching and research and the strengthening of interdisciplinarity of the study programmes;
 - u) make recommendations to the Senate regarding the establishment, merger, division or abolition of interdisciplinary university Laboratories or the university Clinic or university museum of the School;
 - v) provide an opinion on the relocation of a faculty member to another Department of the same or another University;
 - (w) approve, with the consent of the Assembly of the Department, the participation of faculty members, STS, LTS and STLS members in teaching in Study Programmes of other Departments of the same or a different DUTH School for covering educational needs;
 - x) exercises any other powers referred to in these Rules and Regulations and in the applicable provisions.
3. The Deanery may, by decision, delegate its powers to the Dean, with the exception of the powers of par. 2(a), (b), (c), (d), (e), (n), (o), (r) and (k) .

Article 21

Procedure for selecting the Dean

1. The DUTH Rector issues a call for expression of interest for candidates for the position of Dean at least four (4) months before the end of the term of the serving Dean. The deadline for the submission of applications by candidates shall be at least thirty (30) days.
2. Faculty members that hold a position as a Professor or Associate Professor at the relevant School, who are in full-time employment for no less than one (1) year on the deadline for the submission of candidacies, are submit their application for the position of Dean. The Dean's term of office is three years.
3. The following persons are not allowed to apply for the position of Dean:
 - a) faculty members who leave the service due to reaching the maximum age during the term of the position announced;
 - b) faculty members who have served as Dean for at least two (2) terms at a DUTH School or another University.
4. The office of Dean is incompatible with that of another single-person body, and in particular with that of Rector, Vice-Rector, Head of the Department or Director of a Division, as well as with its capacity as a member of the GC. Holding the position of Director of a Master's Study Programme, a Study Programme in a Foreign Language, a University Laboratory, a University Clinic, a University Museum, or a Research Institute is permitted. The existence of any incompatibility is monitored throughout the term of the Dean, and if such incompatibility is identified, the individual is removed from office by decision of the GC The Dean shall be monitored for incompatibilities throughout the term of office, and if any incompatibility is identified, the Dean shall be removed by decision of the GC.
5. Any candidate wishing to express interest in the office of Dean may submit an application for expression of interest before the Governing Council, accompanied by a proposal of the candidate for the development of the educational, research and other activities of the School and its distinct academic units, in accordance with the DUTH strategic plan, the National Strategy for Higher Education and the National Strategy for Research, Technological Development and Innovation.
6. By decision of the Deanery of the School, issued within seven (7) days from issuing of the call of paragraph 1, a Committee shall be formed, consisting of one (1) representative from each School

Department, who holds the title of Professor, and is nominated by decision of the Assembly of the Department.

The scope of the Committee is:

- a) attracting candidates for the position of Dean,
- b) assessing the academic, scientific and administrative qualifications of the candidates, as well as assessing the candidates' proposals on the development of the educational, research and other activities of the School and its distinct academic units;
- c) inviting candidates to consult with the members of the School; and
- d) the selection of three (3) candidates as most suitable among all candidates after assessing them, and the submission of a substantiated recommendation to the GC.

7. The GC assesses the administrative, academic and research qualifications of the three (3) candidates recommended by the Committee of paragraph 6, as well as the proposals that were submitted. After the assessment is completed, by decision of the GC, taken by secret ballot, the Dean is elected from among three (3) candidates with a majority of eight elevenths (8/11). If the required majority is not achieved, the procedure is repeated, requiring a majority of seven elevenths (7/11). If the majority of seven elevenths (7/11) is not achieved, the procedure is repeated, requiring an absolute majority of all members. If the required majority is still not achieved, the vote between the first two candidates in order of preference shall be repeated, in which case the candidate with the highest number of votes shall be selected. The Chairman of the GC issues a declaratory act appointing the Dean of the School.

8. Paragraphs 5 to 7 apply to the selection of Deans at DUTH Schools, except for Single-Department Schools. In Single-Department Schools in particular, the Dean is selected via direct and universal election by all faculty members serving at the Single-Department School, by applying *mutatis mutandis* the procedure of Article 30 hereof in the selection of the Head of the Department. Under the same procedure, an Alternate Dean may be appointed, applying *mutatis mutandis* the procedure for the election of the Vice Head of the Section of Article 28 hereof.

Article 22

Dean's Powers - Provisions

1. The Dean has the following powers:

- a) heading the School and supervising its smooth operation;
- b) participating in the Senate representing the School and making recommendations to the relevant DUTH bodies concerning the needs, organisation, and operation of the School based on decisions of the Departments' Assemblies and the Deanery;
- c) convening the Deanery and presiding over its proceedings, preparing the agenda and appointing as rapporteurs members of the Deanery for items which the Dean does not make recommendations himself/herself;
- d) ensuring the implementation of the decisions of the Deanery and other DUTH bodies;
- e) monitoring and coordinating the implementation of the School's development plan;
- f) monitoring compliance with the laws, the DUTH Internal Rules and Regulations and the decisions of the DUTH governing bodies;
- g) supervising the organisation and operation of the first, second and third-cycle study programmes that are organised exclusively by the Departments of the School or in collaboration with other Departments of other Schools of DUTH or another University or research institution;
- h) collecting the recommendations of the Departments and their distinct academic units regarding their needs in terms of human resources, infrastructure, equipment and resources, and submitting

them to the DUTH Rector;

i) supervising the procedures for the election and development of faculty members, STS, LTS and STLS members of the School Departments;

j) allocating, at reasonable intervals, the University' premises and infrastructure made available by the Senate (competent body) for the needs of the School to the Departments, in accordance with the course timetable of each Department's study programme and the needs related to the advisory, research and administrative work of the Departments and their members, ensuring optimum utilisation for all educational, research and other activities of the School;

k) supervising the proper use of all types of equipment belonging to the School's academic units, in accordance with DUTH's Equipment Usage Regulation, and making recommendations to the University's Governing Council regarding issues related to its maintenance or upgrade based on decisions of the Assemblies of the Departments and of the Deanery;

l) establishing committees for reviewing or handling of specific issues that fall within his/her powers;

m) granting licenses to faculty members in accordance with Article 125, that fall within the power of the Dean;

n) preparing an annual report on his/her work, and submitting it to the Deanery for approval, as well as sending it to the DUTH Governing Council;

o) exercising any other power listed in these Rules and Regulations and the provisions that apply from time to time.

2. The Deans shall provide the GC with all necessary information or details related to the exercise of the powers delegated to them, and they shall attend its meetings without the right to vote, if so requested.

3. By decision of the GC, taken by increased majority of eight elevenths (8/11), the Dean may be removed from office if there are serious grounds, such as incompatibility, in case of disciplinary misconduct, failure to apply the law, the Internal Rules and Regulations of DUTH and the decisions of the GC, failure to implement the University's strategic plan or the School's development plan.

4. If the Dean is removed, resigns or the position is vacated for any reason during his/her term of office, the Rector shall issue a call for the expression of interest for candidates for the office of Dean for the remainder of his/her term of office, and the procedure of article 21 shall be followed. The notice shall be issued no later than ten (10) days from the date the Dean is removed, resigns, or the position becomes vacant. By decision of the Governing Council, taken by qualified majority of seven elevenths (7/11), the duties of the Dean shall be assigned to a faculty member, whose title is that of a Professor, serving in a Department of the School, until the procedure for selecting a new Dean is completed. The duties of Dean, according to the previous passage, do not count towards the maximum limit of terms in office of article 21(3)(b) .

5. By decision of the Dean, the order of his/her replacement shall be determined by the Heads of the Departments of his/her School, when he/she is absent or unable to perform his/her duties. The Head of the Department, who replaces the Dean. in accordance with the first passage, shall also exercise the powers of this article.

Article 23

School Development Plan

1. Following a decision of the Deanery of the School, at the recommendation from the Assemblies of the Department, an annual development plan is prepared for every DUTH School. The aim of the development plan is to better coordinate the educational, research and other activities and to develop

new ones within the framework of the School, the Departments and distinct academic and research structures, in accordance with the approved strategic plan of DUTH, the programmatic agreement of Article 15 of Law 4653/2020 (Government Gazette, Series I, No 12), the National Strategy for Higher Education and the National Strategy for Research, Technological Development and Innovation.

2. The development plan shall be submitted for approval to the DUTH GC by the end of each academic year and also send it to the Senate. The Schools' development plans shall be taken into consideration when preparing or updating DUTH's strategic plan.

3. The development plan shall include the goals of the School, its Departments and its distinct academic and research structures, the actions proposed, the timetable for their implementation, and in particular proposals concerning:

- a) the need to establish, restructure or abolish study programmes of the first and second cycle of studies of School Departments, according to the developments in science, the internal and external assessment of the programmes, the interest shown by prospective students, the interconnection of the programmes with the Labour market and their contribution to fundamental and applied research;
- b) actions to strengthen the outreach of School Departments, the establishment of study programmes in foreign language, the collaboration with foreign universities and other institutions, the attracting of teaching staff and researchers from foreign universities and institutions;
- c) the setting of goals for strengthening the Departments' research activity, the attracting of competitive projects/programmes, the creation of new research teams and the attracting of new funding;
- d) the development of infrastructure and the upgrade of the equipment of the School and the Departments;
- e) the need to establish, merge or abolish university Laboratories, Clinics and museums in order to develop their educational and research activities and provide services to third parties, both natural and legal persons.

Article 24

Departmental Bodies

The Department's Governing Bodies are:

- a) the Assembly;
- b) the Board of Directors;
- c) the Head;
- d) the Deputy Head.

Article 25

Composition of the Assembly of the Department

1. The Assembly of the Department comprises of:

- a) the Head of the Department;
- b) the Deputy-Head of the Department;
- c) the Directors of the Divisions, if there are Divisions in the Department;
- d) all faculty members of the Department, if the total number of members serving on the Department is less than forty (40);
- e) one (1) representative from each category of faculty members, STS, LTS and STLS members of the Department, provided that a member of the relevant category indeed serves in the Department;
- f) representatives of students representing fifteen percent (15%) of the total members of the Assembly

of the Department of subparagraphs (a) to (d), with a minimum representation of one (1) student per cycle of study, provided that the Department organises study programmes for all three cycles.

2. If the total number of faculty members serving in the Department is above forty (40), the Meeting of the Department shall consist of:

- a) the Head of the Department;
- b) the Deputy-Head of the Department;
- c) the Directors of the Divisions; and
- d) representatives of faculty members, elected by Division.

The number of representatives per Division is as follows:

- a) thirty percent (30%) of the faculty members serving per Division, if the total number of faculty members serving on the Division does not exceed one hundred (100);
- b) twenty percent (20%) of faculty members serving in each Division, if the total number of faculty members serving in the Division is between one hundred (100) and two hundred (200); and
- c) ten percent (10%) of the faculty members serving in each Division, if the total number of faculty members serving in the Division is above two hundred (200).

3. The students' representatives only vote on issues related to the organisation of study programmes and student issues in general.

Article 26

Powers of the Assembly of the Department

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

- a) formulate the overall educational and research policy of the Department and its development trajectory within the framework of the policies of the School and the University;
- b) make recommendations to the Deanery regarding the development plan of the Department, which includes the elements of article 20(3);
- c) prepare the Department's Internal Rules and Regulations and submit it for approval to the DUTH Senate,
- d) prepare the Department's registry of academic fields, in accordance with Article 144 of Law 4957/2022;
- e) prepare the register of internal and external electors for the election and development of faculty members in accordance with Article 145 of Law 4957/2022;
- f) provide an opinion on the establishment, merger, division, renaming, change of scientific field or abolition of Divisions of the Department;
- g) prepare and submit for approval to the Deanery the annual schedule for recruitment of faculty members in accordance with the Department's educational and research needs, and rank the academic fields to be announced in descending order of priority;
- h) prepare and submit for approval to the Deanery the annual schedule for recruitment of STS, LTS and STLS members;
- i) make recommendations for the change in the academic field of a faculty member, STS or LTS member, in accordance with Article 152 of Law 4957/2022, following an opinion of the General Assembly of the Division it belongs to,
- j) make recommendations to the Senate for the founding of university Laboratories, Clinics and museums established in the Department or in Divisions of the Department,
- k) assign the teaching work to the Department's faculty members, STLS members, LTS members and STS members, to the additional teaching and research staff of Chapters 19, 21 and 22 herein in

programmes of the first and second cycle of studies of the Department and any other member of the teaching staff (e.g., Emeritus Professor, postdoctoral researcher, etc.);

l) make recommendations to the Senate regarding the members of the study programme committees of Article 67, and appoint a person that is in charge of each first-cycle study programme, if the Department runs more than one study programme;

m) make recommendations on the establishment, amendment or abolition of study programmes of the first, second and third cycles of the Department, as well as foreign-language study programmes;

n) prepare the guide for each first-cycle study programme and the internal rules and regulations for second and third-cycle study programmes, and submit them for approval to the DUTH Senate;

o) approve the list of books distributed for each educational activity of the study programme,

p) make recommendations to the Senate regarding the appointment of a Director of a Division, university laboratory, university Clinic and museum, when there are no candidates;

q) award degrees and diplomas in study programmes run by the Department;

r) make recommendations to the Senate for awarding the title of Emeritus Professor, Honorary Professor and Honorary Doctor;

s) approve the inclusion of a Faculty Member on a part-time basis and the granting of scientific leave, unpaid leave and parallel employment in foreign Universities;

t) provides an Opinion to the Senate on the transfer of faculty members, STS, LTS and STLS members to and from another Department of DUTH or any other University, in accordance with Article 153 of Law 4957/2022;

u) make recommendations to the Quality Assurance Committee regarding the creation of teams for the internal assessment of the Department, the distinct academic units operating therein and its study programmes,

v) make recommendations to the Deanery regarding the needs of the Department concerning additional teaching staff;

w) invite and select Visiting Professors;

x) announce the positions of adjunct professors and create committees for their evaluation in accordance with Article 150;

y) assign to postgraduate students additional teaching work on first-cycle study programmes and to PhD candidates additional teaching work on first and second-cycle study programmes of the Department;

z) provide excellence scholarships and compensatory scholarships to students of the Department's study programmes,

aa) seek any type of funding, donations, financial aid and sponsorships to support the educational, research and overall activities of the Department and to upgrade its infrastructure;

ab) make recommendations to the Deanery regarding the needs of the Department and for smoothly and orderly carrying out the educational and research work of the Department and its distinct academic units, as well as the execution of projects and studies for the maintenance or upgrading of the infrastructure and equipment allocated to the Department,

ac) create committees for the study or processing of specific issues that fall within its remit;

ad) grants authorisation for the performance of teaching, research, laboratory, clinical, or other scientific work by a faculty member, STS member, LTS member, or STLS member of the Department in more than one Division of the same Department, upon their request and with the consent of the Division or Department where the work is to be conducted;

ae) grants authorisation for the performance of teaching work by a faculty member, STS member, LTS

member, or STLS member of the Department in another DUTH Department of the same or a different School, with the approval of the Division;

af) decide on the allocation of the staff serving in the Department or Divisions of the Department;

ag) approve the transfer of a member of staff from one Division to another Division within the same Department, at the request of the interested party and with the consent of the Divisions;

ah) exercise every power relating to matters of STS, LTS and STLS members, if the power is specifically delegated to another DUTH body by virtue of a special provision.

ai) exercise any other power provided for in these Rules and Regulations and the provisions that apply from time to time.

2. By decision of the Assembly of the Department, it is possible to delegate to the Board of Directors (BoD) the powers of paragraph 1 for the effective operation of the Department, with the exception of the powers of subparagraphs (a) to (m).

3. The Assembly of the Department may issue a decision delegating to the Head of the Department its powers, with the exception of the powers of subparagraphs of (q), (u), (v), (y), (z) and (ab) of paragraph 1.

Article 27

Board of Directors of a Department

1. Departments that have Divisions shall also have a Board of Directors. The BoD consists of:

a) the Head and Deputy-Head of the Department;

b) the Directors of the Divisions; and

c) one (1) of the three (3) elected representatives of the categories of STS, LTS and STLS members. The BoD is established and operates lawfully, even if the representative of subparagraph (c) of the first passage has not been elected.

2. The BoD shall exercise the powers delegated to it by the Assembly of the Department for the smooth and effective operation of the Department and for covering its educational, research and operational needs.

Article 28

Procedure for electing the Head and Deputy Head of a Department

1. The Head and the Deputy Head of a DUTH Department shall be a full-time faculty member, who holds the title of Professor or Associate Professor, for a term of three (3) years.

2. The following may not be candidates for the position of Head and Deputy Head:

"a) persons who leave the service upon reaching the age limit during the term of the position being announced, and

b) persons elected for four (4) terms, whether consecutive or not, to the office of Head of the same or another University.

3. The Head and the Deputy Head are not allowed to simultaneously hold the office of another single-member body at DUTH or another Higher Education Institution, with the exception of the positions of Director of a Master's study programme, study programme in foreign-language, university laboratory, University Clinic, University museum or Research Institute of DUTH. The existence of an incompatibility is checked throughout the term of office, and if any incompatibility is found, the person in question is automatically removed from the relevant office. The automatic removal is ascertained by an act of the DUTH Rector.

4. The announcement of the elections for the Head and Deputy Head of a Department shall be made by the Dean of the School to which the Department belongs, at least three (3) months before the end of their term in office. The announcement shall specify the procedure and the deadline for the submission of applications by candidates, the date of the election, the repeat date of the election, in case of a tie, and other details regarding the election process. The Dean shall ensure that the notice is posted on the University's website and shall take the necessary measures to make the announcement as publicly available as possible. If this deadline is not met, said competence shall be passed on to the DUTH Rector.

5. The election is carried out by a three-member electoral committee, with three alternate members. The members of the electoral committee and their alternates shall be faculty members of the Department, by priority holding the title of Professor, and shall be appointed by decision of the Assembly of the Department, at least five (5) working days prior to the day of the vote. Members that are candidates for the office of Head and Deputy Head shall not participate in the meeting of the Assembly appointing the Electoral Committee. If the acting Head is a candidate, when discussing the matter of appointment of the members of the electoral committee, the oldest faculty member of the Department shall preside over the Assembly, provided he/she is not a candidate. The most senior faculty member participating in the Electoral Committee shall be appointed Chairman of the three-member electoral committee. After the candidacies have been delivered to it, the Electoral Committee shall examine whether the candidates meet the eligibility requirements and shall, within two (2) days, prepare single ballots, one (1) with all the names of the candidates for the office of Head and one (1) with all the names of the candidates for the office of Deputy Head.

6. The election shall be exclusively conducted through electronic voting. Voting is direct and secret. If none of the candidates has absolute majority or if there is a tie between the candidates in first (1st) place or between the candidates in second (2nd) place, the vote is repeated, similarly again through electronic vote, on the next working day among the candidates who either tied in first (1st) place, or ended up in first (1st) and second (2nd) (1st) place. If there is still a tie in second (2nd) place, an electronic draw is made between the candidates that tied in second (2nd) place, and the vote between the first two is repeated. If a new election procedure does not produce any results, it is repeated, again through an electronic vote, on the next working day; the candidate that has the simple majority of the valid votes is elected. If there is a tie, a draw takes place before the electoral committee.

7. The electoral committee supervises the voting procedure, draws the results of the election and announces the elected Head and Deputy Head, sending the result to the Rector of the University, for the purpose of issuing a declaratory act of election.

8. If the Head or the Vice Head resigns or is removed, for any reason, during the first two (2) years of his/her term, an election for the appointment of a new Head or Vice Head is announced within ten (10) days by the DUTH Rector for the remaining term, according to the procedure hereof. If the Head resigns or is removed after the second year of his/her term, the Deputy Head assumes the duties of Head for the remainder of his/her term. Accordingly, if the Head and the Deputy Head both resign or are removed or face a temporary impediment, the most senior faculty member of the Department that holds the title of Professor or Associate Professor shall be appointed as Head.

9. The GC shall appoint a Head or Deputy Head of a Department, if there are no candidates for such offices.

10. The election or appointment of a faculty member to the office of Head of Department in accordance with paragraphs 8 and 9, if the Head of the Department resigns or is removed, shall not be considered complete and shall not be counted towards the maximum number of terms of paragraph

2.

Article 29

Powers of the Head and Deputy Head of a Department

1. The Head of the Department shall have the following powers:

- a) head the Department and supervise its smooth operation,
- b) participate in the Senate and the Deanery, representing the Department, and make recommendations to the competent DUTH bodies on matters related to its needs and operation;
- c) convene the Assembly of the Department, preside over its Proceedings, prepare the agenda, appoint a rapporteur for the items of the Assembly, if he/she is not acting as rapporteur himself/herself, and ensure that its decisions are implemented;
- d) convene the BoD, prepare the agenda, preside over its Proceedings and ensure that its decisions are implemented;
- e) inform the Assembly and the BoD about the decisions of the Senate and the Deanery that concern the Department, as well as the overall operation of DUTH;
- f) monitor the educational operation of the first-cycle study programmes provided by the Department, if no person in charge of said programmes has been appointed;
- g) issue decisions for faculty members transitioning to part-time status, following a decision of the Assembly;
- h) grant the leaves provided for under Article 157 of Law 4597/2022 to the faculty members of the Department, as well as the leaves of paragraph 162(6) of the same law that concern personnel of the categories of Special Teaching Staff (STS), Laboratory Teaching Staff (LTS) and Special Technical Laboratory Staff (STLS), for which the Head is responsible, following a decision of the Assembly of the Department,
- i) approve the transfer of faculty members, if the transfer is made for the needs of the Department;
- j) sent the opinions, proposals or recommendations of the Assembly of the Department to the competent DUTH bodies;
- k) establish committees for studying or processing specific issues within the Department's powers;
- l) ensure that the Department keeps registries of scientific publications;
- m) prepare and approve the annual report on the Department's actions, which it submits to the Assembly of the Department for approval and also sends it to the Deanery, the Senate and the Governing Council;
- n) is responsible for preparing the annual teaching planning posted on the Department's website and supervise its implementation;
- o) is responsible for preparing the Department's annual activity record, which it forwards to the DUTH Quality Assurance Unit (DUTH-QAU);
- p) is responsible for collecting the action programmes and report submitted by the Department's teaching staff, and sent it to the Dean;
- q) exercise any other power referred to in these Rules and Regulations and the provisions that apply from time to time.

2. The Deputy Head shall perform the duties of Head if the Head is absent or temporarily unavailable. The most senior members of the Assembly of the Department shall perform the duties of Head and Vice Head respectively, if both are temporarily absent or unavailable.

Article 30

Division Bodies

The governing bodies of a Division are:

a) the General Assembly, which consists of:

aa) the Director of the Division;

ab) the faculty members of the Division; and

ac) one (1) representative from each category of faculty members, STS, LTS and STLS members serving in the Division.

b) The Director of Division.

Article 31

Powers of the Division's General Assembly

The General Assembly of the Division has the following powers:

a) coordinate and monitor the work of the Division within the context of the decisions of the Assembly of the Department ;

b) make recommendations to the Assembly of the Department on matters falling within the responsibilities of the Division;

c) prepare and submit proposals to the Departmental Assembly on matters pertaining to the upgrading of teaching and research within the framework of the Department's study programmes that relate to the field of study of the Department;

d) make recommendations to the Assembly of the Department regarding the allocation of teaching duties related to the field of study of the Division among faculty members, STS, LTS and STLS members of the Division;

e) make recommendations to the Assembly of the Department regarding the selection of the books to be distributed for each course of first-cycle study programme that is included in the study field of the Division;

Article 32

Procedure for electing a Division Director

1. A first-grade Professor or full-time Associate Professor serving in the Division is elected for a 2-year term as Division Director.

2. The following are not allowed to run for the position of Division Director:

"a) persons who leave the service upon reaching the age limit during the term of the position being announced, and

b) persons who have served for four (4) terms, consecutive or not, in the office in question in the same or another Division of the Department.

The Division Director may not simultaneously hold the office of another single-member body at DUTH or another University, with the exception of the positions of Director of a master's programme, study programme in foreign-language, university Laboratory, university Clinic, university museum or research institute of DUTH. The existence of an incompatibility, as per the above, is checked throughout the term of office, and if any incompatibility is found, the person in question is automatically removed from the relevant office. The automatic removal is ascertained by an act of the Head of the Department to which the Division belongs.

3. The announcement of the elections for the Director of a Division is issued by the Head of the Department at least three (3) months prior to the expiry of his/her term of office. The announcement shall specify the procedure and the deadline for the submission of applications by candidates, the date

of the election, the repeat date of the election, in case of a tie, and other details regarding the election process. If the deadline referred to in the first subparagraph is not met, said competence shall be exercised by the Dean of the School. The Head shall ensure that the notice is posted on the Division's website and shall take the necessary measures to make the announcement as publicly available as possible. The election process is conducted exclusively by electronic voting, by care of the Department's Head, who is responsible for checking whether the candidates meet the eligibility requirements and prepares a single ballot sheet with all the candidates. Voting is direct and secret. If none of the candidates has absolute majority or if there is a tie, the vote is repeated, by electronic vote, on the next working day between the candidates in first and second place or the candidates who tied in first place. If a new election procedure does not produce any results, it is repeated, again through an electronic vote, on the next working day; the candidate that has the simple majority of the valid votes is elected. If there is a tie, a draw is carried out by the Head of the Department before the candidates who voted in the same line.

4. The Head of the Department supervises the voting procedure, draws the results of the election and declares the Director elected. After the completion of the voting procedure, the Head of the Department issues a declaratory act of election, which is posted on "DIAVGEIA".

5. If the Director resigns or is removed for any reason during the first year of his/her term, an election shall be announced within ten (10) days, by care of the Department Head, for selecting a new Director for the remaining term, according to this procedure. Until the new Director takes up duties, as well as in case he/she is absent or unavailable, shall temporarily exercise the most senior faculty member holding the title of Professor and serving in Division shall act as Division Director.

6. If the Director resigns or is removed for any reason during the last year of his/her term of office, the Assembly of the Department shall appoint a faculty member of the Division that meets the conditions of paragraph 2 until the end of the term.

Article 33

Powers of the Division Director

The Division Director has the following powers:

- a) heads the Division and supervises its smooth operation;
- b) participates in the Assembly, representing the Section and makes recommendations to the competent DUTH bodies on matters related to its needs and operation;
- c) convenes the General Assembly of the Division, preside over its Proceedings, prepares the agenda, appoints a rapporteur for the items in the General Assembly of the Division, if he/she is not acting as rapporteur himself/herself, and ensures that its decisions are implemented;
- d) sends the opinions, proposals or recommendations of the Division's General Assembly to the competent DUTH bodies;
- e) ensures the implementation of the decisions of the General Assembly of the Division and the Assembly of the Department;
- f) establishes committees for studying or processing specific issues within the Division's powers;
- g) exercises any other power included in these Rules and Regulations and in the provisions that apply from time to time.

Article 34

Autonomous academic units

DUTH academic units attain autonomy if they meet the following requirements:

a) Departments have at least eight (8) faculty members, two (2) of whom hold the title of Professor or Associate Professor, and organise and provide at least one (1) first-cycle study programme, in which students are enrolled. The requirements of the previous passage shall also apply to Single-Department Schools, and whether they are standalone or not;

b) Schools have at least one autonomous Department, in accordance with subparagraph (a).

In order for the academic unit to be standalone, a declaratory act of the DUTH Rector is needed, the legal consequences of which refer to the time the requirements for being autonomous were met.

Article 35

Non-autonomous academic units

1. University Departments that are not autonomous shall have the following bodies:

a) provisional Assembly of the Department;

b) provisional Head;

c) provisional Deputy Head.

2. The provisional Assembly of the Department shall consist of:

a) the provisional President;

b) the provisional Vice-President;

c) all faculty members;

d) one (1) representative of the students; and

e) one (1) representative from each category of STS, LTS and STLS members, if members of these categories of staff are employed.

3. Following a decision of the Senate, the DUTH Rector shall issue a decree determining the composition of the provisional Assembly of a non-autonomous Department. If the number of faculty members of the non-autonomous Division is less than five (5), faculty members of other Departments, of an academic field related to that of the Department, shall be appointed by decision of the Senate, until the provisional Assembly has five (5) members, including the President and Vice-President. The provisional Assembly shall exercise the powers provided for by the applicable provisions on an Assembly of the Department.

4. By decree of the Rector, a provisional Head of the Department and a provisional Vice-President are appointed. A first-grade Professor of the Department and, if there is none, an Associate Professor is appointed as provisional Head and Deputy Head of the Department. The provisional Head and the provisional Deputy Head of the Department exercise the powers provided for by the applicable provisions on the Head and Deputy Head of the Department.

5. In newly established Departments, the provisional Assembly is composed of five (5) members, including the provisional Chairman and the provisional Vice Chairman, who come from faculty members of other Departments, with faculty members of the same school having priority, and if there are none, from Departments of other DUTH Schools, whose field of study is relevant to the Department's scientific field.

6. The provisional Chairman and provisional Vice-Chairman are appointed for a two-year term. The same faculty member may be appointed provisional Head at the same or another DUTH Department for up to four (4) terms in total. The number of terms served as provisional Head or Deputy Head does not count toward the maximum limit of terms of Article 29 hereof.

7. Within one (1) month from the fulfilment of the conditions that render the Department autonomous, under the supervision of the Dean of the School to which the Department belongs, the procedure for electing the Head and Deputy Head of the Department shall be initiated, in accordance

with Article 28 hereof and the formation of the Assembly of the Department.

Article 36

General provisions on the election and composition of governing bodies

1. The election of the Head and Deputy Head of Departments, as well as of the Deans and Deputy Deans of Single-Department Schools of DUTH and of the Directors of Divisions shall be made by means of universal, direct and secret ballot, carried out exclusively electronically using the special IT system "ZEUS Digital Ballot Box" of the "Greek Research and Technology Network S.A." (GRNET S.A.) of the Greek State.
2. All full-time and part-time faculty members, regardless of rank, including lecturers serving in the respective academic unit involved in the electoral process, are counted as faculty members comprising the electoral body for the purpose of selecting the Department Head and the Division Director. Only faculty members who are suspended or on unpaid leave at the time of the election are excluded from participating in the election process. This also applies to electorate bodies participating in electoral processes for the selection of members of the internal members of the GC and Directors of university laboratories, university clinics and museums. All collective bodies of universities and their distinct academic units, which provide for the participation of representatives of STS, LTS, and STLS members, as well as representatives of DUTH students, are established and operate lawfully, even if the representatives of each category have not been elected.

Chapter 4: Procedure for the election of representatives to DUTH bodies and Student's Unions

Article 37

Appointment and election of STS, LTS and STLS representatives in DUTH bodies

1. The representatives of STS, LTS and STLS members to the DUTH Senate and their alternates shall be elected by universal, direct and secret ballot, which shall be conducted exclusively electronically using the special information system "ZEUS Digital Ballot Box" of the societe anonyme GRNET S.A. The term of office for the representatives is one year and pertains to the academic year following the one in which the election takes place.
2. The representatives and their alternates shall be elected on the basis of a single ballot sheet that includes all candidates per staff category. The competent administrative service of DUTH prepares the electoral registers annually; said registers include all serving members of the relevant category of staff at DUTH.
3. The announcement of the election for the selection of representatives and their alternates for each category of staff is issued by care of the DUTH Rector no later than four (4) months before the 31st of August of each year and the election process shall be completed no later than the 31st of August of each year. The Rector shall ensure that the announcement is posted on the DUTH website and shall take all other necessary measures to make the announcement as public as possible in the DUTH staff category to which the announcement relates. If the above deadline is not met, the authority to issue the announcement shall devolve to the Minister of Education and Religious Affairs.
4. All STS, LTS and STLS members of DUTH may apply as candidates for the position of representative, provided they do not leave the service during the term for which the position is announced and are not on unpaid leave or suspended at the time of the election. The candidates submit their applications to the DUTH Rector within the deadline set in the announcement, which may not be less than thirty (30) days.

5. Each staff category is responsible for the electoral process through a three-member electoral committee, and another three alternates; the committee members and their alternates are selected by care of the DUTH Rector through an electronic draw among all members of the relevant staff category. Members of the relevant category who are candidates for the position of representative are excluded from the draw. Participation in the electoral committee is part of the administrative duties of staff.

6. Each voter may select one (1) candidate. The representative that had the highest number of votes shall be the elected representative, and the candidate that had the second most votes shall be his/her alternate. If there is a tie between the candidates who had the highest number of votes, an electronic draw is carried out between the candidates that tied.

7. The procedure set forth herein applies mutatis mutandis to the election of representatives of STS, LTS, and STLS members in the Deaneries of Schools, the Assemblies of Departments, and the General Assemblies of Divisions at DUTH.

8. For the election of representatives in accordance with the first passage, the Dean is responsible for issuing the announcement and supervising the electoral process for representatives to the Deanery; the Head of the Department for representatives to the Assembly of the Department; and the Division Director for representatives to the General Assembly of the Division.

9. In cases where the members of the relevant staff category are as many as the number of the representatives, these members are considered representatives and there is no need to carry out the election process.

Article 38

Appointment and election of student representatives to collective bodies

1. Student representatives at the Assembly of the Department are elected by all students attending a first, second and third-cycle study programme of the Department, in accordance with paragraph 2 of this Article. The term of the student representatives at the Assembly of the Department is one year. First and second-cycle study programmes are those organised exclusively by the Department or in collaboration between the Department and other Departments of DUTH or other Universities, provided that the Department undertakes their administrative support.

2. The student representatives' ballot at the Assembly of the Department shall be direct and secret. The election process shall be conducted exclusively electronically via the special information system 'ZEUS Digital Ballot Box' of the public limited company of the Greek state under the name GRNET S.A. The election of the representatives shall take place on the basis of a single ballot that includes all candidate students per degree course.

3. The body of electors for the appointment of the student representatives at the Assembly of the Department shall consist of:

- a) all students enrolled in the undergraduate programmes of the Department, who have not exceeded the maximum duration of studies;
- b) all Post-Graduate Master's Programme (PGMP) students of the Department, who have not exceeded the minimum duration of the study programme, according to the decision establishing it; and
- c) all doctoral candidates of the Department who have not completed three (3) years since their registration.

4. The announcement of the student representative elections shall be made by the Head of the Department no later than September 30th of each year. If the above deadline is not met, the authority to issue the announcement shall be transferred to the Rector of DUTH. The Head of the Department

or the Rector, as the case may be, shall ensure the posting of the notice on the Department's website and shall take all other necessary measures to make the notice as publicly available to students of the Department as possible.

5. The right to apply for the position of student representative at the Assembly of the Department shall be granted to all students of first, second, and third cycle study programmes, provided that during the term for which the position is announced they will not have exceeded the minimum duration of the study programme according to its establishment decision. Specifically, Department doctoral candidates shall be eligible to apply, on the condition that during the term for which the position is announced, the minimum duration of three (3) years since their registration will not have been completed. Interested parties shall submit their candidacies to the Secretariat of the Department within the deadline set out in the notice.

6. A three-member electoral committee, with an equal number of alternate members, shall be responsible for conducting the election process and shall be appointed by the Head of the Department via an electronic draw from among all the students in par. 3, excluding candidates who have applied to be a student representative. If the selected members of the election committee refuse or are unable to fulfil their duties, the process shall be repeated.

7. Each voter may select up to two (2) candidates from students enrolled in first-cycle study programmes and up to one (1) candidate from students enrolled in second- and third-cycle study programmes. Elected representatives are those who received the highest number of votes until the number of eligible positions has been filled, and, in any case, one (1) of each cycle of study programme, provided candidates for all three cycles of study programmes had been submitted. The remaining candidates in the order of the number of votes they received during the election process shall be elected alternate representatives. If there is a tie between the candidates, an electronic draw shall be carried out between those who received the same number of votes.

8. The procedure hereof shall also be applied to the procedure for the selection of student representatives at the Assemblies of the Single-Department Schools. In the case of the first subparagraph, the Dean shall be responsible for calling the elections.

9. The student representatives in the Deaneries of the University Schools shall be elected from among the student representatives elected in the Department Assemblies, by all the student representatives of the Department Assemblies, with the provisions of this text applying *mutatis mutandis*. The Dean shall be responsible for announcing the elections.

Article 39

Student Council

1. A Student Council shall be established within DUTH, comprising all student representatives participating in the Deaneries of DUTH Schools. The term of the Student Council is one year.

2. The Rector shall ensure, within ten (10) days from the conclusion of the electoral process for student representatives at the Assemblies of the Departments, that all elected student representatives at the Assemblies of the Departments are convened for the establishment of the DUTH Student Council.

3. At its first meeting, the Student Council shall elect its President and Vice President, who shall substitute for the President in case of absence or impediment. The election shall be conducted by secret ballot, carried out electronically via the "ZEUS Digital Ballot" system, a special information platform managed by the state-owned company GRNET S.A.

4. The DUTH Student Council represents students in first, second, and third cycle study programmes and serves as a communication channel between students and DUTH governing bodies. Specifically,

the DUTH Student Council has the following powers:

a) It shall present to the DUTH governing bodies issues related to:

aa) Student welfare;

ab) improving students' learning conditions;

ac) enhancing the quality of study programmes; and

ad) implementing measures to ensure equal access for students with disabilities and special educational needs to physical and digital infrastructure, equipment, information and communication, educational and research activities, assessment processes, educational materials (both conventional and digital), and DUTH support services.

b) It shall elect the representatives on the DUTH governing bodies, as well as on other bodies and committees, where the representation of DUTH students is provided for;

c) it shall submit proposals to the DUTH GC and Senate for the shaping of its educational and research strategy;

d) it shall recommend to the Rector the implementation of programmes, actions, seminars, information events, and other related activities and initiatives, in collaboration with bodies of the public sector, as it is delineated in Article 14(1)(a) 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143) or social organisations, on issues concerning the student community;

e) it shall collaborate with the governing bodies, and the teaching and administrative staff of DUTH to serve the interests of students; and

5. The election process for selecting student representatives to DUTH governing bodies, as well as other collective bodies and committees of the university where student representation is provided under paragraph 4(b), shall be conducted exclusively electronically via the 'ZEUS Digital Ballot' special information system of GRNET S.A and only members of the DUTH Student Council may participate.

Chapter 5: Operation of DUTH Collective bodies

Article 40

Collective Bodies

1. The collective governing bodies of DUTH and its distinct academic units, and all manner of collective bodies and committees established and operating for the needs of DUTH, are governed by the operating rules of this chapter.

2. DUTH collective bodies shall be established according to the applicable provisions as described in Chapter 3 hereof. To formally constitute the collective bodies, a formal act of establishment shall be issued. This act shall include the provisions and decisions concerning their formation, the Chairperson, the members and alternates as provided by law, their term of office, and the Secretary of the body. The act of establishment shall be posted on Diavgeia and published accordingly on the website of DUTH, the School, or the Department. Similarly, an act of establishment shall be issued in the event of an amendment to the composition of these bodies.

3. The work of the collective bodies of DUTH shall be supported administratively by the competent organisational units, in accordance with the specific provisions of the Institution's Organisation.

4. The Chairperson shall preside over the proceedings of the collective body, prepare the agenda, convene its meetings, and ensure the implementation of its decisions.

Article 41

General Rules of Operation

Without prejudice to the provisions specific to distinct bodies and to the Code of Administrative Procedure, the following shall apply with regard to the operation of DUTH collective bodies:

1. Meetings

1.1 The collective bodies shall meet either in the physical presence of their members or by video conference. The option of holding video conference meetings may concern some or all of their members.

1.2 At the final meeting of each academic year, the schedule of ordinary meetings of the collective bodies for the following academic year shall be approved. The GC, the Senate, the Deaneries, and the Assemblies of the Departments shall hold at least one meeting per month. No ordinary meetings shall be held during July and August.

1.3 Ordinary meetings of the Senate, the Deaneries, and the Assemblies of the Departments of DUTH shall be held in person.

1.4 To ensure the smooth operation of the Institution, ordinary meetings of the Governing Council and the Senate shall be held on a Thursday, and ordinary meetings of the Deanery and the Assemblies shall be held on a Monday, Tuesday, Wednesday or Friday. The BoD of the DUTH-PDMC and the Committee for Research - SARF-DUTH shall also meet on Wednesdays.

1.5 In extraordinary cases, the meetings of the Senate, the Deaneries, and the Assemblies of the Departments shall be held using mixed means by use of video conference, in accordance with the provisions applicable at the time. In such cases, it is mandatory that the Chairperson and the Secretary of the body must be at a location and meeting place based at Democritus University of Thrace, where as many members of the Body as possible are present.

1.6 Members of collective bodies must provide guarantees of impartial judgment in exercising their powers. Participation of members who are spouses or are related in the same meeting is permitted. No member may participate in the discussion of an issue that involves a judgment or other personal matters of a major importance of a spouse or other relative up to the fourth degree by blood or by marriage.

1.7 It is the duty of all members of the collective bodies to attend for the entire duration of the meetings. The Chairperson may interrupt the meeting without cause for a period not exceeding half an hour. Interruption of the meeting by the Chairperson for more than half an hour is possible following justification – in such a case, the meeting must continue on the same day. If, for any reason, the interrupted meeting is not held on the same day, the meeting shall be considered to have been cancelled with regard to the Agenda items not discussed.

1.8 Unless otherwise provided for by law, only members of the Body or their lawful alternates shall participate in meetings of the collective bodies of DUTH. No person other than the members and the secretary or any persons specifically designated by law may be present during the discussion. Officials or other persons called to provide information shall leave before the commencement of the discussion.

1.9 If the Chairperson is unable to attend, their legal alternate shall convene the collective body.

1.10 Convening a meeting of the Collective Body is mandatory if at least one third (1/3) of all its ordinary members so request in writing from the Chairperson, specifying the subject to be discussed. The Chairperson shall convene the collective body to a meeting within one week with the item to be discussed as the only item on the agenda.

1.11 The Body shall decide on every procedural issue that arises. As for the rest, the provisions of the applicable legislation and the provisions hereof shall apply.

2. Invitation to a meeting

2.1 The invitation to the members of the collective bodies, along with the presentations or the informational material deemed necessary, shall be sent electronically at least forty-eight (48) hours before the day of the meeting, by email or any other appropriate electronic means, provided that communication or dispatch can be proven, and the day, date, and signature of the person issuing the invitation can be verified. When, according to the Chairperson's assessment, the items on the agenda include a confidential item, the presentations and the necessary informational material shall not be sent electronically; it shall be made available to members of collective bodies who wish to be informed.

2.2. By way of exception, the aforementioned deadline may be brought forward, if there is an urgent need, verified by the Chairperson of the body.

2.3 The meeting invitation shall indicate the place, date, and time of the meeting, the items on the agenda and the manner in which the meeting will be held, whether in person, by video conference, or in a mixed manner.

3. Quorum

3.1 The meetings of the collective bodies of DUTH and its units shall be valid when more than half of their members (quorum) are participating, throughout the duration of the meeting. If thirty minutes elapse from the time set in the invitation and the quorum required (more than half of the members) has not been achieved, the Chairperson shall be obligated to cancel the meeting. In any case, however, minutes shall be prepared. This time may be extended in the case of technical inability to connect via video conference due to a technical problem or fault that occurred on the day of the meeting, in which case the start of the meeting may be delayed in order to remedy the fault/technical problem, in accordance with the provisions of the applicable legislation.

3.2 Where the quorum is not met, the collective body shall convene a repeat meeting within eight (8) days, with the same items on the agenda, and, in any case, no sooner than in 24 hours. During this meeting, a quorum is met if at least one third (1/3) of all its members are present, and in any case no fewer than three (3) members. In collective bodies with three members, for a quorum to be met, all three (3) ordinary or alternate members must be present. Alternate members shall be called to replace absent members or members unable to attend in this category, unless their appointment has not been made to correspond accordingly.

3.3 If an ordinary member who had not been invited is absent from the meeting, the meeting is invalid. The same applies even if the respective alternate member had participated in their place. If there were deficiencies regarding the invitation of a member, the meeting of the collective body shall be valid if the member is present and does not object to the meeting being held.

3.4 The validity of the composition of the collective body shall not be affected by any substitution or rotation of participating members in successive meetings.

3.5 If any of the members of the collective body are unavailable or leave for any reason, or lose the status under which they were appointed, the collective body may function for up to one trimester, if during its meetings the other members are adequate in number for a quorum to be achieved.

3.6 Participation of the same person in more than one capacity in the collective body shall not be permitted. When a person, by virtue of special provisions, is participating in the collective body in two capacities, when calculating the quorum required, as the case may be, they shall be counted as one member and have one vote.

4. Agenda Items

4.1 The items on the agenda shall be discussed in the order indicated on the agenda. However, in certain cases, the order may be changed, following the proposal of the Chairperson and the decision of the body. Items on the agenda for which the discussion was postponed, shall be included in the

agenda of the next meeting, unless the collective body decided otherwise. The subject of the meeting shall only be the items on the agenda. In exceptional cases, following a proposal by the Chairperson and provided that at least half of the members of the collective body agree, items may be placed on the agenda as extraordinary items and may be discussed in the same meeting, if they are extremely urgent and are not on the agenda. When the items on the agenda are exhausted or before their discussion commences, the Chairperson and members of the collective bodies may make announcements. No decisions shall be made in relation to announcements.

4.2 If 1/3 of the members of the collective body requests in writing to discuss a specific item, the Chairperson shall be obligated to enter that item for discussion as the first item on the agenda of the next ordinary meeting. The issue shall be considered to have been withdrawn if at least half of the members who signed the relevant document are not present during its discussion.

5. Operation of a collective body

5.1 The Chairperson of the Body may call to order any member of the body who finds themselves out of order during the meeting. If this is repeated, the Chairperson shall cut off the member that is out of order. Calling to order and cutting someone off, by order of the Chairperson, shall be recorded in the minutes.

5.2 Members of the collective body who in any way impede the function of the Institution's collective bodies, shall be committing a disciplinary offence. The relevant disciplinary review proceedings shall be initiated by the competent bodies in each case.

6. Decisions

6.1 The decisions of the collective bodies, unless otherwise provided for by law, shall be taken by absolute majority of the members present. Blank votes and abstentions shall not be taken into account in the voting result. Those who used a blank vote or abstained from voting, shall not be counted as in attendance, without this affecting the quorum. If more than two proposals are put to the vote simultaneously and none of them obtain the absolute majority of the members of the body present, the vote shall be repeated between the two proposals that received the highest number of votes. If there is a tie, the vote shall be repeated after a brief discussion. Each member may vote for only one proposal. If there is another tie, the proposal voted for by the Chairperson shall prevail, otherwise no decision is made.

6.2 Voting shall be by open ballot, unless otherwise stipulated by law, and shall take place either by roll-call or by show of hands. In a roll-call vote, alphabetical order shall be followed after drawing for the starting letter. For decisions on personal matters, votes must be justified. In the event of unanimity, a vote shall be deemed to have taken place and the result to have been unanimously positive.

6.3 If discussion of the issue lasts for more than one meeting, the decision shall be made by the members participating in the last meeting, after the members who had not participated in the previous meetings have been fully informed of the key points of those discussions.

These members must state that they have been informed and this statement must be entered into the minutes.

7. Minutes

7.1 Minutes shall be kept at each meeting by the Secretary of the collective body or member of the collective body appointed for this purpose. The minutes of the meetings of the collective bodies shall state the names and capacity of the members present, the place and time of the meeting, the items discussed in summary, but comprehensive terms, the form and results of the vote, and the decisions taken. The opinions of the members who were in the minority shall also be recorded in the minutes, and in the event of an open ballot vote, their names shall be recorded. In the case of a meeting to

express a simple opinion, all individual opinions expressed and put to the vote must be entered in the relevant minutes.

7.2 Members of the body may request that specific opinions or explanations of their vote be recorded in the minutes, and that they deliver a relevant note to the Secretary at the end of the meeting, which shall be entered into the minutes as is, provided that it has been read out during the meeting of the body, unless the body agrees for it not to be read.

7.3 In drafting these minutes, the Secretary may use the draft notes kept during the meeting and the recorded views of the members. Digital media that are used to aid in preparing the minutes of the meeting, as well as the Secretary's summary notes during the meeting, after the clear recording of the meeting, shall be destroyed.

7.4 The minutes shall be signed by the Chairperson and the Secretary. By way of exception, if they cannot be signed by the Chairperson for any reason (e.g. termination of duties, resignation, death, etc.), they may be signed by the lawful alternate to the Chairman.

7.5 The minutes of the Governing Council, the Senate, the SARF, and the Development Company shall be confirmed at a subsequent meeting. The draft minutes shall be sent electronically to the members of the respective collective body, so that they may send any corrections thereto in writing to the Secretariat prior to the validation meeting, so that they may be brought to the attention of the body. Upon conclusion of this procedure and discussion of the issue of validation in the body, the minutes shall be considered ratified and shall be signed by the Rector and the Secretary.

7.6 For the legal status of the minutes of the three-member committees, the signature of the Chairperson or their alternate shall suffice.

7.7 The minutes of the meetings shall be stored in electronic form by the Chairperson in collaboration with the employee assigned with the administrative support of the body or the committee, and shall be communicated electronically to all members after their having been signed, irrespective of whether the members participated in the meeting.

7.8. The decisions of the collective body may be implemented even before the minutes have been drafted, unless the collective body decides to suspend implementation until drafting (or to validate the minutes in the case of paragraph 7.5) of some or all of the decisions taken at that meeting. This decision may be taken at the end of the meeting. Likewise, by a decision taken at the end of the same meeting, minutes of some or all of the decisions taken at that meeting may be validated.

7.9 Excerpts of minutes shall be issued, in accordance with the applicable provisions, by decision of the Chairperson of the body and without prejudice to any provisions laid down in special provisions and the provisions on personal data protection. Excerpts from minutes validated under paragraph 7.5 shall be issued after their validation.

Article 42

Special operating rules

1. Governing Council

1.1 Meetings of the GC shall take place in the GC room of DUTH. However, in exceptional cases and following a decision of the Rector, the GC may also convene in another University space, and, more specifically, in the case of an established inability, in a space at the University's headquarters.

1.2 The operation of the GC shall be valid on the condition that the remaining members are sufficient in number to achieve the required quorum, if any of the members of the GC:

- a) vacate the position or leave for any reason whatsoever;
- b) forfeit the position based on which they were elected or selected;

c) is removed, in accordance with the provisions of Article 12(4) hereof.

1.3 The Vice-Rectors must provide the GC with all necessary information or data related to the exercise of the powers assigned to them and attend the meetings of the GC without the right to vote.

1.4 The Executive Director shall participate in the meetings of the GC on the instruction of the Rector, without the right to vote.

1.5 The items on the agenda shall be introduced by the Rector or at his/her instruction, by one of the Vice Rectors or a member of the GC appointed by the Rector. The Rector may also assign to an employee or employees of the Institution to introduce an item or items of the agenda to the GC, but they shall leave the meeting after the introduction and providing answers to questions of the members for clarifications on the item introduced, if required. Following the introduction of the item, the Rector shall give the floor to the members of the GC who wish to ask clarifying questions or express their views on the matter under discussion. The Rector, at any stage of the procedure, may give the floor, as a matter of priority, to a member of the GC on a procedural or personal matter, if they consider that such an issue exists. The Rector may invite any member of the University to the meeting to provide clarifications on an item on the agenda. This member must leave immediately after providing answers to the questions of the members, for the provision of clarifications or information. Furthermore, following the decision of the GC, any third parties may be invited to the meeting, who, due to their competence or knowledge of the item on the Agenda being discussed, shall assist it in making its decision, and who shall leave immediately after providing clarifications or information.

1.6 Any member of the GC may ask the Rector to include an item on the agenda, if the item falls within the powers of the GC, and may also request the Rector to convene an extraordinary meeting of the GC, if there is good reason.

2. Senate

2.1. The Senate's meetings shall take place in the Senate's hall of the University. However, in exceptional cases and following a decision of the Rector, the Senate may also meet in another University space, and only in the case of established inability in a space at the University's headquarters.

2.2 The items on the agenda shall be introduced by the Rector or, at their instructions, by one of the Vice Rectors or a member of the Senate appointed by the Rector. The Deans of the Schools and the Heads of the Departments may put forward agenda items specifically referring to the Schools or Departments which they head. Likewise, the Chairpersons of the Committees established by the Senate to study and recommend specific issues, may introduce these issues, provided they are on the agenda. The Rector may also assign to an employee or employees of the Institution to introduce an item or items of the agenda to the Senate, but they shall leave the meeting after the introduction and providing answers to questions of the members for clarifications on the item introduced, if required. Having completed their presentation of the item, the Rector shall give the floor to the members of the Senate who wish to ask clarifying questions or express their views on the matter under discussion. The Rector, at any stage of the process, may give the floor, as a matter of priority, to a member of the Senate on a procedural or personal matter, if they consider that such an issue exists. The Rector may invite any member of the University to the meeting to provide clarifications. This member must leave immediately after providing answers to the questions of the members, for the provision of clarifications or information. Furthermore, following the decision of the Senate, any third parties may be invited to the meeting, who, due to their competence or knowledge of the subject being discussed,

will assist it in making its decision, and who shall leave immediately after providing clarifications or information.

3. Assembly of the Department

3.1 The meeting of the Assembly shall take place in a Department room, of the School to which the Department belongs or in a room of another School. However, in exceptional cases, such as, for example, in the case of established inability, and following a decision of the Rector, the Assembly may also be held in another University space, outside the Department's headquarters.

In exceptional cases, the Senate or the Rector may request a mandatory convening of the Assembly. The above shall also apply to the Provisional Assembly of the Department, which shall exercise the competences provided for by the applicable provisions on the Assembly of the Department.

4. Department Board of Directors & Division General Assembly

4.1. The Department's Board of Directors and the Division General Assembly shall meet regularly once a month, in person or in a mixed manner, and extraordinarily when deemed necessary by the Head or Director of Division respectively.

4.2 In all other respects, the provisions of the previous article and the applicable provisions of the Code of Administrative Procedure (Law 2690/1999) shall apply *mutatis mutandis*.

Article 43

User authentication procedure upon entering the online video conference platform

1. The meeting of the collective bodies of DUTH via video conference call shall take place using the e:Presence teleconference service, which is provided by GRNET S.A.

2. The authentication of the users of the e:Presence service shall be provided by the interoperability centre of the General Secretariat for Public Administration Information Systems (GSISPA), with the credentials the user has at DUTH. For the exclusive purpose of identifying the users using the e:Presence service, GRNET S.A shall receive via the aforementioned authentication (oAuth 2.0) the following personal data: First name, last name, username, father's name, mother's name, tax identification number, year of birth.

3. Data received through this authentication service are retained for the necessary period of time, in accordance with the applicable institutional framework and the instructions of the GSISPA Interoperability Centre. Specification of the relevant regulations are posted on the e:Presence website and are included in the service's Privacy Statement.

Article 44

Processing of personal data in the context of teleconferences - Ensuring secrecy during teleconferences

1. Personal data processing in the context of the provision of the e:Presence service shall be implemented in accordance with the provisions of European Regulation 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) as applicable, as well as Law 4624/2019 (Government Gazette Series I, No 137, 2019) on the 'Personal data protection authority, implementing Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and incorporation in its national legislation the provisions of EU Directive 2016/680 of the European Parliament and of the Council of 27 April 2016 and other provisions' as applicable.

2. For the exclusive purpose of being able to use the e:Presence service, and its effective and lawful provision, GRNET S.A, acting as Controller, in accordance with the applicable provisions on personal data, shall collect, process, and retain the following personal data of users:

- a) The IP address from which the user connects to the e:Presence service;
- b) service use timestamp;
- c) connection device details (device type, manufacturer, model, operating system);
- d) e-mail address;
- e) telephone number (only mandatory for users in the role of video conference Coordinator).

3. DUTH, as the Controller, shall be exclusively responsible for the collection, processing and its legal basis, the purpose, informing the subjects and satisfying their rights, with regard to all the personal data it processes during the use of the e:Presence service, in accordance with the applicable provisions on personal data. GRNET S.A, for the purpose of conducting the video conference, shall act as Data Processor on behalf of each Body, in accordance with the applicable provisions on personal data.

Specification of the above regulations are posted on the e:Presence website and are included in the service's Privacy Statement.

Chapter 6: Distinct Academic and Research Structures of Academic Units - Laboratories, Clinics and related units of DUTH

Article 45

1. Laboratories, clinics or similar units (Study rooms, Collections, etc.) shall be established and operated at Democritus University of Thrace, in accordance with the applicable provisions, to support the educational and research function of the Institution.

2. The University Clinics and Clinical Laboratories with their specialised units of the Departments of the School of Health Sciences of DUTH shall be established and operate in the University General Hospital of Alexandroupolis, in accordance with the applicable legislation. University Clinics, Laboratories, and other units shall be part of the respective hospital sector and constitute departments thereof.

3. The Laboratories, Clinics, and museums of DUTH shall be subject to assessment of their work in the framework of the implementation of the strategy, objectives, and processes of DUTH's Internal Quality Assurance System.

Article 46

University Laboratories

1. University Laboratories are distinct units of DUTH which shall be established and incorporated into a Department or the Division of a Department. By way of exception, an interdisciplinary Laboratory may be established that shall belong to a School, if there is documented interest in it being founded by faculty of various Departments of the same School, or at DUTH if there is a documented interest in it being founded by faculty of Departments of Different Schools.

2. By decision of the Senate of DUTH following the recommendation of the Assembly of the Department or of the collaborating Departments and Deanery, where an interdisciplinary Laboratory is established, University Laboratories may be established, merged, split, renamed, or abolished. The decision establishing the University Laboratory shall approve its internal rules and regulations. The seat of a university laboratory shall be changed by the same process.

3. Annex 2 hereto sets out all the details relating to the organisation and operation of the University Laboratories of DUTH.

Article 47

University Clinics

1. University Clinics are DUTH units established and integrated into the School of Health Sciences and its Departments. An interdepartmental University Clinic may be established by more than one Department of a School of Health Sciences, if there is documented interest in it being established from faculty of different Departments of the same School.
2. By decision of the Senate of DUTH following the recommendation of the Assembly of the Department or of the collaborating Departments, where an interdepartmental Clinic is established, its University Clinics may be established, merged, split, renamed, or abolished. Specifically, as regards University Clinics established in the framework of a partnership of more Departments at a School of Health Sciences, the consent of the Deanery of the School shall be required. The decision establishing the University Clinic shall approve its internal rules and regulations. The seat of a university Clinic shall be changed by the same process.
3. University Laboratories whose name and purpose refers to a University Clinic or Unit thereof, with which they operate together and belong to the same Department, may share the same name, following a recommendation of the relevant Division and a decision of the Assembly, and their operation shall be governed by the Charter Procedure of the DUTH University Laboratories and University Clinic, where more specific issues regarding their operation are regulated. The Director of the Clinic or the Scientific Coordinator of the Clinic may be appointed Director of laboratories of the same name, by decision of the relevant Division or of the Assembly of the Department. Due to the identical object of the Laboratories that share this name with the University Clinics, joint positioning of staff shall be possible.
4. The operation of University Clinics shall be governed by their Charter, which shall be approved by the decision establishing them (Annex 3).

Article 48

University Museums

1. The purpose of the University Museum is to preserve, maintain, record, document, research, interpret and, in particular, to exhibit and promote collections of archaeological, artistic, ethnological, or other material testimonies of people and their environment to the students of DUTH and to the general public, for the purpose of study, education, and entertainment.
2. By decision of the Senate of DUTH, University Museums with educational and research purposes may be established, merged, fragmented, renamed, or abolished, and their headquarters may be changed and their rules of procedure approved. The University museums of DUTH may be recognised by the Ministry of Culture and Sports, in accordance with par. 4 of Law 4858/2021 (Government Gazette, Series I, No 220).
3. A university museum may be integrated into and operated within the framework of an academic unit, a School, a Department or a Division, or directly within DUTH. In the event that a University museum is incorporated into a separate academic unit, a recommendation shall be required from the competent collective body of the academic unit into which it is being incorporated, the Deanery, the Assembly of the Department, or the General Assembly of the Division, to the Senate of DUTH in order to establish, rename, abolish, and amend its internal Rules and Regulations.
4. University Museums of DUTH shall be organised in accordance with the Internal Rules and Regulations of University Museums of DUTH, which is an annex hereto.

Chapter 7: Website

Article 49

Website

1. DUTH shall maintain an official website and implement the principles of transparency and publicity. The following must be posted on the DUTH website:

- a) The governing bodies of DUTH and the particulars of the Rector, the Vice Rectors, and the members of the Governing Council and the Senate;
- b) the academic structure of the Schools and Departments of DUTH, the particulars of faculty, special teaching staff, laboratory teaching staff, and special technical laboratory staff serving per academic unit, as well as the link to the website of each academic unit;
- c) all first, second, and third cycle study programmes provided by DUTH, including foreign language study programmes provided exclusively to foreign students;
- d) the distinct academic and research structures, University Laboratories, University Clinics, University museums, Training and Lifelong Learning Centre, and University Centre for Research and Innovation , the particulars of their Directors, the personnel serving there and a link to the website of each academic or research structure;
- e) the organisational structure of the administrative services of DUTH, the personnel serving in each service of the University, its contact details, and the link to the website of each academic or research structure;
- (f) the organisation and the internal rules and regulations of DUTH;
- g) a review of the academic, financial, and administrative work of the Governing Council, the Deans, the Heads of the Departments, and the Executive Director upon expiry of their term of office;
- h) important decisions of the governing bodies and announcements regarding the organisation and operation of DUTH; and

2. All academic Departments, distinct academic and research structures, and the administrative services of DUTH are obligated to maintain a website at a uniform resource locator (url) maintained by DUTH.

3. The DUTH website shall be maintained in Greek and English and shall comply with the accessibility requirements of articles 35 to 47 and 104 of Law 4727/2020 (Government Gazette, Series I, No 184). More specifically, the content of these websites, including the embedded text and multimedia files, must comply with the requirements of the European standard EN 301 549 V2.1.2 (2018-08) or the European standard replacing it, in which case the most recent version of this standard or the standard replacing it shall be applied.

4. The websites of the Departments shall be maintained in Greek and English, and shall include at least what is provided for in the relevant **Annex** hereto.

5. DUTH recognises the need to comply with the GDPR, as well as to take effective measures regarding the protection of personal data of students, employees, partners, or other interested parties. In the framework of meeting its legal obligations, an appropriate Privacy and Personal Data Protection Policy has been developed and is being implemented, which is available in hard copy and electronic form. This Policy has been posted on the University's website and has been communicated both within the university and to all involved third parties or interested parties. DUTH's commitment to Personal Data Protection is proven through the implementation of a Personal Data Protection Programme and the

provision of necessary resources for the implementation and development of effective technical and organisational measures to ensure the appropriate level of protection for personal data. DUTH shall also ensure that the performance of its protection programme is reviewed on a regular basis, and that all relevant policies and procedures are appropriately reviewed, to ensure goals are met and new hazards are identified.

Chapter 8: Organisation and operation of DUTH Study Programmes

As part of DUTH's mission, the purpose of all cycles of Study Programmes is for students to acquire the knowledge, skills, and competencies required to scientifically and professionally apply and advance the subject area of their studies, in line with the trends of modern science, technology, arts, and international scientific practices, while fostering their ethical character as responsible academic citizens. To achieve these goals, DUTH shall provide all students with a high level of education and shall adapt their Study Programmes and research and teaching methods to current developments in science and technology.

Article 50

Study Structure at DUTH

1. DUTH shall organise and operate study programmes structured in three (3) cycles, as follows:
 - a) The first cycle concerns the organisation of Undergraduate Study Programmes (USP) with a minimum of two hundred and forty (240) credits (European Credit Transfer and Accumulation System - ECTS) and a minimum duration of eight (8) academic semesters, excluding applied science and technology study programmes that have a minimum of two hundred and ten (210) credits, and a minimum duration of seven (7) academic semesters, and health science study programmes that have a minimum number of three hundred sixty (360) credits and a minimum duration of twelve (12) academic semesters. The successful completion of the undergraduate Study Programme shall lead to obtaining a degree corresponding to level six (6) of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020 (Government Gazette, Series I, No 254), on architectural structure and framework level descriptors.
 - b) The second cycle concerns the organisation of Post-Graduate Studies Master's Programmes (PGMP) with a minimum number of sixty (60) ECTS and a minimum duration of two (2) academic semesters, the successful completion of which shall lead to obtaining a degree corresponding to level seven (7) of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020.
 - c) The third cycle concerns the organisation of Doctorate Study Programmes (DSP), with a minimum duration of three (3) academic years, the successful completion of which shall lead to obtaining a degree corresponding to level eight (8) of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020.

2. The workload of each semester of all study cycles shall be 30 ECTS.

The completion of the process of establishing study programmes of paragraph 1 and the commencement of their operation presuppose their prior certification by the Hellenic Authority for Higher Education (HAHE). In order to continue operating, they must be certified periodically every five (5) years, as part of an assessment of the academic unit they belong to, in accordance with the Internal Quality Assurance System (IQAS) of DUTH.

Article 51

Teaching work

1. Teaching means:

- a) Self-reliant teaching of compulsory and elective courses;
- b) conducting workshops and workshop exercises;
- c) clinical work for teaching students and conducting clinical exercises;
- d) supervising and coordinating students during their traineeships;
- e) supervising projects, theses or dissertations; and
- f) organising and conducting seminars and conferences or coordinating other educational activities aimed at enhancing and consolidating students' advanced knowledge in scientific areas related to the field of study of the programme.

Article 52

Study Programmes - General

1. The establishment of first, second, and third cycle Study Programmes (SPs) at DUTH is based on the applicable legislation and the provisions of these Rules and Regulations. The SPs shall be certified in accordance with applicable legislation, and the criteria and guidelines of the HAHE, in accordance with the provisions of the University's IQAS.

2. Each SP shall contain the titles of compulsory, compulsory electives, and optional (if any) courses with the individual activities (workshops, tutorials, etc.), any special educational activities (e.g. clinics, traineeships, etc.), the ECTS corresponding to the above, their structure and distribution among the academic semesters, the weekly teaching hours during which each educational activity shall take place, as well as their sequence or interdependence. In addition, this shall include the learning outcomes and qualifications acquired throughout the SP, in line with those of the National Qualifications Framework, the European Qualifications Framework for Lifelong Learning and the Qualifications Framework of the European Higher Education Area. The study programme prepared in accordance with the above shall be implemented in normal attendance conditions (duration of studies in years n). Specifically for Undergraduate Study Programmes, besides the ECTS, teaching units shall also be mentioned in accordance with the provisions of Ministerial Decisions Φ141/B3/2166/1987 and Φ141/B3/2457/1988, which shall be used to calculate the degree grade.

3. Specific aspects of the contents of the SPs may be revised by decision of the Senate of DUTH, following the recommendation by the competent bodies of the Institution according to the process set out by the Quality Assurance Unit according to the Institution's IQAS. The revised SP shall enter into force for entrants of the next academic year.

4. Each SP shall be accompanied by a Regulation specifying issues relating to registration and the conditions for successfully attending and completing the program.

Article 53

Study Guide

1. A Study Guide shall be prepared annually in Greek and English for each Study Programme, after its approval.

2. The Study Guide shall be approved by the Senate following a decision of the Assembly of the Department and shall be posted on the Department's website by September 15 of each academic year.

3. The Study Guide shall include:

- a) A brief description and basic information on the Institution and the Department;
- b) an academic calendar for each academic year;

c) reference and links to the Internal Rules and Regulations and the relevant Rules and Regulations of the Institution and of the Department;

d) the conditions and procedures for entry/registration and attendance of the program, and a link to the SP Studies Regulation,

e) information on the study programme, and more specifically:

- General description and study and graduation rules
- Degree awarded
- Educational and professional objectives
- Access to further studies
- SP course diagram with ECTS (60 per year)
- Assessment of performance in training activities

f) outlines of all courses - educational activities according to the DUTH-QAU Standard, including, but not limited to:

- The title of the course;
- the code number of the course;
- the type of course (compulsory, elective, etc.);
- the year of study and the semester during which it is taught;
- the teaching language;
- the number of credits awarded after successful completion of activities (based on the workload the student is required to submit to achieve the learning outcomes);
- the names of the teaching staff assigned to it;
- a summary description, the objectives, and the intended learning outcomes;
- the proposed distribution of the curriculum (per teaching week);
- the prerequisites (if any);
- the recommended bibliography of the course and options for printed and digital textbooks available
- the teaching and learning methods;
- the evaluation/marking methods and obligations for students to successfully complete the course (e.g. mandatory attendance, project submissions, etc.)

Article 54

Organisation of Teaching

1. The teaching duties of the SPs shall be assigned to the teaching staff by decision of the Assembly of the Department. The categories of teaching staff for each study cycle shall be defined by the applicable legislation and referred to in these Regulations.

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

3. The educational work of each academic year shall be structured into two teaching periods, the academic semesters (fall and spring), during which the compulsory and elective educational activities of the USP are allocated. Each academic semester shall include the teaching period (semester) and the examination period.

4. Each semester shall include at least thirteen (13) full weeks of teaching, in accordance with the academic calendar on the beginning and end of each semester, which is determined by decision of the Senate. If the number of lectures/workshops, etc., that took place in the context of a course is less than thirteen (13), the course shall be considered not to have been taught and shall not be examined,

and any examination thereof shall be null and void and the grade shall not be calculated for the purpose of awarding the degree. By decision of the Senate, following a reasoned recommendation of the Assembly of the Department, the academic calendar may be amended, if the teaching activities were not carried out due to force majeure.

5. The allocation and assignment of the teaching work to the teaching staff, the course timetable per academic semester, and the allocation of the teaching hours during the academic semester shall be determined by decision of the competent body.

6. The DUTH Senate shall prepare the academic calendar, which shall indicate:

- a) The start and end dates of fall and spring semester classes;
- b) the start and end dates for the fall, spring, and September re-sit examination periods;
- c) the Christmas and Easter holiday periods; and
- d) all other holidays (national holidays, local holidays, etc.).

The academic calendar shall be approved by the DUTH Senate in March of each year for the following academic year.

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

7. Educational activities (courses, workshops, etc.) shall be divided into compulsory and optional or electives, and may be structured into distinct groups or units belonging to different scientific fields, which students have the option of or are required to select as one.

8. The compulsory courses of each study programme shall not be less than thirty nine (39) teaching hours.

Article 55

Conducting the educational process

1. Enrolment of students to the SPs of DUTH shall be carried out in accordance with the provisions set out in the applicable legislation, these Rules and Regulations, and the Rules and Regulations of each SP. Upon enrolling at DUTH they shall obtain the status of student, in accordance with the applicable provisions.

2. Upon enrolment to the SP of DUTH, students automatically accept the DUTH Internal Rules and Regulations and all Regulations concerning their studies.

3. The weekly course timetable shall be communicated to the Academic Affairs Directorate and the Administrative Support Directorate, it shall be posted on the Department's website, and the students shall be informed by any appropriate means.

4. The study programme timetable may be amended by decision of the Assembly of the Department. Any amendment to the timetable must be communicated to the Directorates referred to in paragraph 3 hereof.

5. Every member of the teaching staff must post a course outline, the programming of activities, and any other information or material they consider necessary on the eclass asynchronous teaching platform at the start of the semester classes.

6. Every educational activity shall be performed on the days and hours scheduled in the course timetable.

7. The process and conditions for the preparation and evaluation of diplomatic or other undergraduate thesis shall be regulated by the Rules and Regulations of the relevant SP.

8. Students shall attend classes, tutorials, exercises, laboratories, and other educational activities in accordance with their Study Programme, timetable, the DUTH Internal Rules and Regulations, the Institutional Study Programme Regulation, the Department's Study Regulation, and the Regulation of the Study Programme they are enrolled in.

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

10. The amphitheatres, classrooms, and the buildings and other infrastructure of DUTH shall support the Institution's educational process. DUTH infrastructure shall be available for carrying out educational work from 8:00 to 21:00.

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

12. The Undergraduate Study Programme Rules and Regulations (Annex 4) and the Post-Graduate Master's Programme Rules and Regulations (Annex 5) shall regulate in particular matters pertaining to teaching the first, second, and third cycle SPs. As regards educational trips, the relevant issues shall be provided for in Annex 6.

Article 56

Assessment of educational activities

1. Students may be assessed through written or oral examinations, mid-term progress examinations, written assignments, laboratory or clinical exercises, a combination of various assessment methods, or other methods aligned with the nature of each educational process. During written or oral examinations, the integrity of the assessment procedure must be strictly ensured. The teacher shall choose a method or combination of methods that they consider most suitable for assessing students.

2. If the assessment is carried out through final examinations, the examinations shall be carried out after the completion of the teaching semesters for the first cycle courses of study and with re-sit examination after the completion of the academic year. In second and third cycle courses of study, the assessment may be carried out either after the completion of each teaching semester or after the completion of the teaching work for each module or the completion of each educational activity, in accordance with the provisions of the programme's internal Rules and Regulations.

3. Students may participate in the examination process of each Study Programme in accordance with the provisions of the present Internal Rules and Regulations, the DUTH Examination Rules and Regulations, and the internal rules and regulations of each Study Programme. During the re-sit examination, students shall be entitled to be examined on courses and educational activities irrespective of the academic semester during which they are provided according to the approved study programme, if they have not been successfully assessed in them. Particularly students in first-cycle courses of study who have completed the regular study period, which is equal to the minimum number of teaching semesters necessary for awarding the degree, shall be entitled to be examined during the examination period of both semesters.

4. If a student fails the same course more than three (3) times, they may submit a request to the Head of the Department to be assessed by a three-member committee. This committee shall consist of teaching staff from the same or another DUTH Department with expertise in the same or a related subject area as the course in question. The teacher of the course cannot participate in the committee. If the Head of the Department fails to appoint the members of the committee referred to in the first

sentence within one (1) month of the request's submission, the student may request their appointment from the Dean of the School or, in the case of a Single-Department School, from the Rector of the Institution. If no committee is appointed by any of the competent bodies within sixty (60) days of the submission of the request, the student may forward the request to the Ministry of Education, Religious Affairs, and Sports, which shall investigate the Rector for failing to address the matter. The assessment by the three-member committee hereof shall take place at any time during the academic year. In the event of a student's failure even in the examination by a three-member committee, the student shall continue their studies as normal, and the procedure outlined in paragraph 6 of Article 65 of Law 4957/2022 shall be repeated according to the same requirements.

5. The DUTH Examination Rules and Regulations (Annex 7) provide a detailed account of the methods for assessing teaching activities, the specific conditions for conducting examinations, and the measures to ensure the integrity of the examination process. It also outlines alternative assessment methods, such as conducting written or oral examinations using electronic means to address emergencies or extraordinary circumstances arising from force majeure or for second-cycle study programmes delivered via distance learning methods, provided the integrity of the assessment process is ensured. Additionally, it includes alternative methods for assessing students with disabilities and special educational needs, as well as welfare measures for assessing students who are proven to be ill or recovering from a serious illness during the examination period.

Article 57

Grades

1. For any independent educational activity (e.g. class, thesis, etc.) included in a SP, assessment shall be assigned numerically (grade) with a value ranging from zero (0) to ten (10). Any grade equal to or greater than 5.00 (five) shall be a passing grade.

2. The final grade of every independent educational activity may be the result of an overall final exam or taking into account individual assessments (of equal or different weighting). The final grade, as well as individual assessments, may be derived as a result of written or oral examinations or practical exercises or the student's performance from participation in the educational process, especially from the preparation and presentation of projects, or a combination of the above, as described in Article 56 hereof and the DUTH Examination Rules and Regulations (Annex 7). In the case of non-graded reports, traineeships, or projects, a brief descriptive assessment shall be provided.

3. With regard to independent educational activities where students did not receive a passing final grade and where attendance thereof or part thereof was deemed inadequate, students shall be required to repeat them in whole or in part, in accordance with the provisions of the Rules and Regulations of the relevant SP.

Article 58

Synchronous distance learning

1. The educational process may be organised using distance learning methods in the following cases:

- a) Provision of teaching work in undergraduate study programmes conducted with the participation of Professors from institutions abroad, other Institutions in Greece or Collaborating Professors;
- b) provision of teaching work in the context of joint study programmes with institutions abroad;
- c) provision of teaching work within interdepartmental or interinstitutional undergraduate study programmes, as part of the teaching work provided under the responsibility of the collaborating Departments, provided that the collaborating Departments have their headquarters in a different city;

- d) organising in-depth classes and cramming exercises, in addition to the mandatory teaching hours per lesson;
- e) provision of teaching work in second cycle study programmes; and
- f), following a decision of the Senate ascertaining force majeure or extraordinary circumstances where it is not possible to carry out the educational process in person or to use DUTH infrastructure to carry out its educational, research, and other activities in accordance with a decision of the Department (or other competent body).

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

3. By way of exception, the educational process may be organised in person, with simultaneous synchronous transmission of the educational work being carried out, by using electronic means, exclusively to students of other DUTH Departments, provided they choose to attend courses and educational activities of other DUTH Departments, on the condition that the students to whom it is addressed are studying in a Department based in a different regional unit or city than that of the Department where the course is offered. In this case, the assessment of the students shall be carried out in a uniform manner, regardless of the method of conducting the educational process and student attendance. The organisation of the educational process with the use of synchronous distance learning methods shall be carried out by decision of the Assembly of the Department, taking into consideration the particularities of each Department, its human resources, and its available infrastructure.

4. Support for the distance learning process shall be provided by the Educational Process and Digital Literacy Support Department of the Digital Services Directorate of DUTH.

5. Enrolled students of DUTH's study programmes shall have the right to access the platform, and identification shall be performed through their institutional e-mail account.

6. Appropriate technical and organisational measures have been developed and are being implemented at DUTH to ensure an appropriate level of protection for personal data during distance learning. The measures shall be posted on the DUTH website and shall be communicated to all involved or interested parties.

Article 59

Asynchronous distance learning

1. DUTH shall maintain an electronic platform (eclass) also accessible to persons with disabilities, through which asynchronous distance learning services shall be provided for all first, second, and third cycle study programmes organised by DUTH.

2. Enrolled students of DUTH's study programmes shall have the right to access the platform, and identification shall be performed through their institutional e-mail account.

3. Educational material per class shall be posted on the DUTH electronic platform, which may include notes, presentations, exercises, indicative solutions thereto, as well as video lectures, provided that the applicable legislation on personal data protection is complied with. Any type of educational material shall be provided exclusively for educational use by students and is protected by Law 2121/1993 (Government Gazette, Series I, No 25), provided that the relevant conditions are met.

4. As regards the protection of personal data, the conditions referred to above in paragraph 6 of the previous article shall apply.

Article 60

Completion of Studies - Obtaining a degree - Diploma supplement

1. The degree shall certify the successful completion of the student's studies. Students will have completed their studies and shall be awarded a certificate of study or a degree, when they have completed the minimum number of semesters required to obtain a degree or diploma, have been successfully examined in all educational activities provided for by the study programme in accordance with the terms and conditions set out therein, have attained the required number credits, and have settled any pending issues with DUTH Services. The exact terms and conditions for the graduation of first-cycle students are set out in Annex 4 hereto (Undergraduate Study Programme Rules and Regulations) and for second-cycle and third-cycle study students in Annex 5 hereto (Rules and Regulations for Postgraduate Master's and Doctoral Studies).
2. Upon meeting of the conditions for obtaining a degree, the student shall automatically cease to be a student, shall cease to participate in the collective governing bodies of the Department or the University, and shall no longer be entitled to all manner of student benefits.
3. The successful completion of the first cycle study programme, which meets the requirements of Article 71, shall lead to obtaining an integrated master degree in the specialisation of the Department and the degree shall correspond to level 7 of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020 (.).
4. A Diploma Supplement shall be attached to the undergraduate and postgraduate qualifications awarded by the Institution (degrees, diplomas, etc.), which shall provide information on the nature, level, general framework of education, content and status of studies, successfully completed by the person named on the original degree, to which the Supplement shall be attached, in accordance with Ministerial Decision No. Φ5/72535/B3/2006 (Government Gazette 1091 b), as in force.
5. The Diploma Supplement shall be issued automatically and at no cost, in Greek and English. The original of the Diploma Supplement must meet the authenticity requirements required for the degree awarded. The Supplement shall bear the signatures of the Head and Secretary of the Department or their lawful alternates, respectively, and the seal of the University. The date of issue of the supplement shall not necessarily coincide with the date of issue of the degree, but it may never precede it. In particular, the Diploma Supplement (Greek and English) may be awarded at the graduation ceremony of the beneficiary along with their original degree, or within a reasonable period of time thereafter, at the discretion of the relevant Department.

Article 61

Student academic record

1. For each student enrolled in a DUTH SP, a conventional and/or electronic academic record shall be kept, even after their graduation from the relevant SP.
2. The student academic record shall contain information about the student's academic progress, and, more specifically:
 - a) The qualifications and supporting documents produced during registration;
 - b) copies of the certificates or attestations issued to them;
 - c) the scholarships or awards awarded to them;
 - d) detailed transcript of examined courses/exercises, recognition of credits, preparation of bachelor's/diploma thesis and internships;
 - e) participation in mobility programmes; and
 - f) any other relevant document provided for by the applicable legislation or the regulations of the

Department and the Institution.

3. The student academic record contains information that constitutes personal data. The Head and the Deputy Head of the relevant Department, as well as the Head of the Secretariat (or his/her legal deputy), have the right to access the academic record; the administrative staff of the relevant Secretariat with relevant responsibilities are also authorised by the said persons. The authorised technical staff of the Digital Governance Unit shall also have access to the electronic student record.

4. The content of the academic record is accessible to the data subject concerned (student or graduate after obtaining the degree).

5. The content of the academic record can be used by DUTH anonymously for statistical purposes.

6. In order to use the content of the record for any other purpose (e.g. research studies), the written consent of the student (or graduate after obtaining the degree) is required.

Article 62

Student internships

1. The curricula of the first and second cycles may provide for student internships as a compulsory or optional educational activity aimed at the practical application of theoretical scientific knowledge gained from successful attendance of the study programme and at familiarisation of students with potential workplaces. Student internships are carried out in public services, legal entities of public law, Local Government Organisations of first and second degree, legal entities of private law and companies, the "host institutions", under the supervision of a member of the teaching staff of the study programme. Internships may also be conducted at foreign institutions, insofar as it is possible to supervise the educational process, in accordance with the provisions of the Regulation for each study programme. For student internships, an internship contract is concluded between DUTH, the student and the host institution. The successful completion of the internship entails the award of the number of ECTS credits determined by decision of the Department Assembly.

2. The registration and provision of internships for undergraduates is supported by the special ATLAS Information System of the Greek State's *societe anonyme* under the name GRNET S.A. For the purposes of the General Data Protection Regulation (OJ L 119) and Law 4624/2019 (Government Gazette, Series I, No 137), the Ministry of Digital Governance and the Ministry of Education and Religious Affairs act as Data Controllers, and GRNET SA as Data Processor. All internships concerning first-cycle University students must be published and recorded in the ATLAS information system.

3. By decision of the Assemblies of the Departments of DUTH, details on the performance of the internship, the total hours, its duration in calendar months, the period of its implementation in accordance with the needs and requirements of the study programme, and the minimum conditions of academic progress that must be met before commencement of the internship are defined. If the internship is not mandatory for the successful completion of the study programme, the internal rules and regulations of the study programme determine the conditions and selection criteria if the number of available internships is not sufficient to cover all applications of interested students of the programme.

4. By decision of the Senate of DUTH, the Institutional Head of the internship and his/her Deputy are appointed, while by decision of the Department Assembly or the competent body for the Postgraduate Master's Study Programmes per academic year, the following are appointed:

a) The Internship Manager, a member of the Faculty and members of the Special Teaching Staff and the Laboratory Teaching Staff of the Department, responsible for the general supervision of the internship process in the context of the Study Programme, the coordination of the Internship

Supervisors and the host organisations.

b) The Internship Committee, which consists of Faculty and members of the Special Teaching Staff and the Laboratory Teaching Staff of the Department, headed by the Internship Manager, with the aim of evaluating the applications of students wishing to do an internship, if one is not mandatory, coordinating the activities related to student internships, problem solving, appointing a Supervisor per internship student, preparing and submitting an annual report on the implementation and evaluation of the internship programme to the Department Assembly, as well as submitting recommendations on the modification of the study programme with regard to internship issues,

The Internship Manager and the Internship Committee may be common to all or a number of study programmes of the same Department.

5. The Supervisor is responsible for guiding and supporting students throughout the internship process at host organisations, communicating with host organisations to achieve the intended learning outcomes, and informing the Internship Manager and Committee. Those teaching courses in the study programme may be appointed as Supervisors.

6. Students doing an internship are compulsorily subject to the insurance formalities of the National Organisation for the Provision of Health Services (EOPYY) through the Electronic National Social Security Entity (e-EFKA), in accordance with par. 10 of article 15 of Law 3232/2004 (Government Gazette, Series I, No 48) only for accident insurance, the cost of which is borne exclusively by the host organisation.

7. The monthly compensation for doing an internship in private sector entities amounts to eighty percent (80%) of the statutory minimum wage, provided that the internship concerns an educational activity corresponding to a full-time activity of forty (40) hours per week. If the internship concerns a smaller number of weekly working hours, the monthly compensation amount is adjusted proportionately according to the total weekly working hours. The compensation may be paid either monthly or upon completion of the internship.

8. The cost of compensation and insurance for students doing an internship shall be borne, in most cases, by the host institutions. By way of exception, the cost of compensation and insurance may be borne, in part or in full, by the budget of co-financed programmes or projects funded from own or private resources managed by the Special Account for Research Funds-DUTH. Specifically, for students who do mandatory internships for the successful completion of their study programme at school units or other public sector organisations, the cost of compensation and insurance may be lower than that set out in paragraph 7 and be covered solely by co-financed programmes or Special Account for Research Funds-DUTH's own resources. The precise compensation amount referred to in the previous paragraph shall be determined by joint decision of the Ministers of Finance and Education, Religious Affairs and Sports.

9. The granting of compensation for the conduct of an internship shall not constitute a reason for interrupting other financial benefits granted or special allowances or pensions which DUTH students receive or are entitled to receive for other reasons.

10. Annex 8 (Internship Regulation) sets out issues related to the coordination, operation, organisation, implementation, supervision and evaluation of internships per study programme, the determination of the Institutional Manager, the competences of the Internship Manager, the Internship Committee and the Supervisors, the rights and obligations of the student interns, cooperation with host organisations and their obligations, procedure for changing host organisations, a model internship agreement, facilitation of students with disabilities and special educational needs during internships, as well as any other necessary issue related to the internship programme.

Article 63

Erasmus+ student mobility

1. In all study programmes in all cycles, part of the programme may be realised abroad through the ERASMUS+ programme. DUTH has been awarded the Erasmus Charter for Higher Education (ECHE), which is a prerequisite for all Higher Education Institutions of the Programme countries that wish to participate in the Programme. The Erasmus Charter describes the general quality framework governing cooperation and mobility activities in higher education through the Erasmus+ programme and ensures equal access and opportunities for all participants without discrimination. All procedures for the implementation of cooperation and mobility activities are governed by the general rules and terms of the Erasmus+ Programme Guide and the Erasmus Charter for Tertiary Education. The conditions for mobility are set out in detail in each Grant Agreement and the procedures are described in detail in the Mobility Regulation of the ERASMUS+ programme (Annex 9).

Article 64

ECTS Credits

1. Each educational activity is assigned a certain number of ECTS credits, determined by decision of the Department Assembly, in accordance with the relevant provisions of the applicable legislation.

2. During the preparation of the study programmes and the distribution of educational activities over semesters, the provisions on the total workload apply, in accordance with the decision $\Phi.5/89656/B3/13.8.2007$ of the Minister of National Education and Religious Affairs (II/1466). More specifically, by virtue of the above decision, the Department Assembly credits each individual educational component of the study programme for the workload each student is required to meet in order to achieve the objectives or learning outcomes pursued each time with any such specific element or activity, taking into account the total workload required for the successful completion of one (1) full-time academic year and the number of credits that can be attributed in total to a study programme in accordance with the relevant provisions of the applicable legislation. More specifically, credits are attributed to every course, internship, diploma thesis and any other activity necessary according to the study programme to achieve the objectives or learning outcomes pursued.

3. The workload each student is required to take on corresponds to sixty (60) credits per academic year: thirty (30) credits per semester. Independent educational elements that are attributed less than two (2) credits are not included in the study programmes. The maximum number of credits that can be attributed to each individual educational component or activity of the study programme shall be set by decision of the Department Assembly, on the condition that it does not exceed the stated limit of 30 credits per semester, with the exception of clinical internships of the study programme of the Department of Medicine, in which the maximum number of credits that can be assigned must not exceed the stated limit of sixty (60) credits per academic year.

4. Where the purpose is to prepare diploma these or internships with a total number of credits greater than 30, the said number shall be distributed over more than one semester by decision of the Department Assembly. Similarly, if this concerns field work that requires time for commuting, this shall not be included in the workload for assigning field work credits.

5. Specifically for medical students, the aforementioned workload does not take into account the time spent on call at the hospital.

6. Grade assigned on the ECTS grading scale (A-F)

6.1 The grades/performance for students and graduates for grade conversion purposes (i.e. in case of

Erasmus+ mobility, etc.) are as follows:

Grade of 5.00-5.99 corresponds to E

Grade of 6.00-6.49 corresponds to D

Grade of 6.50-6.99 corresponds to C

Grade of 7.00-8.49 corresponds to B

Grade of 8.50-10.00 corresponds to A

6.2 The conversion of non-passing grades is implemented as follows:

FX: "Fail – some more work required before the credit can be awarded" = grades 4.01-4.99.

F: "Fail – considerable further improvement is required" = grades 0.00-4.00.

6.3 The above conversion is performed on all student detailed grade certificates issued, and the relevant performance scale is stated in the explanatory remarks of all certificates granted.

ECTS Grade	% of successful students normally achieving the grade	
A	10	EXCELLENT
B	25	VERY GOOD
C	30	GOOD
D	25	SATISFACTORY
E	10	SUFFICIENT
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

LOCAL Grade	
5-10	PASS
< 5	FAIL

Article 65

Student evaluation of teaching

1. All students of the institution may participate in DUTH's teaching evaluation process. The relevant details and procedures concerning the evaluation of teaching are regulated by DUTH's Internal Quality Assurance System.
2. Students participate in the evaluation of teaching mainly through structured questionnaires, which provide them with the opportunity to express their opinions anonymously. The questionnaires for undergraduate and postgraduate courses can be filled in by students who have registered for the courses in question. Questionnaires are filled in online every semester within a specified period, in a manner ensuring anonymity.
3. DUTH attaches great importance to students' evaluation of teaching, as well as the information gathered on educational activities, teaching personnel and infrastructure. The Internal Assessment Team of each Department and/or the Institution's Quality Assurance Unit (DUTH-QAU) processes the questionnaires in accordance with the provisions of the Institution's Internal Quality Assurance System (IQAS-DUTH) so that they can be used for the continuous improvement of the quality and further development of the educational work and services offered to the students.
4. DUTH students participate in the Certification of DUTH's study programmes.

Chapter 9: Organisation and Operation of First-Cycle Study Programmes at DUTH

Article 66

Undergraduate Studies at DUTH

1. As part of its mission, DUTH organises and offers high-quality first-cycle Undergraduate Study Programmes (USPs), without discrimination or exclusion, implementing modern teaching methods, with emphasis on interdisciplinarity and innovative research, based on internationally recognised criteria. In addition to the knowledge they provide, DUTH Undergraduate Programmes of Study develop and promote students' skills and abilities by equipping them for their professional employment and careers. Emphasis is also placed on shaping culturally aware and responsible citizens who respect human rights and the values of justice, freedom, democracy, social solidarity, peace and equality.
2. Undergraduate studies at DUTH are organised in semesters and are completed with the awarding of a degree. The minimum number of semesters required to obtain a degree or diploma is, for the four-year study programmes, eight (8) semesters, for five-year programmes, ten (10) semesters, and, for six-year programmes, twelve (12) semesters. Seven (7) semesters are required to obtain the undergraduate degree in applied science and technology.

Article 67

Establishment, Discontinuation and Renaming of Undergraduate Study Programmes

1. Each DUTH Department may organise one or more Undergraduate Study Programmes, which are part of the Department's development plan and the university's strategic plan; these aim at promoting knowledge, are governed by scientific cohesion, and meet requirements that guarantee a high level of education.
2. By decision of the DUTH Senate, following a recommendation from the Department Assembly, the establishment, amendment, renaming or discontinuation of a first-cycle study programme may be approved.
3. The decision to establish a first-cycle study programme includes the following elements:
 - a) the title, content and purpose of the study programme, as well as the orientations and any specialisations of the study programme;
 - b) the proposed study programme that includes the basic study programme, which corresponds to a minimum of ninety percent (90%) of the total credits (European Credit Transfer and Accumulation System, ECTS) of the course, the credits, the titles and descriptions of the courses and other educational activities, the total teaching hours per educational activity, the sequence or interdependence of courses or other educational activities, the compulsory courses and the conduct of laboratory classes, clinical or other internships, the language of conduct of each educational activity, which may be different from Greek, and the distribution of credits and training units per educational activity. Each DUTH undergraduate study programme may include educational activities that enhance interaction between teaching staff and students, such as participation in research teams, educational groups, writing of articles and publishing of academic/scientific journals, with a corresponding ECTS credit allocation;
 - c) the specific qualifications of the teaching staff required to achieve the learning objectives of the study programme,
 - d) the learning outcomes and qualifications acquired upon successful completion of the study programme, as well as the learning outcomes resulting from attending the individual courses of the study programme, and its correspondence with the National Qualifications Framework and the European Qualifications Framework;
 - e) whether or not completion of an internship is mandatory, with the relevant indication of the number of credits corresponding to it;

- f) the duration of the study programme, which cannot be less than eight (8) academic semesters, without prejudice to Article 70 on the organisation of applied science study programmes,
- g) the obligation or not to complete a diploma thesis, with the relevant indication of the number of credits corresponding to it;
- h) the total ECTS credits required for awarding the degree,
- i) the option of indicating the orientation, if any, on the awarded degree.

3. Decisions establishing first-cycle study programmes are accompanied by:

- a) a feasibility study, including the scientific, social, research or technological reasons that render the launching of a new study programme important, the degree of connection between teaching and research, as well as the course's objectives and learning outcomes; and
- b) a sustainability study, analysing the need to cover a scientific field through the establishment of a new study programme within the Department or in collaboration with another Department of the same or another HEI, the labour market needs for the absorption of its graduates, the teaching staff of the Department who will support the study programme, the infrastructure and the scientific, research and other equipment to be used for the proper implementation of the study programme. The sustainability study must demonstrate that the existing infrastructure, equipment and teaching staff of the Department or collaborating Departments suffice for the seamless operation of the undergraduate study programme to be established.

4. By decision of the Senate of DUTH or collaborating HEIs, operating USPs are amended, renamed or discontinued. The renaming of the study programme requires the prior consent of HAHE. In the event of amendment or discontinuation of an USP, the Senate's decision shall regulate issues related to the completion of the studies of students already enrolled therein.

5. The decisions of the DUTH Senate establishing, amending, renaming or discontinuing undergraduate study programmes are notified to the Ministry of Education, Religious Affairs and Sports.

6. The degrees of undergraduate study programmes organised by more than one (1) Department of DUTH or DUTH with another HEI shall be awarded by the Department of the HEI which undertakes the administrative support of each study programme and shall indicate the title of the programme and the collaborating Departments organising the study programme jointly.

7. The option to organise multidisciplinary study programmes and double study programmes also applies to Single-Department Schools. In the case of the first paragraph, the powers of the Department Assembly shall be exercised by the Deanery of the School.

8. The number of admissions per Department for the next academic year shall be determined by decision of the Minister of Education, Religious Affairs and Sports, issued no later than 15 May of each year, at the recommendation of the Senate of each HEI. The Department's internal regulation sets out the criteria and procedure for the individual allocation of admissions to the Department's study programmes, provided the Department organises more than one undergraduate study programme or cooperates with other Departments on the joint organisation of and undergraduate study programme.

9. Upon decision of the Senate, following a recommendation from the Department Assembly, a study programme committee with a four-year term may be appointed per study programme, consisting of five (5) to nine (9) members. The number of members of the study programme committee is determined in the decision establishing the study programme. The study programme committee consists of faculty members of all ranks of the Department or the collaborating Departments who organise the study programme, with a field of study related to the scientific areas treated by the study programme, and undertake the programme's teaching work. One of the members of the study programme committee is appointed as coordinator of the programme; members of faculty with the

rank of Professor or Associate Professor take priority for appointment as coordinators. If the study programmes are co-organised by more than one (1) Department, the appointment of the study programme committee shall be made by decision of the Senate of the HEI performing administrative support of the programme, following a recommendation from the Assemblies of the collaborating Departments, in accordance with the special cooperation protocol.

6. The Study Programme Committee is responsible for:

- a) monitoring study programme implementation and coordinating the programme's educational activities;
- b) preparing the internal regulations of the study programme and submitting it for approval by the competent bodies in each case;
- c) submitting recommendations to the Department Assembly on issues such as:
 - ca) allotment of the teaching work and the selection of proposed textbooks,
 - cb) establishment of study programme internal evaluation teams and Committees for the study or processing of specific issues related to upgrading the programme;
 - cc) amendment, renaming or discontinuation of the study programme;
 - cd) announcement of contingent teaching staff positions and the establishment of evaluation committees for their selection, as well as the invitation of visiting professors, visiting researchers and postdoctoral researchers for the allocation of the programme's teaching work;
 - ce) assignment of ancillary teaching work to DUTH doctoral candidates and postgraduate students;
 - cf) establishment of the programme's internship committee and appointment of an internship coordinator.
- d) exercising the duties assigned to it under the special cooperation protocol – in the case of study programmes of collaborating Departments – or the internal rules and regulations of DUTH.

7. The Head of the study programme shall exercise the following powers:

- a) convene the study programme committee sessions and coordinate its work;
- b) bring to the attention of the study programme committee and other DUTH bodies subjects related to the organisation and operation of the programme,
- c) exercise any power assigned to him/her by the Department Assembly or the special cooperation protocol – in the case of study programmes of collaborating Departments – or the internal rules and regulations of DUTH related to the coordination, monitoring, and proper implementation of the study programme.

8. The USPs of DUTH are offered for ERASMUS+ incoming students in the winter and spring semesters, in English, and correspond to a total of at least 30 ECTS credits.

Article 68

Undergraduate Studies Committee

1. An Undergraduate Studies Committee (USC) is established and operates at DUTH by decision of the Senate, following a recommendation of the Deaneries of the 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 Committee members must be experienced in organising and participating in undergraduate study programmes. The term of office of the Committee shall be two (2) academic years.

2. The USC's remit is:

- a) to submit an opinion to the Senate of the Institution on the establishment of new undergraduate study programmes or the amendment of programmes already in operation, following evaluation of the requests of the Department Assemblies for the establishment of new study programmes, the relevant reports on their feasibility and viability, as well as the possibility of their referral, if the recommendation is not sufficiently reasoned, or the accompanying reports are incomplete;
- b) to prepare draft Regulations for DUTH undergraduate study programmes and to submit them to the Senate;
- c) to prepare a model draft of the operating Regulation of an undergraduate study programme;
- d) to verify compliance with the operating regulations of undergraduate study programmes,
- e) to monitor the implementation of legislation, the Rules and Regulations and the decisions of the administrative bodies of DUTH by the undergraduate study programmes,

3. The operating Regulation of the Undergraduate Studies Committee is included in Annex 13.

Article 69

USP instructors

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

- a) members of the Faculty, Special Teaching Staff, Special Technical Laboratory Staff and Laboratory Teaching Staff of the Department or other Departments of DUTH
- b) emeritus Professors or retired members of the Faculty of the Department or other Departments of DUTH, or other HEIs;
- c) faculty members of other HEIs, domestic or foreign, or collaborating professors;
- d) affiliated instructors and academic fellows;
- e) visiting professors or visiting researchers;
- f) postdoctoral researchers;
- g) doctoral candidates;
- j) postgraduate students;
- k) researchers and specialised operating scientists of research and technological bodies under Article 13A of Law 4310/2014 (I/258) or other Greek or foreign research centres and institutes. The assignment of the teaching work of the USP is carried out by decision of the Department's Assembly.

Article 70

Categories of undergraduate study programmes - Operational Matters

1. DUTH Departments may organise:

a) Study Programmes that lead to the award of degrees that coincide with the title of the Department awarding the degree

b) Interdisciplinary study programmes, in accordance with article 71 of Law 4957/2022, in collaboration with other DUTH Departments or another HEI covering different scientific disciplines and fields of study, the successful completion of which leads to the award of a joint degree. The study programmes of an interdisciplinary nature are established by decision of the Senate of DUTH or by DUTH and the collaborating HEIs, on the recommendation of the Assemblies of the collaborating Departments. With the decision establishing the study programme, there is approval of the conclusion of a special cooperation protocol, setting out the terms of cooperation, the study programme teaching work undertaken by each collaborating Department, the location where the programme will be organised, the infrastructure and equipment used to implement the study programme, the

representation of each collaborating Department in

and, if the collaborating Departments belong to different HEIs, the HEI undertaking the administrative support of the study programme. The Study Programme Committee is attended by faculty members of the collaborating Departments providing teaching work in the programme. If the collaborating Departments are based in different cities, it is possible to organise the educational process using modern distance learning methods, in accordance with article 67 of Law 4957/2022, at a rate not exceeding thirty percent (30%) of the study programme for the Department or Departments based outside the city designated as the place where the study programme is organised.

c) Double study programmes in accordance with Article 72 of Law 4957/2022, in collaboration with other DUTH Departments covering different scientific disciplines, the successful completion of which results in the awarding of two equivalent degrees in two discrete disciplines. The duration of the double study programme shall be increased by at least two years compared to the duration of the other undergraduate study programmes, and the educational activities shall correspond to a minimum of three hundred and sixty (360) credits. The double study programmes are single study programmes separated into two (2) individual non-self-contained study programmes concerning discrete fields of study. The educational activities of each non-self-contained study programme shall cover at least one hundred and eighty (180) credits. These USPs are established by decision of the Senate of DUTH or the collaborating HEIs on the recommendation of the Assemblies of the collaborating Departments. The decision establishing the study programme approves the special cooperation protocol, which sets out the terms of cooperation, the study programme teaching work undertaken by each collaborating Department, where the study programme will be organised, the infrastructure and equipment used to implement the study programme, the representation of each collaborating Department on the Study Programme Committee, the HEI undertaking the administrative support of the study programme and the elements of article 68 hereof, if the collaborating Departments belong to different HEIs, the total number of admissions, their distribution among the number of admissions of each collaborating Department, and the criteria for inclusion in the study programme for entrants to the collaborating Departments. If the collaborating Departments are based in different regional units or cities, it is possible to organise the educational process using modern distance learning methods at a rate that cannot exceed thirty percent (30%) of the study programme for the Department based outside the city determined as the place of organisation of the study programme.

d) Undergraduate applied science and technology study programmes. The Departments of Applied Science and Technology of HEIs may organise applied science and technology undergraduate study programmes, aiming at the application of science and technology to solve practical problems and develop systematic, vocationally oriented methodologies. By way of exception, the undergraduate applied science and technology study programmes may have a duration of seven (7) academic semesters, with their educational activities corresponding to at least two hundred and ten (210) ECTS credits. The study programmes hereof provide for compulsory student internships of a total duration of six (6) calendar months, corresponding to thirty (30) credit (ECTS). The successful completion of the study programmes hereof shall result in the awarding of a qualification at level six (6) in the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020 (I/254). By decision of the Department Assembly, scientists or experts with experience and expertise in the field of the study programme may be invited to participate in the organisation of the programme's educational activities, in collaboration with the teaching staff to which self-contained teaching work has been assigned. Applied Science and Technology Departments may organise second-cycle study programmes, in accordance with the provisions of the applicable legislation and Chapter 10, but may

not organise third-cycle study programmes.

2. The undergraduate study programmes of this Chapter must be certified by the Hellenic Authority for Higher Education prior to the commencement of their operation and periodically, every five (5) years, as part of an evaluation of the academic unit they belong to.

3. The USP degrees organised by more than one (1) Department of the same or another HEI are awarded by the Department of the HEI that undertakes the administrative support of each study programme. The title of the USP and the collaborating HEI departments jointly organising the programme are stated on the degree.

4. The option to organise interdisciplinary study programmes and double study programmes also applies to the Single-Department Schools of DUTH. In this case, the powers of the Department Assembly shall be exercised by the Deanery of the School.

5. The number of admissions per Department for the next academic year shall be determined by decision of the Minister of Education and Religious Affairs, which shall be issued no later than 15 May of each year, at the recommendation of the Senate of each HEI. The Department's Internal Regulation specifies the criteria and procedure for the separate allocation of admissions to the study programmes of each Department, where the Department organises more than one USP or cooperates with other Departments for the joint organisation of USPs.

6. Each USP is accompanied by a Regulation that includes the specific details or conditions for successful attendance and completion of the study programme. Each USP includes the learning outcomes, qualifications and qualification level, in line with those of the National Qualifications Framework, the European Qualifications Framework for Lifelong Learning and the Qualifications Framework of the European Higher Education Area, acquired through the entire study programme, as well as any individual course or educational activity or internship included therein.

8. Individual aspects of the content of the USPs may be revised by decision of the DUTH Senate, following a recommendation from the competent bodies. The revised USP enters into force for the entrants of the next academic year.

9. The DUTH Undergraduate Studies Regulation (Annex 4) sets out the procedures and rules regarding the structure of studies, attendance, and conditions for obtaining a degree in DUTH USPs.

Article 71

Integrated master's degree

1. The successful completion of a first-cycle study programme that meets the requirements of article 71 hereof shall result in the awarding of an integrated master's degree in the specialty of the Department. This degree corresponds to level 7 of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020 (I/254). The following conditions shall apply for the award of an integrated master's degree:

a) USP consisting of at least ten (10) academic semesters corresponding to three hundred (300) credits (European Credit Transfer and Accumulation System ECTS);

b) awarding of the degree requires the preparation of a diploma thesis of at least one (1) academic semester;

c) USP structured in a manner that ensures the foundation of knowledge in one (1) science or art, the development of core courses of the specialty throughout the range of the field of study, as well as the deepening and consolidation of knowledge at a high level across the breadth of the field of study of the specialty; and

d) documentation of the need for integrated and unbroken studies of the first and second cycles of ten

(10) semesters and three hundred (300) credits to cover the knowledge required in the field of study of the specialty.

2. For each study programme that meets the conditions of paragraph 1, the DUTH Senate, following a recommendation from the Department Assembly, submits a request to the Minister of Education and Religious Affairs, who, following the consenting opinion of HAHE, issues a declaratory act on the award of an integrated master's degree. Following the issuance of the decision, an integrated master's degree is deemed to have been obtained from the date of award of the degree or diploma, and it also covers graduates who graduated before this article entered force.

3. This article applies *mutatis mutandis* to first-cycle study programmes of Departments or HEI Schools that have been abolished, amended or renamed, provided they meet the conditions of cases a) to c) of paragraph 1. For study programmes organised without allocating the educational load into credits, the second indent of case a) is not required. The competent body for the submission of the request of paragraph 2 to the Minister of Education and Religious Affairs is the Senate of DUTH.

4. The award of an integrated master's degree does not result in salary changes.

Article 72

Institutional List of Courses

1. The Senate approves the institutional list of courses, which includes all compulsory, compulsory-elective and free elective courses, seminars, workshops and other educational activities that are provided as part of the HEI's first-cycle study programmes. The list is posted on the official DUTH website and on the electronic asynchronous distance learning platform.

2. Each course included in the institutional list of courses includes:

a) the syllabus and its objectives;

b) the number of ECTS credits awarded after the successful completion of the course;

c) the teaching staff assigned to teach the course;

d) the indicative bibliography of the course and the options of printed and digital textbooks available through the EVDOXOS online service for integrated management of textbooks and other aids;

e) the proposed distribution of the curriculum;

f) the obligations of the students for the successful completion of the course, such as mandatory attendance, assignments and essays;

g) evaluation methods;

h) learning outcomes, namely the knowledge, skills and competencies that students know, understand, possess and apply upon successful completion; and

i) the study programmes in which the course has been included as part of the basic cycle of studies.

3. The students of USPs may opt to attend and be evaluated in educational activities of other study programmes of the same or another DUTH Department that are included in the institution's list, regardless of whether they have been included in their study programme, by decision of the Department Assembly. Successful evaluation in courses or educational activities of other study programmes is counted toward the award of the degree, exclusively as free elective courses. The maximum number of credits from successful evaluation in courses and educational activities of other study programmes, corresponds to a maximum of ten percent (10%) of the total number of ECTS credits required for successful completion of the study programme.

Article 73

Placement exams

1. Placement exams concern graduates of universities in Greece or abroad (recognised by DOATAP) as well as holders of degrees from Higher Schools with study cycles of two or more years – within the competency of the Ministry of Culture, the Ministry of Education, Religious Affairs and Sports and other Ministries – who are entitled, after passing placement exams, to continue their studies and receive an additional degree. The maximum number of entrants via placement examinations is 12% of the number of admissions set by the Ministry of Education through the National Entry Examinations, whereas in addition to the above percentage, the admission of graduates of Dentistry Departments to Medical Departments and graduates of Medical Departments to Dentistry Departments is set at 3% of the number of entrants in the receiving Department, in accordance with to Ministerial decision No F1/192329/B3/13-12-2013 (Government Gazette, Series II, No 3185/16-12-2013).
2. Applications for sit the examinations are submitted annually between the and 15 November, and the placement examinations take place between the 1 and 20 December (Government Gazette, Series II, No 3185/16-12-2013). The selection of candidates for the placement of graduates in DUTH Departments for the acquisition of a second degree is carried out through examinations in three (3) subjects, in accordance with the provisions of the applicable legislation and this Regulation. The examination subjects and their syllabi, as well as proposed textbooks, are set by decision of the Department Assembly and are posted on the Department's official website.
3. Placement of graduates is carried out by the Placement Committee, which has seven members and is formed by decision of the Department Assembly. The Committee consists of the Head of the Department and six (6) faculty members of the Department, as members, two of whom must teach in the field of study of each examined subject or a related field of study. In case of a shortage of members, it is possible to appoint a member or members of the Committee of another Department of the same or another School of the Institution, who teach the same or a related field of study, or, in the event such persons are not sufficient in number, of another Institution. The Placement Committee must ensure the transparency and integrity of the process, as well as the examination procedure for graduates with disabilities and special learning needs, in accordance with the specific provisions of ministerial decisions Nos Φ1/192329/B3/2013 (Government Gazette, Series II, No 3185) and 92983/Z1/2015 (Government Gazette, Series II, No 1329), in cooperation with the competent services of the Institution.
4. No re-evaluation or revision of candidates' written essays is permitted. Candidates' written essays shall be kept in the Department's records for at least 1 year after the results are announced, and then, under the responsibility of the Placement Committee, a relevant memo shall be prepared and they shall be destroyed.
5. Details of the process are provided in the DUTH Undergraduate Studies Regulation (Annex 4).

Article 74

Maximum Duration of Study

Exceptional exceedance of maximum duration of studies - Part-time studies - Interruption of studies

1. The maximum duration of studies in a first-cycle study programme with a minimum duration of eight (8) academic semesters for the award of the degree is the time stated, increased by four (4) academic semesters. For a study programme whose minimum duration exceeds eight (8) academic semesters, the maximum duration of studies is the minimum study time, increased by six (6) academic semesters. After the maximum length of studies is reached, without prejudice to the following paragraphs, the Governing Council of the Department shall issue an act of expulsion.
2. *Exceptional exceedance of maximum duration of studies*

2.1. The procedural details and supporting documents for exceptional exceedance of the maximum duration of studies in the previous paragraph, for serious health reasons related to the student or a first degree relative by blood or spouse or a person with whom the student has entered into a civil partnership are set out in Annex 10 (Regulation of procedures and issues for exceeding the maximum period of studies, part-time studies and interruption of studies for DUTH undergraduate students).

3. Part-time studies

3.1 The following persons are entitled to apply for part-time studies:

- a) students who are proven to work at least twenty (20) hours a week,
- b) students with disabilities or special educational needs;
- c) students who are also athletes and, during their studies, belong to sports clubs registered in the electronic register of sports clubs under Article 142 of Law 4714/2020 (I/148), kept 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
 - bb) 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. Students in this sub-case may be enrolled as part-time students upon application and approval of their application by the Deanery of the School.

For part-time students, each semester counts as half an academic semester. These students may not register and be examined in more than half of the semester courses specified in the study programme. In this case, too, the maximum duration of studies of paragraph 1 is applied. 1.

3.2. Annex 10 of this Regulation sets out the conditions and details and supporting documents accompanying the application for part-time study.

4. Interruption of Studies

4.1 Students who have not exceeded the maximum duration of studies in paragraph 1 may, after applying to the Secretariat of the Department, interrupt their studies for a maximum period of 2 years. The right to interrupt studies may be exercised all at once or intermittently for a period of at least one (1) academic semester, but the duration of the interruption shall not exceed two (2) years cumulatively if granted intermittently. Student status is suspended interruption of studies, and participation in any educational process is not permitted.

4.2 Annex 10 of these Regulations sets out the procedure for ascertaining the interruption of studies and the supporting documents that accompany the application.

5. The Head of the Department shall be responsible for the implementation of the present regulation, and the Deanery of the School to which the Department belongs shall be responsible for supervising the proper implementation of the present regulation. Non-implementation constitutes a disciplinary offence and is taken into account in the issuing of the decision on the allocation of the regular public grant of article 16(2)(e) of Law 4653/2020 (I/12) to the HEI.

Article 75

Student Internal Mobility Programme

1. The higher education institutions in Greece organise an internal student mobility programme that includes all the USPs entered through national examinations.

2. Students who have enrolled in a USP of a DUTH Department (Department of Origin) and who have not exceeded the minimum attendance threshold, as set out in the decision establishing the USP, may apply to attend courses or educational activities of USGs of a Department of another Greek HEI (Host Department).
3. Mobility is possible from a DUTH USP to a similar or non-similar USP of Departments of other HEIs.
4. The duration of mobility studies is one (1) academic semester.
5. During the period of their studies at the host Department's USP, students have all the rights and obligations of the host HEI's students and are entitled to be evaluated in the courses and educational activities in accordance with the host HEI's internal rules and regulations and the internal regulation of the USP they attend.
6. If the USP of the host Department is similar to the USP of the Department of Origin, then all ECTS credits awarded in courses and educational activities in which the student was successfully evaluated must be counted (recognised) by decision of the Assembly of the Department of origin for awarding a degree or diploma, on the condition that the student has not already been successfully evaluated in the same or corresponding courses or educational activities by the Department of origin.
7. If the USP of the host Department is not similar to the USP of the student's Department of Origin, all ECTS credits granted to the student following successful evaluation of the courses and educational activities in the Host Department during the mobility semester may, by decision of the Assembly of the Department of Origin, be counted towards the award of the degree, for up to 10% of the total credits required (in accordance with paragraph 4, Article 75 hereof).
8. The courses and educational activities for which the student has been successfully evaluated under the mobility programme and which are not counted towards a degree or diploma, as well as the corresponding number of ECTS credits granted to the student, are compulsorily listed in the Diploma Supplement.
9. The right to mobility may be exercised once until the completion of the first-cycle study programme and the award of the degree by the HEI of origin.
10. Students admitted to a USP after a placement exam may apply for exemption from the obligation to attend and be successfully evaluated in courses or educational activities of the study programme in which they were successfully evaluated as part of the internal mobility programme, regardless of whether they were counted towards a degree. At the request of the student, the Department Assembly shall decide on courses and educational activities within the study programme which the student is exempt from attending and being evaluated in.
11. The maximum number of students admitted to the internal mobility programme per academic semester for each USP is set at ten percent (10%) of the total number of admissions, as in force for each academic year. By decision of the Minister of Education, Religious Affairs and Sports, the maximum number hereof may be changed.
12. The DUTH Internal Mobility Regulation (Annex 11) specifies issues related to the internal mobility of DUTH students.

Article 76

Academic Studies Advisor

1. The Academic Studies Advisor (ASA) guides and supports students during their studies.
2. The ASA has an advisory role regarding the academic progress of the student; is available for emergency meetings to provide assistance and referral to specialists (such as the Counselling and Psychological Support Centre), in cases of personal problems affecting the studies of the persons

concerned; monitors the performance and progress of the student and encourages him/her to achieve his/her personal and professional goals.

Annex 12 describes in detail the appointment procedure and the role of the Academic Studies Advisor.

Chapter 10: Organisation and Operation of Secondary Concentration Study Programmes and Short-term Study Programmes at DUTH

Article 77

Secondary Concentration Study Programmes

1. The Departments or Single-Department Schools of DUTH may organise, in addition to first-cycle study programmes, special secondary concentration study programmes (SCSPs) in their scientific field.

2. The duration of the SCSP shall be at least one (1) academic year and the educational activities correspond to at least sixty (60) ECTS credits.

3. SCSPs are offered exclusively to registered students from other DUTH Departments who are attending a USP and have reached ninety percent (90%) of the total credits of the study programme they are attending.

4. The DUTH Senate, following a recommendation from the Department Assembly, approves the secondary concentration study programme of paragraph 1 and the following are specified:

a) the title, content and objective of the study programme

b) the proposed study programme, which includes the basic study programme, corresponding as a minimum to ninety percent (90%) of the total credits (European Credit Transfer and Accumulation System - ECTS) of the programme, the titles and descriptions of the courses and other educational activities, all the teaching hours per educational activity, the sequence or interdependence of courses or other educational activities, the mandatory courses, as well as the conduct of laboratory classes, clinical exercises or internships, the language in which each educational activity is conducted, which may be other than Greek, and the distribution of credit units per educational activity. The study programme may include educational activities that enhance the interaction between teaching staff and students, such as participation in research groups, educational groups, writing publications and publishing academic/scientific journals, with a corresponding allocation of credits (ECTS);

c) the specific qualifications of the teaching staff required to achieve the learning objectives of the study programme,

d) learning outcomes and qualifications acquired after successful completion

of the study programme, as well as the learning outcomes from attendance of the individual courses of the study programme and their correspondence to the National Qualifications Framework and the European Qualifications Framework;

e) the number of admissions per academic year

f) the criteria for evaluating candidates' applications

g) the method for admitting students

h) the total ECTS credits required for awarding the qualification.

Part of the educational activities of the secondary concentration study programme may coincide with educational activities of the first-cycle study programme of the Department.

5. Successful completion of the SCSP leads to the award of a separate degree of the secondary concentration study programme by the Department organising it. A prerequisite for the award of the degree is the completion of the first-cycle study programme in which the student was enrolled.

6. The maximum time allowed to complete a SCSP is the duration of the Department's first-cycle study

programme, increased by one (1) academic semester, and is not counted in the maximum duration of studies. While studying the programme hereof, the student has all the rights of an undergraduate student.

7. All the procedures and conditions for establishing and operating the study programmes hereof are laid down in the Secondary Concentration Study Programmes and Short Study Programmes Rules and Regulations of DUTH.

Article 78

Short study programmes

1. By decision of the DUTH Senate, at the recommendation of a Department or School, short study programmes may be established, the successful completion of which shall lead to the issuance of short-programme degrees.
2. Short study programmes may include educational activities that correspond to thirty (30) to sixty (60) ECTS credits and concern a scientific field or a combination of scientific fields.
3. The study programmes are addressed to all students enrolled in first-cycle study programmes of DUTH or other HEIs in Greece, as well as to students of foreign institutions.
4. The Senate's decision of the first paragraph determines the indicative study programme, the courses and other educational activities of the study programme, the evaluation methods per course or educational activity, the maximum number of admissions per programme, the possibility of organising the study programme also using distance learning methods, as well as any other issue related to the organisation, administration and coordination of the study programme.
5. All the procedures and conditions for establishing and operating the study programmes hereof are laid down in the Secondary Concentration Study Programmes and Short Study Programmes Rules and Regulations of DUTH.

Article 79

Programme for obtaining the Certificate of Pedagogical and Teaching Competence

1. By decision of the Senate, DUTH organises a Pedagogical and Teaching Competence study programme, the successful completion of which shall result in the award of a degree in pedagogy and teaching competence. The DUTH Pedagogical and Teaching Competence study programme is curated by DUTH's School of Education.
2. The study programme lasts two (2) academic semesters, includes courses and other educational activities in the field of Pedagogy, and corresponds to sixty (60) ECTS credits.
3. The following candidates may be admitted to the study programme hereof:
 - a) DUTH students who are already enrolled in first-cycle study programmes, the successful completion of which leads to the acquisition of degrees that provide the special formal qualification for appointment to public primary or secondary education posts or the right to practice the specialty of post-secondary or vocational education, if they have been successfully evaluated in educational activities of their study programme and have accumulated at least one hundred and twenty (120) ECTS credits;
 - b) graduates of HEI first-cycle study programmes, whether Greek or foreign, who hold the special formal qualification for appointment to public primary or secondary education posts or the right to practice the specialty of post-secondary or vocational education, educators of any specialty in primary or secondary or post-secondary or professional education.
4. The Senate's decision referred to in the first indent shall specify:

a) the title, subject and objective of the study programme, the indicative curriculum, the courses and other educational activities of the study programme, the evaluation methods per course or educational activity, the possibility of organising the study programme also using distance learning methods;

b) the maximum number of admissions per study programme, the quota per category of admissions (students, graduates) and the admission criteria, the procedure for evaluating applications for admission to the study programme, especially if the number of student positions in the study programme is less than the number of applications, any additional criteria assessed, such as the candidates' performance in the courses completed or the overall degree GPA, the applicant's interest in the teaching profession, as evidenced by all the qualifications and activities submitted along with the relevant application or his/her performance in a structured interview, as specified in the Committee's decision;

c) the number of members of the study programme Committee and the representation of each Department or School; and

d) all other issues related to the organisation, administration and coordination of the study programme.

4. The degree awarded is equivalent to the achievement of a certificate of pedagogical competence and is provided as a distinct degree to all those who have successfully completed the study programme. Especially for DUTH students who successfully complete the programme, its credits may also be listed in the Diploma Supplement, without, however, counting towards the degree grade.

5. The governing bodies of the study programme are:

a) the Programme Committee, which consists of Faculty members in the same academic field or a related academic field as the pedagogy and teaching of the Departments or Schools of DUTH that are responsible for the organisation of the study programme. The Committee has a two-year term and is established by decision of the Senate of DUTH following a recommendation from the School of Education.

b) the Director of the study programme, a member of the Programme Committee who is elected at its first session and has a term of office parallel to that of the Committee.

5. Certification of the programme for acquiring a certificate of Pedagogical and Teaching competence

5.1 The commencement of the operation of the study programme takes place following the prior certification of the programme by HAHE and with the consent of the Institute of Educational Policy (IEP).

5.2 In order to certify the pedagogical and teaching competence study programmes, HAHE, in collaboration with the IEP, prepares and issues a special evaluation and certification standard, which includes criteria related in particular to the following:

a) the quality and efficiency of the programme,

b) the appropriateness and relevance of the courses, which cover topics related to pedagogy and psycho-pedagogy, teaching and learning, education and practical training, as well as the relevance of the learning outcomes of the programme to the teaching needs of the education study programmes,

c) the specific scientific qualifications of the study programme's teaching staff and their relevance to the intended learning outcomes of the programme,

d) the educational and laboratory infrastructure of the programme,

e) the suitability of the textbooks.

5.3 A representative of the IEP participates in the external evaluation and certification committees of the programmes set up by HAHE for this purpose.

5.4 The pedagogical and teach competence certification programmes shall be evaluated annually within the framework of the Internal Quality Assurance Systems of each HEI, and certified by HAHE in collaboration with the IEP every five (5) years from their commencement.

6. The above criteria of the special standard for the evaluation and certification of the pedagogical and teaching competence certification programmes, issued by HAHE in collaboration with IEP, also apply to the certification of Postgraduate Study Programmes on the awarding of pedagogical and teaching competence.

7. The cost of organising and operating the study programme for the acquisition of a certificate of pedagogical and teaching competence may be financed by resources of the Recovery and Resilience Fund, the National Strategic Reference Framework (NSRF) or the Public Investment Programme. The financial management of the funding is carried out in a separate project/programme through the Special Account for Research Funds-DUTH with the Programme Director as Scientific Coordinator.

8. The Rules and Regulations of DUTH's pedagogical and teaching competence study programme state the subject, objective, courses and all kinds of educational activities, including internships, with a distribution of ECTS credits corresponding to each educational activity, the structure of the study programme in two (2) academic semesters, as well as the evaluation methods per educational activity.

Article 80

Digital Skills Certificate

1. By decision of the Senate, DUTH operates a special study programme, the successful completion of which leads to the award of a digital skills certificate, which is equivalent to computer literacy.

2. The study programme includes four (4) courses that fall under the scope of information technology and computer literacy.

3. The study programme is addressed to all registered first-cycle students of DUTH.

4. The Rules and Regulations of DUTH's Programme for acquisition of digital skills includes the indicative study programme, the courses and other educational activities of the programme, the evaluation methods per course or educational activity, the maximum number of admissions per cycle of the programme, and any other issue related to the organisation, coordination and administration of the programme.

Chapter 11: Organisation and operation of Second- and Third-Cycle Study Programmes at DUTH

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

In the context of the second- and third-cycle study programmes, DUTH utilises student-centred methodologies and innovative teaching methods, which are based on the active participation of students in the educational process and aim to impart specialised knowledge, abilities and skills that will support their professional development.

DUTH supports second- and third-cycle study programmes with the necessary logistical infrastructure required, while teaching is provided by specialised teaching staff, creating an attractive learning environment during postgraduate 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 not only in the research effort in the context of their doctoral thesis but, 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.

By decision of the Assembly, the Departments of DUTH draw up the Rules and Regulations of second- and third-cycle Study Programmes. The Post-Graduate and Doctorate Studies Rules and Regulations of the Institution and the Rules and Regulations of the PGMPs and DSPs of the Department are posted on the website of each DUTH Department.

Article 81

Post-Graduate Studies Committee

1. By decision of the DUTH Senate, following recommendation from the Deaneries of the Schools, a Post-Graduate Studies Committee (PGSC) is established and operates. 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- and third-cycle study programmes. The term of office of the Committee shall be two (2) academic years.

2. The PGSC's remit is:

- a) to submit an opinion to the Senate of DUTH for the establishment of new PGMPs or to modify those already in operation, following the assessment of the requests of the Assemblies of the Departments, to prepare relevant feasibility and sustainability reports, and to cost the operation of the PGMP, as well as to potentially refer them back, 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 Rules and Regulations of PGMPs;
- d) to monitor the implementation of the procedure for waiving the obligation to pay attendance fees at PGMPs;
- 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;
- f) to prepare a model draft of the DSP Operating Rules and Regulations;
- g) to check compliance with DSP Operating Rules and Regulations;
- h) to prepare draft Rules and Regulations for DUTH second- and third-cycle study programmes and to submit it to the DUTH Senate;
- i) to monitor the implementation of the legislation, the Rules and Regulations, and the decisions of the administrative bodies of DUTH by the second- and third-cycle study programmes.

3. The Operating Rules and Regulations of the Post-Graduate Studies Committee is included in Annex 13.

Article 82

Postgraduate & Doctoral Studies Rules and Regulations

The Postgraduate & Doctoral Studies Rules and Regulations (Annex 5) describe in detail the procedures for the establishment, organisation and operation of the PGMPs and DSPs of DUTH.

Chapter 12: Organisation and Operation of First-Cycle Study Programmes Taught in a Foreign Language and Joint International Interinstitutional Programmes at DUTH.

Article 83

Establishment of Foreign Language Undergraduate Study Programmes

1. DUTH organises first-cycle study programmes in a foreign language (Study Programmes in a Foreign Language- SPFLs), which are part of its strategic planning aimed at the promotion of knowledge; they are governed by scientific coherence and meet conditions that guarantee a high level of studies. The Study Programmes in Foreign Language are addressed exclusively to foreign citizens of countries within or outside the European Union, who are:

a) graduates of high schools or equivalent schools physically based abroad. Applicants, provided they have attended full time the last two (2) grades of an upper secondary school abroad, are required to present the school leaving certificate that entitles them to be admitted to higher education institutes in the country where they graduated;

b) graduates of a recognised foreign school of another EU Member State or a third country that is lawfully established and lawfully operates in Greece, whose degree entitles them to be admitted to higher education institutes that are established in the country whose educational programme is aligned with that of the foreign school from which they graduated, provided that: (ba) neither they nor their parents have Greek citizenship, and (bb) they have attended full time at least the last two (2) grades of upper secondary education.

2. SPFLs are established by decision of the Senate of DUTH, following a recommendation from the Assembly of the Department undertaking to organise the SPFL. The Assembly's recommendation must include the following information:

(a) the programme's title, content and objective;

(b) the total number of students to be admitted to the programme;

(c) tuition fees, if such exist, and other resources of the programme;

(d) the programme's budget, which must include in detail the programme's operating costs, as well as the programme's resources and basic operating infrastructure;

(e) the feasibility study, which must set out in detail the reasons why the programme is important, the extent to which teaching is connected with research, and the programme's objectives;

(f) the criteria on the basis of which students are selected, as well as the supporting documents that must be submitted per case;

(g) the programme's duration;

(h) the proposed study programme;

(i) the students' rights and obligations;

(j) the official language in which the programme is organised;

(k) the ECTS credits required for students to earn the degree,

(l) whether students can do an internship;

(m) the possibility of organising programmes for teaching the Greek language, in addition to the curriculum of point (h) above, which will help students who are enrolled in the Study Programme in a Foreign Language learn Greek;

(n) any other matter relevant to the programme's operation.

3. By decision of the DUTH Senate, following a recommendation from the Department Assembly, the internal rules and regulations of the SPFL are approved, and the members of the Study Programme Committee are appointed, along with the Coordinator of the SPFL, for the first two (2) academic years of the SPFL's operation.

4. Study Programmes in a Foreign Language may be organised in collaboration with other DUTH Departments or between DUTH and another HEI (interdepartmental or interinstitutional SPFL, respectively), following a recommendation from the Assemblies of the Departments and the drafting of a Special Cooperation Protocol between the collaborating Departments, which must include at least the information of paragraph 2, and the number of members with which each collaborating Department participates in the SPFL Committee. Establishment of an interinstitutional SPFL requires a decision of the Senate of the HEI undertaking administrative support of the SPFL, approving the establishment of the programme and the Special Cooperation Protocol between the collaborating Departments, following the consent of the Senate of the other Institution.

5. The establishment of SPFLs requires the prior certification of the programmes by the Evaluation and Accreditation Council of HAHE, in accordance with case c) of paragraph Article 8(1) of Law 4653/2020 (Government Gazette, Series I, No 12). Following their establishment, SPFLs are periodically certified within the framework of the academic unit into which they are integrated, pursuant to sub-case (bb) of case (b) of paragraph Article 8(1) of Law 4653/2020.

The decision to establish an SPFL is notified, at the care and responsibility of DUTH, to the Minister of Education, Religious Affairs and Sports.

6. Students of foreign HEIs who hold the certificate that is provided for under paragraph 1 of Article 314A are entitled to enrol in first-cycle SPFLs of Greek HEIs in order to continue their studies and be awarded a degree by the receiving HEI.

Students are required to submit an application of expression of interest, together with the necessary supporting documents, to the Secretariat of the School of the receiving HEI, either in printed form or electronically on the Electronic Document Information System of the Ministry of Education, Religious Affairs and Sports.

Article 84

Governing bodies of SPFLs

1. The following bodies are responsible for the organisation, management and operation of DUTH SPFLs:

- a) the DUTH Senate;
- b) the Committee for the Study Programme in a Foreign Language;
- c) the SPFL's Coordinator;
- d) the Assembly of the DUTH Department that undertakes to organise the SPFL;

2. The DUTH Senate exercises the following powers:

- a) it approves the programme's establishment following a recommendation from the Department Assembly, as well as any amendment of the decision establishing the programme following a recommendation from the SPFL Committee;
- b) it approves the programme's Internal Rules and Regulations following a recommendation from the Department Assembly, as well as any amendment to the rules and regulations following a recommendation from the SPFL Committee;
- c) it sets up the SPFL Committee and appoints the Coordinator of the SPFL, following a recommendation from the Department Assembly;
- d) it approves the programme's discontinuation following a recommendation from the Department Assembly;
- e) it exercises any and all other powers that are related to academic, administrative, financial or organisational matters of the SPFL that are not specifically assigned hereunder to other bodies.

3.a) The SPFL Committee consists of seven (7) members of the Faculty of the Department or of the collaborating Departments if the programme is an interdepartmental or interinstitutional programme, whose academic field is related to the SPFL; at least two (2) members shall have the rank of Professor or Associate Professor. The Committee has a four-year term and is established by decision of the DUTH Senate following a recommendation from the Department Assembly. If the SPFL is interdepartmental or interinstitutional, the Committee is established by decision of the Senate of the HEI that has undertaken the programme's administrative support, following a proposal from the Assemblies of the collaborating Departments. The members of the Committee are not entitled to any compensation for the administrative work that they carry out.

b) The SPFL Committee has the following powers:

ba) it proposes to the Senate any amendments to the decision establishing the SPFL, as well as regarding any other matter that concerns its operation, for which the Senate is responsible;

bb) it allocates the teaching work to the programme's teaching staff;

bb) it prepares the programme's annual budget;

bd) it approves any and all expenses related to the SPFL's operation;

be) it determines whether students have successfully completed their studies so that the degree of the SPFL may be conferred;

bf) it exercises any and all other competences that relate to the programme's organisation, management and administration.

4. The Coordinator of the SPFL has the following powers:

a) he/she presides over the SPFL Committee and calls its meetings;

b) he/she makes recommendations to the SPFL Committee and to the other DUTH bodies regarding matters that concern the SPFL's effective operation;

c) he/she is the programme's Scientific Coordinator.

Article 85

Teaching staff

1. The teaching work of the SPFL is allocated by decision of the SPFL Committee to members of the teaching staff whose academic field is related to the subject matter of the teaching work that is assigned to them. Specifically, the following persons may be employed as members of the SPFL's teaching staff:

a) Faculty members of the Department or other Departments of the same or another HEI, who are assigned work beyond their legal obligations, as these obligations are defined by the legislation in force;

b) professors emeriti or former Faculty member of the Department or other Departments of the same or another HEI;

c) members of the Laboratory Teaching Staff, Special Technical Laboratory Staff, and Special Teaching Staff of HEIs who hold a PhD and have teaching experience as well as sufficient scientific, publication or research activity;

d) adjunct professors;

e) visiting professors and visiting researchers;

f) researchers under contract;

g) researchers and specialist operating scientists of the research centres of article 13A of Law 4310/2014 (I/258) or of other research organisations in Greece or abroad, who hold a PhD and who have teaching experience as well as sufficient scientific, publication or research activity;

h) post-docs and young scientists who hold at least a PhD and who have specialised knowledge or relevant experience in the SPFL's field of study;

i) collaborating professors.

2. The programme's teaching work is assigned by decision of the SPFL Committee, following a recommendation from the SPFL's Coordinator. This decision is issued in the month of June of each year for the following academic year and must mandatorily include the SPFL's teaching staff, the courses, the educational activities, the total number of teaching hours that are allocated per member of teaching staff according to the study programme per academic semester, the total cost of their fees, provided the payment of a fee is stipulated, and the programme's timetable for the academic semesters. The decision is promptly notified to the Special Account for Research Funds of DUTH. Specific conditions concerning the assignment of the teaching work may be set out in the Internal Rules and Regulations of DUTH SPFLs and in the decision establishing an SPFL.

3. All categories of teaching staff are paid exclusively from the SPFL's resources, provided the payment of a fee is stipulated. The amount of the fee per category of teaching staff is determined in accordance with the Remuneration Rules and Regulations of the Democritus University of Thrace (Annex 19) on the performance of additional teaching work based and the total teaching hours that are assigned per case.

Article 86

Other SPFL personnel

1. To meet the needs of SPFLs, the following categories of personnel may be employed:

a) members of the regular staff of DUTH who are engaged beyond their legal obligations as these arise from their statutory positions, to whom additional paid work is assigned, the performance of which is approved by decision of the Research Committee of the Special Account for Research Funds of the Democritus University of Thrace, following a recommendation from the SPFL Committee;

b) additional staff who are selected in accordance with the procedure of article 243 of Law 4957/2022 shall be repeated according to the same requirements.

2. The cost of employing each category of personnel exclusively burdens the SPFL's budget.

Article 87

Resources of SPFLs

1. The resources of SPFLs may derive from the following:

a) tuition fees;

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

c) bequests;

d) resources from research work or programmes, and

e) own resources of the Democritus University of Thrace, the amount of which may not exceed five per cent (5%) of the programme's total budget. The tuition fees of foreign students who come from other EU Member States and foreign students who come from third countries (non-EU Member States) – and who are enrolled in undergraduate study programmes of HEIs that are conducted in Greek or in another language – may differ.

2. The resources noted in paragraph 1 above are managed by the Special Account for Research Funds of the Democritus University of Thrace or of the HEI that has undertaken the programme's administrative support if the programme is interinstitutional. The Governing Council, following a recommendation from the Research Committee of the Special Account for Research Funds, sets the

amount that is withheld in favour of the Special Account for Research Funds uniformly for all DUTH SPFLs.

3. The resources of SPFLs are used, by priority, to cover their operating needs. If, after these needs are covered, there are any disposable funds, they may be made available to cover other educational and developmental needs of the Department or of the collaborating Departments of the SPFL.

4. The Special Cooperation Protocol that is required for the organisation and operation of an SPFL in cooperation with another Greek or foreign HEI sets the special terms of the institutions' financial cooperation, as well as the amount that is transferred per case to the cooperating HEIs.

Article 88

Double-specialisation SPFL

1. Two (2) or more Departments of DUTH or one Department of DUTH and a Department of another HEI may organise double-specialisation SPFLs that lead to the award of one (1) integrated first-cycle degree with a specialisation in two (2) different fields of study.

2. The study programme of double-specialisation SPFLs is structured in such a way that the courses and educational activities offered equally represent each field of study of the given SPFL.

3. To establish a double-specialisation SPFL, the collaborating Departments of DUTH or of DUTH and another HEI draw up a relevant Memorandum of Cooperation that sets out the specific terms of their collaboration and elaborates on the reasons for the decision to establish the SPFL. Regarding issues related to the establishment, organisation, administration and operation of the programme hereof, the provisions of the present Chapter and the Rules and Regulations of SPFLs, which are an Annex hereof, are applied *mutatis mutandis*.

Article 89

Double SPFLs

1. Two (2) or more Departments of DUTH or one Department of DUTH and a Department of another HEI may organise double SPFLs that lead to the award of two (2) equivalent first-cycle degrees of the same or different field(s) of study.

2. The duration of a double SPFL of paragraph 1 is longer than the duration of other first-cycle study programmes by at least two (2) years.

3. The study programme of a double SPFL of paragraph 1 is one (1) integrated study programme that is divided into two (2) individual, non-self-contained study programmes, each of which is structured in accordance with case (h) of paragraph 2 of article

101. The decision on the establishment of a double SPFL sets the number of credits that students are required to earn in order to receive each of the double SPFL's degrees.

4. To establish a double SPFL, the collaborating Departments draw up a relevant Memorandum of Cooperation that sets out the specific terms of their collaboration and elaborates on the reasons for the decision to establish the SPFL. Regarding issues related to the establishment, organisation, administration and operation of the programme hereof, the provisions of the present Chapter and the Rules and Regulations of SPFLs, which are an Annex hereof, are applied *mutatis mutandis*.

Article 90

Winter and summer study programmes

1. Winter and summer study programmes are organised at DUTH and addressed to students of Greek or foreign HEIs.

2. Summer study programmes are established by decision of the DUTH Senate, and in order to enrol in these programmes, students are required to pay the stipulated tuition fees, the amount of which is set by the decision establishing the winter or summer study programme. The same decision also addresses matters concerning the operation of the winter or summer study programme, the programme's duration, the enrolment procedure, the programme's content, the number of credits that students can earn, the language in which the programme is taught, which may be a language other than Greek, and other relevant details.

3. The financial management of the resources of winter and summer study programmes is carried out via the Special Account for Research Funds - DUTH.

Article 91

Cooperation with foreign institutions

1. The Departments of DUTH may organise SPFLs, double-specialisation SPFLs and double SPFLs in collaboration with recognised foreign HEIs, leading to the award of a degree.

2. The establishment of these study programmes is subject to the drafting of a relevant Memorandum of Cooperation that sets out the special terms of the cooperation between the institutions and elaborates on the elements of the decision of paragraph 2 of article 83 hereof and any other matters concerning the organisation of the programme, which is approved by the DUTH Senate.

3. The Study Programmes DUTH establishes in cooperation with foreign institutions can be certified by HAHE. The certification of these programmes is subject to the application of the quality standards of the European Higher Education Area (EHEA), without the application of additional national quality criteria, pursuant to the European Approach for Quality Assurance of Joint Programmes. An SPFL in which the DUTH participates does not require certification if the programme has been certified by any European Certification Authority that is a member of the European Association for Quality Assurance in Higher Education.

Article 92

SPFL Rules and Regulations

The organisation and operation of SPFLs, double SPFL's and double-specialisation SPFLs are determined by the Operating Rules and Regulations of SPFLs, which are drawn up in Greek and English and are an Annex hereof.

Article 93

Organisation and operation of Joint International Interinstitutional Study Programmes

1. HEIs that participate in international university alliances within the framework of the European Commission's "European Universities" initiative may establish, organise and operate short-term, first-cycle, second-cycle and third-cycle Joint International Interinstitutional study programmes.

2. Matters that concern the determination and the process of appointing governing bodies, the administration and organisation of first-, second- and third-cycle JIISPs are freely regulated by the cooperating institutions participating in the "European Universities" initiative, without limitations from the provisions hereof, under the condition of maintaining the regulatory framework of the programme and the terms of the European Commission's invitation.

3. First-, second- and third-cycle JIISPs in which Greek HEIs participate may be certified by HAHE. During their certification, the quality standards of the European Higher Education Area are applied, without the application of additional national quality criteria, in accordance with the European Approach for

Quality Assurance of Joint Programmes. JIISPs in which Greek HEIs participate do not need to be certified if they have been certified by any European Certification Authority that is a member of the European Association for Quality Assurance in Higher Education.

4. Courses and other educational activities that are offered within the framework of first-cycle or short-term JIISPs in which the HEI participates may be included in the institutional course catalogue.

5. Students who are enrolled in first-cycle study programmes may select courses or other educational activities that are offered within the framework of a first-cycle or short-term JIISP in which the HEI in which they are enrolled participates, beyond the obligations deriving from the study programme in which they are enrolled. By decision of the Department Assembly, following a student's application, successful evaluation in courses or other academic activities within the framework of first-cycle JIISP in which the HEI participates may be recognised and taken into consideration for the completion of a student's studies, and the corresponding number of ECTS credits per case may be awarded to the student, provided this is permitted by the terms of the programme.

6. Successful evaluation in courses or other academic activities within the framework of short-term or first-cycle JIISPs may be noted in the Diploma Supplement, pursuant to the terms that are defined in the institution's Internal Rules and Regulations, and provided this is permitted by the terms of a given programme.

7. Special matters concerning JIISPs are addressed in the programmes' Internal Rules and Regulations, which are drafted in Greek and English and constitute an Annex of the present Rules and Regulations.

Chapter 13: Organisation and Operation of the Training and Lifelong Learning Centre of the Democritus University of Thrace

Article 94

1. With decision No. 77/52/21.12.2017, as published in the Government Gazette, Series II, No 1600/09.05.2018, the DUTH Senate approved the establishment of the Training and Lifelong Learning Centre of the Democritus University of Thrace (TLLC-DUTH).

2. TLLC-DUTH is an independent academic unit of DUTH and its governing bodies are distinct from those of DUTH.

3. TLLC-DUTH is integrated ipso jure into the Registry of Lifelong Learning Centres of case (a) of paragraph Article 61(1) of Law 4763/2020 (Government Gazette, Series I, No. 254) of the General Secretariat of Vocational Education, Training, Lifelong Learning and Youth, and is exempt from the application of articles 52 to 62, 65 and 66 of Law 4763/2020, with the exception of the obligation to notify the information system (article 61) by 30 June of each year, at the latest, in accordance with the provisions of article 63 of the same law.

4. TLLC-DUTH is evaluated and certified periodically – every five (5) years – by the Hellenic Authority for Higher Education, in accordance with criteria and indices that are specially formulated to ensure the quality of the programmes that it organises and offers. It is also evaluated in accordance with the Internal Quality Assurance System (IQAS) of DUTH.

5. The Centre's Operating Rules and Regulations (Annex 14) describe in detail, on the basis of the institutional framework that is in effect, the Centre's objective, organisation and operation, as well as the procedures for the coordination and management of educational programmes that do not relate to formal education programmes.

Chapter 14: Organisation and Operation of the DUTH Library and Information Centre

Article 95

DUTH Library and Information Centre

1. DUTH operates an integrated central library as an independent and decentralised unit called the “Democritus University of Thrace Library and Information Centre” (DUTH-LIC).

2. The integrated central library is located at the University’s main campus. Due to the fact that the University is dispersed among four (4) cities of Thrace, and in order to serve the members of its community, DUTH-LIC has organised and operates nine (9) Library Branches on a School or Department level. The branches are determined by the statutes of DUTH, they come under the administrative authority of the institution’s integrated central library, and they constitute and integrated whole with the institution in terms human resources, development policy, and the management of financial resources. The integrated central library operates on a directorate level, while its administrative structuring into distinct administrative units is determined by the statutes of the Democritus University of Thrace.

2. The mission of the integrated central library is to reinforce and support the educational and research activities of the Faculty and students of DUTH. Specifically, the DUTH integrated central library:

- a) provides scientific and research information and operates as an Information Centre for the members of the university’s community;
- b) gathers all the information sources to which DUTH has access and makes them available to the members of the Institution;
- c) gathers and organises the scientific work of the members of DUTH through repositories, digital libraries and databases of scientific publications, promoting the work produced;
- d) contributes to the recovery, management, provision and distribution of specialised information to the broader national and international community;
- e) participates substantially in any activity that relates to education and culture;
- f) supports and enhances the institution’s educational and research activities through the development, organisation and maintenance of collections, and by securing access to printed and digital information sources;
- g) promotes and preserves cultural heritage; and
- h) develops digital education and the acquisition of digital skills by the members of the academic community.

3. The DUTH-LIC Rules and Regulations (Annex 15) describe in detail the organisation and operation of the Library and Information Centre.

Chapter 15: Centres for the Support of DUTH personnel and students

Article 96

Centre for Psychological and Counselling Support

1. Decision 5/97/16.11.2023 of the DUTH Senate (Government Gazette, Series II, No 6744/01.12.2023) approved the establishment of the Centre for Psychological and Counselling Support (CPCS-DUTH), with its headquarters at Panepistimioupoli, Komotini. The mission of CPCS-DUTH is to provide psychological and counselling and preventive mental health care for members of the university community, and in particular for students in first-, second- and third-cycle study programmes.

2. By decision of the DUTH Senate, CPCS-DUTH branches can be established and operate in the cities

where DUTH academic units operate.

3. CPCS-DUTH may provide psychological and counselling support services through the use of digital infrastructure and services.

4. CPCS-DUTH is staffed by a team of psychiatrists, psychologists and social workers who are members of the Faculty and Laboratory Teaching Staff of the HEI, or by permanent DUTH personnel with a corresponding specialisation. If DUTH lacks permanent staff with a corresponding specialisation, CPCS-DUTH can be staffed by additional personnel specialised in psychiatry, psychology or social work. These staff are selected in accordance with the procedure of article 243 of Law 4957/2022, with their payroll burdening DUTH's own resources.

5. The activities of CPCS-DUTH are coordinated by the CPCS-DUTH Scientific Committee, which is formed by decision of the DUTH Senate and consists of five (5) members who are Faculty, Laboratory Teaching Staff or permanent personnel specialised in psychiatry, psychology or social work. The Coordinator of the CPCS-DUTH Scientific Committee is appointed by the aforementioned decision of the DUTH Senate, is a member of the Faculty with a corresponding specialisation, and is responsible for the scientific work of CPCS-DUTH.

6. The Operating Rules and Regulations of CPCS-DUTH, which constitute an Annex hereof, set out the competencies, matters concerning the Centre's internal organisational structure and manner of organisation and operation, staffing, as well as any other matter relevant to CPCS-DUTH's organisation and smooth functioning, as well as its achievement of its objectives.

Article 97

Centre of Teaching and Learning

1. Government Gazette, Series II, No 2468 of 24-6-2019 established DUTH's Centre for the Support of Teaching, which was renamed the Centre of Teaching and Learning (CTL-DUTH) in Government Gazette, Series II, No 6988 of 31-12-2022.

2. The mission of CTL-DUTH is to provide services that support, strengthen and continuously improve teaching and learning processes, in accordance with modern pedagogical trends, and to utilise new teaching technologies for the development of distance learning with the aim of ensuring the ongoing provision of high-quality teaching services.

3. CTL-DUTH's objective is to promote University Pedagogy through initiatives designed to create a community of learning, innovation and continuous improvement of the teaching work that is carried out at DUTH, encouraging teaching staff to exchange views on and create good teaching and learning practices, to record their needs, to reflect on and to develop modern and effective educational actions using ICT during the teaching of the university's courses, with the aim of creating an educational environment that facilitates and supports the students' learning in the best possible manner.

4. CTL-DUTH's organisation and operation is described in detail in its Operating Rules and Regulations (Annex 16), which constitute an annex hereof.

Article 98

University Sports Centre (USC)

1. The aim of USC-DUTH, which is located in Komotini, is to provide a wide range of sports programmes, activities and courses to the university's students and personnel, with the aim of promoting the health and strengthening the physical and mental wellbeing of all the members of the academic community, bearing in mind that it is addressed to persons with different needs and abilities.

2. The Centre's programmes aim to:

- •
provide social services through sports programmes (sports academies, summer programmes for children and adolescents) that are addressed to the families of the university's personnel and its students.
 - •
promote DUTH through the participation of student sports teams in inter-university sports competitions on a national, European and global level.
 - •
strengthen DUTH's ties with the local community through the provision of high-quality sports programmes and activities.
3. USC-DUTH is administered and supervised by a five-member University Sports Centre Committee, which is established by the University's Rector following a recommendation from the School of Physical Education and Sport Science. The term of the University Sports Centre Committee is three (3) years.
4. USC-DUTH's organisation and operation is regulated by its Operating Rules and Regulations, which constitute an Annex hereof.

Article 99

DUTH Innovation Hub

1. The DUTH Innovation Hub is an independent structure under the Rector or the competent Vice-Rector.
2. The DUTH Innovation Hub:
 - •
identifies the needs of the University's academic/research community;
 - •
guides and supports interested persons in the use of the results of their research to develop innovative products and services;
 - •
supports the development of and re-training in soft skills that relate to innovation and entrepreneurship;
 - •
gathers the technological and non-technological results that arise from the various actions of DUTH's academic community;
 - •
acts as a pole of attraction for new talented human resources;
 - •
creates conditions for the provision of services;
 - •
implements training and information actions with the aim of activating the research community and firmly maintaining its ties with the business world.
3. The DUTH Innovation Hub's governing bodies are:
 - a. the Coordinator of the Innovation Hub (CIH)
 - b. the Hub Coordination Team (HCT)
4. The CIH is a member of Faculty appointed by decision of the Rector or the competent Vice-Rector and heads the Innovation Hub. The CIH is responsible for physical and financial management of the Hub.

5. The HCT is appointed by the Rector or competent Vice-Rector and assists the CIH in his/her work.
6. The Innovation Hub is staffed by regular DUTH personnel, and if there are not sufficient regular personnel to staff the Hub, additional personnel can be hired under fixed-term contracts, with the selection process being that of article 243 of Law 4957/2022.
7. The organisation and operation of the Innovation Hub is regulated by its Operating Rules and Regulations, which constitute an Annex hereof.

Article 100

Startup Business Incubator

1. DUTH has a Startup Business Incubator, which is supervised by the DUTH Innovation Hub.
2. The DUTH Startup Business Incubator aims at:
 - •
 utilisation of the results of research work and innovative ideas;
 - •
 utilisation of the know-how and experience of business units;
 - •
 linking the University and businesses;
 - •
 developing and strengthening the University's networking within the region's business and technological ecosystem;
 - •
 creating New Research and Technology-Driven Companies with a focus on the priority sectors of the Smart Specialisation Strategy as in force;
3. The Startup Business Incubator is staffed by the University's regular personnel, and if the University's regular personnel are not sufficient to staff the Startup Business Incubator, the Startup Business Incubator may be staffed with personnel who are employed either under a fixed-term contract or under a project contract; these personnel are selected in accordance with the procedure of article 243 of Law 4957/2022.
4. The Startup Business Incubator is assisted in its work by the DUTH Technology Transfer, Innovation and Startup Entrepreneurship Committee.
5. The organisation and operation of the Startup Business Incubator is regulated by its Operating Rules and Regulations, which constitute an Annex hereof.

Article 101

Student Advocacy Office

1. A Student Advocacy Office operates at DUTH by virtue of GG 98/24-01-2019.
2. The Student Advocacy Office is an independent Office that falls under the Rector or competent Vice-Rector.
3. The mission of the Student Advocacy Office is:
 - a) to mediate between the students (undergraduate and postgraduate) and professors or administrative services of the University;
 - b) to ensure compliance with the law in the framework of the academic community;
 - c) to respond to instances of maladministration; and
 - d) to ensure the University's smooth operation.
4. The Student Advocate is appointed by the DUTH Senate, following a proposal from the Rector and

an opinion from the Student Council. The Student Advocate is a member of the DUTH Faculty with the rank of Professor or Emeritus Professor of DUTH. The Student Advocate serves a term of one (1) year, with the possibility of annual renewal for an additional three (3) years. The opinion of the Student Council must be submitted within a deadline of one (1) month from the DUTH Rector's submission of a relevant request for an opinion. If this deadline lapses without effect, the appointment is made without the opinion.

5. The Student Advocate does not receive a fee or any other benefit or compensation for the performance of his/her duties. If the Student Advocate is also a serving member of the Faculty throughout the duration of his/her term, he/she may be exempted from part of his/her teaching or administrative duties following a decision of the Assembly of the Department in which he/she serves, following a relevant request submitted by him/her.

6. The independent Student Advocacy Office receives secretarial support from the personnel assigned to it by the competent governing body.

7. The operation of the Student Advocacy Office is described in detail in Annex 16 of the present Rules and Regulations.

Chapter 16: DUTH University Centre for Research and Innovation

Article 102

Establishment & Mission

1. The University Centre for Research and Innovation of the Democritus University of Thrace (UCRI-DUTH) was established as an independent research unit by virtue of decision No 55481/1763 of the DUTH Senate, which was published in Government Gazette, Series II, No 4447/12.07.2023.

2. UCRI-DUTH's mission is to develop basic, applied and interdisciplinary research within the framework of the National Strategy for Research, Technological Development and Innovation and the National Strategy for Smart Specialisation; to promote interdisciplinary knowledge, technology and innovation; to develop the arts and sciences; to ensure effective interaction between education and research; to train and develop research personnel; to work towards meeting Greece's educational, research, social, cultural and developmental needs; and to contribute to economic growth on a local, national, European and international level. UCRI-DUTH is evaluated and certified periodically by HAHE every five (5) years, in accordance with criteria and indices specially formulated to ensure the quality of the work it produces. It is also evaluated annually in accordance with the Internal Quality Assurance System (IQAS) of DUTH.

Article 103

Governing bodies of UCRI-DUTH

1. The governing bodies of UCRI-DUTH are:

- a) the Governing Council and
- b) the Chair of the Governing Council.

2. By decision of the DUTH Governing Council, following a recommendation from the Rector, Governing Council of UCRI-DUTH is formed, consisting of

- a) the Rector or the competent Vice-Rector for research, as Chairperson,
- b) the Scientific Coordinators of the UCRI-DUTH Research Institutes
- c) one (1) representative of the personnel of case (b) of paragraph 3 of the previous article, who is employed by UCRI-DUTH or a UCRI-DUTH Research Institute.

3. If UCRI-DUTH has more than eight (8) Research Institutes, the Governing Council is comprised of the Rector or competent Vice-Rector, five (5) Scientific Coordinators of UCRI Research Institutes and the representative who is noted under case (c) of paragraph 2. The five (5) members who are Scientific Coordinators of UCRI Research Institutes are elected from among all the Scientific Coordinators via a ballot conducted electronically. The Governing Council serves for a term of three (3) years. During the first meeting of the Governing Council, one (1) of the Coordinators sitting on the Council is elected Vice-Chairperson. One (1) member, namely the representative of case (c) of paragraph 2, is elected from among the personnel of case (b) of paragraph three, an employee of UCRI-DUTH or a UCRI-DUTH Research Institute. The UCRI-DUTH Governing Council is formed and operated legally even if the representative of the previous indent is not elected.

Article 104

Governing bodies of the Research Institutes

1. Each Research Institute has one (1) Scientific Coordinator who is appointed by decision of the DUTH Senate, following a public invitation. The Scientific Coordinator serves a three-year term, which can be renewed indefinitely.
2. The Scientific Coordinator of a Research Institute has research experience in the field of the Research Institute, experience securing funding for research projects/programmes and utilisation of research findings, and administrative experience. Any member of the Research Institute's research team who has the qualifications noted in the previous indent and derives from one (1) of the categories of cases (a) through (c) of the third indent of paragraph 3 of article 102 may be selected as Scientific Coordinator.
3. Scientific Coordinators are selected following a public invitation that is issued by the Chair of the UCRI-DUTH Governing Council. The candidates are assessed and ranked by an Evaluation Committee that is established by decision of the Senate, following a recommendation from the UCRI-DUTH Governing Council. If there are no candidacies for the position of Scientific Coordinator, then one of the members of the Research Institute's research team is appointed as Scientific Coordinator of the Research Institute by decision of the Senate, following a recommendation from the Governing Council.

Article 105

Joint Research Institutes

1. UCRI-DUTH may establish Joint Research Institutes (JRIs) in collaboration with other UCRI's if Greek HEIs, research centres, institutes and technological organisations of article 13A of Law 4310/2014 (I/258), as well as with foreign Universities and research and technological organisations. The establishment of JRIs requires the signing of a Memorandum of Cooperation between the collaborating HEIs, which is approved by the HEI Senates, following a recommendation from the UCRI's and the competent governing body, in the case of another Greek or foreign cooperating organisation.

Article 106

UCRI-DUTH resources

1. UCRI-DUTH resources may be:
 - a) grants received through the Public Investment Programme of the Ministry of Education, Religious Affairs and Sports or other Ministries;
 - b) funding through the framework of co-funded projects/programmes;
 - c) funding from research programmes of the European Union, international organisations and bodies;

- d) donations, inheritances, bequests, sponsorships from third parties, as well as benefits of any kind from Greek or foreign natural or legal persons;
- e) funding for the purposes of conducting industrial research;
- f) income earned from the provision of services, from the preparation of studies and clinical studies and from the conduct or evaluation of research programmes on behalf of third parties; and
- g) income earned from the use of UCRI-DUTH's intellectual property.

2. Fifty per cent (50%) of the amount withheld in favour of SARF-DUTH from the budgets of SARF-DUTH projects/programmes implemented by UCRI-DUTH goes to UCRI-DUTH and the financial management is carried out in a discrete project/programme for the purpose of covering the needs of UCRI-DUTH for its further development.

By decision of the SARF-DUTH Research Committee, following a recommendation from the UCRI-DUTH Governing Council, SARF-DUTH own resources or cash reserve assets of SARF-DUTH or of DUTH can be provided for the development of UCRI-DUTH.

2. Financial management of all manner of resources is carried out through SARF-DUTH.

Article 107

UCRI-DUTH Internal Rules and Regulations

The UCRI-DUTH Internal Rules and Regulations (Annex 18 of this Internal Regulation) specify the provisions of the institutional framework that is in effect and define the objectives, organisational structure and operation of UCRI-DUTH and the Research Institutes.

Chapter 17: Remuneration of personnel for provision of educational work

Article 108

Remuneration Rules and Regulations

1. The Remuneration Rules and Regulations (Annex 19) for the provision of teaching work in PGMPs, DSPs, SPFLs and all types of TLLC educational programmes organised by DUTH and requiring the payment of tuition fees are drawn up by decision of the DUTH Governing Council, following a recommendation from the SARF-DUTH Research Committee and published in the Government Gazette.

2. The DUTH Remuneration Rules and Regulations set the maximum fee per teaching hour and per category of Study Programme for all the categories of teaching staff, depending on their qualifications. The Remuneration Rules and Regulations may also set the maximum weekly employment in PGMPs and SPFLs at DUTH.

Chapter 18: Procedure for the announcement of positions and the election/promotion of Faculty members

Article 109

Faculty members

1. Faculty members fall into four (4) ranks, as follows:

- a) Professors,
- b) Associate Professors,
- c) Permanent Assistant Professors, and
- d) Tenured Assistant Professors.

2. Associate Professors and Permanent Assistant Professors may request to be promoted to the rank of Professor or Associate Professor, respectively, following a period of three (3) years from the date their appointment to the rank they currently hold is published in the Government Gazette. If an Associate Professor or Permanent Assistant Professor is not promoted to the next higher rank, they have the right to request anew the announcement of the position following the lapse of a period of at least two (2) years from the date the decision rejecting their promotion was taken, in other words from the date the electoral body convened to decide on their promotion.

3. Tenured Assistant Professors are elected for a term of five (5) years. Following a period of three (3) years from the assumption of their duties, Tenured Assistant Professors may request that they be made permanent at the rank of Assistant Professor or that they be promoted to the rank of Associate Professor. If the decision regarding their permanency or promotion is negative, Tenured Assistant Professors have the right to request anew their permanency or promotion following the lapse of a period of at least one (1) year from the date the decision that rejected their request was taken, in other words from the date the electoral body convened to decide on their permanency or promotion and, in any case, prior to the lapse of a period of five (5) years, upon the lapse of which their term is extended ipso jure until the procedure regarding their permanency or promotion is completed. If the second decision regarding their permanency or promotion is also negative, their term is extended until the end of the academic year during which the negative decision was taken, at which time their term expires ipso jure. If Tenured Assistant Professors do not exercise any of their aforementioned rights, their relationship with DUTH ends ipso jure following the lapse of a period of five (5) years. If the decision regarding the permanency of Tenured Assistant Professors is positive, the professors may request their promotion to the rank of Associate Professor immediately after the act regarding their permanency is published in the Government Gazette, by way of exception to the provisions of paragraph 2.

4. Tenured Assistant Professors elected prior to the publication of Law 4957/2022 or who were elected after the law's publication within the framework of an announcement that was issued at the latest by the time of the law's publication may submit an application requesting that their term be renewed, that they be made permanent at their current rank or that they be promoted to the next higher rank following the lapse of a period of three (3) years from the date the act regarding their appointment was published, pursuant to the provisions that were in force at the time the aforementioned law was published. If the decision regarding the renewal of their term, their permanency or their promotion is negative, they may reapply for the renewal of their term or their permanency or their promotion following the lapse of a period of at least one (1) year from the date the negative decision was issued. If this second decision is also negative, their term expires ipso jure and they are required to leave the University. The position that becomes vacant due to the above may be re-announced pursuant to article 113 hereof.

5. Serving permanent lecturers retain their positions until they leave the University, in any manner, and they may submit, at any time and provided a period of at least three (3) years has lapsed from the date they were appointed, an application requesting their promotion to the rank of Assistant Professor. In the event they are promoted, they will retain their permanent status. If a lecturer leaves the University or is promoted to the next higher rank, the lecturer position in question is abolished.

6. Assistant Professors, Associate Professors and serving lecturers submit their application for promotion to the Department Assembly, requesting the announcement of their position at the next higher rank. The Department Assembly examines whether the time requirements of paragraphs 2, 3 and 5 of this article are met, reviews and approves the Faculty member's request, defines and provides

a description of the position's academic field, taking into consideration the member's academic field according to the act by which he/she was appointed and his/her total scientific and research work. The position's academic field is mandatorily included in the academic fields of the Department's Registry of Academic Fields.

7. The Assembly's decision to announce the position is submitted to the Rector, who issues the announcement with respect to the Faculty member's promotion within an exclusive deadline of one (1) month from the date of the Assembly's decision approving the Faculty member's request for promotion.

The procedure for the promotion of a Faculty member to the rank of Assistant Professor, Professor or serving lecturer is open to any person who meets the minimum conditions in accordance with the provisions in force.

Article 110

Registry of academic fields of Faculty members

1. By decision of the Department Assembly, a registry of the academic fields that are covered by the Department (Registry of Academic Fields) is compiled based on the Department's undergraduate study programmes.

2. The academic fields are grouped per scientific field based on the Department's divisions, if such exist. The academic fields constitute a subset of a field of science and cannot have a very narrow scope or constitute a subset of any other of the registry's academic fields. The registry includes all the academic fields of the sciences that are covered by the Department, regardless of whether Faculty members serve in every academic field of the Department. The decision of the Department Assembly is submitted for approval to the Deanery of the School.

3. The Registry of Academic Fields of the School's Departments is approved by decision of the Deanery of the School. The Deanery of the School may reject the inclusion of an academic field in the registry, particularly if the academic field has a very narrow or a very broad scope in relation to the Department's other academic fields and to the related academic fields of other similar Departments.

4. The decisions of the Deanery of the School are immediately submitted to the Senate and the University's Governing Council. The Senate reviews the procedure for drawing up the registries of academic fields of DUTH's Departments and, within a deadline of thirty (30) days, can refer them back to the Department Assembly and to the Deanery of the School if it believes that they have not been compiled in a clear and meritocratic manner. In the case of the previous indent, the Department Assembly is required to amend the decision of paragraph 1 and to send it anew to the Deanery of the School, where paragraph 3 is implemented *mutatis mutandis*. The procedure for drawing up the Registry of Academic Fields is completed with the issue of a decision from the Deanery of the School approving the registry if its amendment is requested, or if the deadline by which the Senate must refer the decision back for approval lapses without effect.

5. The Department's Secretariat is required to post the Department's Registry of Academic Fields on the electronic integrated management system for the election and promotion of Faculty members.

6. Changes made to a Department's registry of academic fields prior to the lapse of a period of three years must be entered into the electronic integrated management system and enter into effect following the lapse of the stipulated deadline.

7. Amendments that are made to the registry for the inclusion of new academic fields or for the removal of or changes to existing academic fields enter into effect exclusively following the lapse of a period of three (3) years from the last date the registry was compiled or updated.

8. An academic field may be removed from the registry only if a member of the Faculty is not employed in the Department in the particular academic field.
9. As regards Schools that have only one Department, the registry is compiled and approved by the School's General Assembly.

Article 111

Registries of internal and external electors

1. By decision of the Department Assembly, the following registries are compiled:

a) the Registry of Internal Electors and (b) the Registry of External Electors per academic field covered by the Department according to the approved Registry of Academic Fields.

For the compilation of the registries, internal electors are members of the Department's Faculty, while external electors are members of the Faculty of other Departments of DUTH or of the Departments of other Greek HEIs or of foreign institutions, along with researchers of a corresponding rank of the research centres and technological institutions of article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) or of other Greek or foreign research organisations. Members of the Faculty of HEIs who serve in ad personam positions and who have not been considered at least one (1) time within the framework of an open election or promotion procedure are not included in the Registries of Electors.

2. The Registry of Internal Electors per academic field of the Registry of Academic Fields is comprised of two (2) categories of electors based on the degree to which the academic field of each member of Faculty is related to the registry's academic field, as follows:

a) Electors of the same academic field: these include members of the Department's Faculty who have the same academic field according to the decision that appointed them or a decision that changed their academic field. This category of electors, following special and adequate justification by the Department Assembly, includes members of the Department's Faculty who have published research and scientific work extensively in the academic field, accounting for at least 50% of their total work.

b) Electors of a related academic field: Faculty of the Department with a related academic field based on the decision that appointed them or a decision that changed their academic field and on their published research and scientific work in general.

Members of the Department's Faculty may not be included in more than two (2) academic fields that are the same as that of case (a) above.

3. The Registry of External Electors per academic field of the Registry of Academic Fields includes all external electors whose academic field falls within the scientific field in which the academic field of the registry is included. External electors are classified in the two (2) categories – of the same or of a related academic field – based on the decisions that appointed them or that changed their academic field, and on their general scientific and research work.

4. The decision of the Department Assembly of paragraph 1 is submitted for approval to the Deanery of the School. A Deanery decision approves the registries of internal and external electors per academic field of the Registry of Academic Fields within thirty (30) days of the day it receives the Assembly's decision. If errors are found as to the compilation of the registries of internal and external electors or as to the inclusion of electors in a category for which the conditions set out under paragraphs 2 and 3, the Deanery, within the same deadline, with adequate justification, refers the registries of internal and external electors to the Department Assembly, requesting their correction.

5. A decision of the Department Assembly approves the updated registries of internal and external electors per academic field by 30 September of each year, at the latest, and these registries are valid

for the calendar year that follows the year in which they were updated. The registries of internal and external electors are updated based on the following: a) the election of new members of the Department's Faculty or the promotion of members of the Department's Faculty to a higher rank, (b) the election of new Faculty members or the promotion of Faculty members of other Departments of DUTH or of another HEI to a higher rank, (c) the inclusion of new members as external electors, provided they meet the required conditions, (d) the retirement of internal and external electors, (e) a change in the academic field of the internal or external electors, and (f) the published research and scientific work per academic field of the internal and external electors. The Assembly's decision is approved by the Deanery of the School in accordance with the procedure of paragraph 4.

6. The Secretariat of the Department posts the registry of internal and external electors on the electronic integrated management system of article 142 of Law 4957/2022, also updating the departmental status of Faculty of the Department, in particular as to the following: a) a change in the rank of a Faculty member, (b) a change in employment status from full-time to part-time or vice versa, (c) the provision of sabbatical leave or authorisation to work in parallel at a foreign institution, (d) the granting of leave without pay, (e) a member's placement under a status of suspension of duties, (f) the dissolution of a Faculty member's relationship with the Department, and any other change that may affect the composition and operation of the electoral bodies.

7. Electors are required to update the electronic integrated management system with their personal information as required in a given case, the decision regarding their appointment, their curriculum vitae showing their research and scientific work, and their contact details.

Article 112

Annual recruitment plan for new Faculty members – Allocation of new positions

1. By 31 January of each year, at the latest, the Department Assembly submits a proposal to the Deanery of the School that includes the total number Faculty positions requested, which cannot exceed the number of Faculty positions expected to be vacated at the end of the academic year, increased by two (2) if there are open positions.

2. For every Faculty position requested, the Registry of Academic Fields sets the rank and defines the academic field of the position, providing justification as to the need for the academic field on the basis of the Department's educational and research needs, the Department and the School's development plan, the strategic plan and the Institution's programmatic agreements. A decision of the Assembly classifies the Academic fields in descending order of priority, taking into consideration the Department's educational and research needs, the extent to which the Department's academic fields are covered by the current members of the Faculty, the positions of the members of the above categories that were vacated and the number of positions that were allocated over the past five years.

3. By decision of the Deanery of each School, following recommendations from the Assemblies of the Departments, the request for an annual recruitment plan for new positions in all of the School's Departments is prepared at the latest by 31 March of every year and submitted for approval to the Institution's Senate. A decision of the Deanery determines the ranking, in descending order of priority, of the academic fields per Department, if they have not already been ranked by decision of the Department Assembly. The Deanery can, by reasoned decision, reject or alter the academic fields of the positions requested by the Assemblies of the Departments if the education needs of the Departments in some academic fields of the requested positions can be met by existing Faculty members of other Departments of the same or another School or by the requested positions of the other Departments of the same School.

4. By a decision of the Senate taken no later than 30 April of each year, following a proposal from the Department Assembly and a recommendation from the Deanery, the Institution's annual recruitment plan is drawn up. The plan includes the number of DUTH Faculty posts requested to be filled in the next financial year for all of the University's academic units, based on educational and research needs. This decision is submitted to the Ministry of Education, Religious Affairs and Sports so that it may be taken into consideration for the preparation of the annual recruitment plan, in accordance with the legislation in force.
5. If the deadlines set out in paragraphs 1 and 3 of this article lapse without effect, the Department or School, respectively, is excluded from the allocation of new Faculty member positions for the following year. Decisions that are taken after the lapse of these deadlines concern the recruitment planning for next year but one. Amendments that are made to the decisions of paragraphs 1 and 3 hereof after the lapse of the relevant deadlines are not taken into consideration.
6. By 31 December of each year, the allocation of the total number of Faculty member positions to the Institution for the following year is determined by a decision of the Minister of Education, Religious Affairs and Sports. If this decision does not allocate new Faculty positions, then the Institution's annual recruitment plan will be valid ipso jure for the following year, unless it is amended.
7. These positions are subsequently allocated to the Departments by a decision of the Institution's Senate within a period of thirty (30) days from the date the above decision is taken, bearing in mind the approved Faculty recruitment plan, the strategic plan and the programmatic planning agreement of the University.
8. Within an exclusive deadline of one (1) month from the date of the Senate's decision on the allocation of new Faculty positions to the Departments, the Rector issues the announcements on the filling of the positions, via election, based on the approved annual recruitment plan, the allocation decision of paragraph 7 hereof, and the order in which the academic fields per Department are ranked until the number of positions allocated per University Department have been filled, without the need for a new decision from the Department Assembly.

Article 113

Procedure for the announcement/re-announcement of Faculty member positions

1. Election and promotion of Faculty members is conducted in an open procedure following the announcement of the position, which is published in the Government Gazette, in accordance with the provisions in force.
2. The announcement must state the rank, the Division (for Departments that have divisions), the academic field together with a brief description of the scientific field of the position to be filled, and all the necessary supporting documents that candidates must submit. The academic field of the announced position must mandatorily be included in the Registry of Academic Fields of the Department of article 110 hereof.
3. Within ten (10) days of the date the announcement is published in the Government Gazette, the competent DUTH Service enters the decision in the electronic integrated management system for the election and promotion of Faculty members and announces in the daily press the publication of the announcement, the series number of the Government Gazette, the position code (APELLA code) and the deadline for submission of candidacies, which is set at one (1) month from the date of the announcement document. The announcement is published in the daily press, one (1) time in one (1) newspaper that circulates throughout Greece, and in one (1) local newspaper; it is posted on the websites of the relevant Department and of the Institution and, at the same time, it is sent via email

to the Ministry of Education, Religious Affairs and Sports and to all the HEIs and research centres in Greece. The final date for submission of candidacies is entered in a separate field in the APELLA information system by the DUTH service responsible for the announcement. The aforementioned ten-day deadline is designed to ensure that the procedure is carried out in a timely manner.

4. Announcement of annual recruitment plan positions.

The annual recruitment plan positions allocated to the Departments in accordance with the procedure of article 112 of these Rules and Regulations are announced by the Rector within one (1) month of the issuing of the Senate's allocation decision, in accordance with the ranking order of the academic fields per Department until the number of positions allocated per Department have been filled, with no need for a new decision from the Department Assembly.

5. Re-announcement of positions due to the vacating of a Faculty member position.

If a member of Faculty resigns or is elected at another HEI or is absent for any reason, with the exception of retirement, the University does not lose the allocated position and can re-announce the position vacated. The re-announcement of the position can be made for a rank other than the one held by the departed Faculty member. A decision of the Deanery, issued following a recommendation from the Department Assembly and within one (1) month of the date on which the Faculty member departed in any manner, approves the academic field of the announced position, which is the same as that of the position that was vacated or as the next academic field on the annual plan that was not filled during the latest annual allocation of positions by the Senate. Publication of the announcement requires the approval of the Committee of Ministerial Council Act 33/2006 (I/280), in accordance with paragraph 9 of article 51 of Law 4622/2022 (Government Gazette, Series I, No 133).

6. Re-announcement of a Faculty member position due to a second negative decision.

Positions vacated due to a second negative decision on Faculty member request for promotion from the rank of Tenured Assistant Professor to the rank of Associate Professor or due to a second negative decision on a request for permanency are re-announced in accordance with the deadlines and the procedure of paragraph 5 of this article.

7. If, within the framework of announcements expedited by DUTH following a Faculty Member's request for promotion to the next rank, a Faculty Member from another Greek HEI, a Professor from a foreign institution, or a third individual who meets the eligibility requirements is elected, the appointment to the Faculty position shall be covered by the new Faculty positions allocated to DUTH by the Ministry of Education, Religious Affairs, and Sports. This is contingent upon the following conditions: a) The remaining unannounced positions from the latest allocation are sufficient to cover the positions of those elected through this process.

b) There is a vacant Faculty position within the Department, or a vacant position from another Department of the University is reallocated. If the number of new Faculty positions from the latest allocation is not sufficient, a new Faculty position is allocated to the University by joint decision of the Ministers of National Economy and Finance; Education, Religious Affairs and Sports; and Interior, which covers the Faculty member, in accordance with article 51 of Law 4622/2019. The number of positions that is allocated annually, in accordance with the procedure of the previous indent, is subtracted from the number of Faculty positions to be allocated to the University during the next year.

8. Re-announcement of null elections

If a procedure for the election of a Faculty member is deemed null, the position is re-announced by the Rector – following a decision from the Deanery and a recommendation from the Department Assembly – within one (1) month of the election's being declared null, in the same or the next academic

field on the annual plan that has not been announced, from among those allocated by the decision of article 112 hereof.

9. Re-announcement of a position due to non-acceptance of an appointment

If the deadline that has been set for a Faculty member's assumption of duties lapses without effect, it is deemed that the elected person did not accept the appointment and the relevant act of appointment is withdrawn by an act of the Rector. In the case of an election, the Department Assembly may select the next candidate based on the ranking order, if such a candidate exists. If such a candidate does not exist, the Rector, following a decision from the Deanery and a recommendation from the Department Assembly, which is issued within one (1) month of the application for non-acceptance of appointment or of the lapse without effect of the deadline set for the Faculty member's assumption of duties, announces the position in the same or in the next academic field, based on the ranking order, that has not been announced, from among those allocated by the decision of article 112 hereof at the time of allocation of positions by the Ministry of Education, Religious Affairs and Sports.

10. Re-allocation and re-announcement of Faculty positions

If the procedure for the election of a Faculty member is not completed at the latest within twelve (12) months of the issuing of the Senate's decision on the allocation of new Faculty positions of article 112 hereof, the announcement ceases to be valid and the position in question is abolished for the Department. By decision of the Senate, the new Faculty positions that were not filled due to the lapse without effect of the above deadline are allocated to other Departments of the University.

Following the completion of the new allocation and within an exclusive deadline of one (1) month, the Rector issues the announcement of the new Faculty position in the next academic field, based on the ranking order, of the Department to which the position was allocated, as determined when the positions were allocated by the Ministry of Education, Religious Affairs and Sports.

By way of exception, the deadline hereof for the completion of the selection procedure may be extended by decision of the Department Assembly, following a substantiated recommendation of the Head of the Department, for a period of time that cannot exceed forty-five (45) days if the number of candidates exceeds ten (10).

Article 114

Conditions for the election and promotion of Faculty members

1. The election and promotion of Faculty members and serving lecturers and the conferral of permanent status on Assistant Professors is carried out on the basis of the qualifications of the candidates, as applicable in a given case, depending on the position's academic field and the rank at which the election or promotion is effected.

2. The minimum conditions for election or promotion to a Faculty member position are possession of a PhD and the relevance of the subject of the PhD dissertation, if the position concerns the procedure for election at the rank of Assistant Professor, as well as the relevance of a candidate's research, scientific and laboratory work to the academic field of the position to be filled.

3. The condition that the candidate hold a PhD in order to be elected to a Faculty position IS NOT required for academic fields of extreme and unquestionable singularity, for which the writing of a doctoral dissertation is not possible or is not common practice in accordance with the rules of a given art or science (*de lege artis*). In any case, possession of a doctoral or a postgraduate degree by the candidate is taken into account as a substantial qualification. A condition for election in the cases hereof is recognised work that is relevant to the academic field of the position, such as awards in international or national competitions, participation in international or national exhibitions, national

or international recognition of artistic work and independent teaching of courses that fall within the academic field of the position to be filled.

4. The evaluation for the election or advancement of a DUTH Faculty Member is based on:

a) the overall teaching work (teaching courses, use of innovative teaching methods, educational activities linking research and teaching, evaluation by students, supervision of theses, dissertations, etc.);

b) the overall administrative work (participation in committees, undertaking coordinating work at a Department, School, or Institution level, provision of service in positions of responsibility such as Head of Department, etc.);

c) the overall research work, with emphasis on international presence as reflected by publications in prestigious journals that use peer review, on the recognition of their work through established impact factors, on the extent to which their papers have been referenced, etc., and on the attraction of funding through competitive programmes;

d) the contribution of the person in question to the utilisation of the knowledge produced and the transfer of technology as valued through patents obtained, on their participation in producing research findings that have resulted in the establishment of spin off companies and on their participation in said companies as members or shareholders.

Moreover, their recognised social presence and activity are evaluated, and the scientific ethos of the candidate is taken into account as an essential element in the formation of their personality.

5. No new Faculty Member may be elected as a Faculty Member in a Higher Education Institution in Greece at which the candidate completed all cycles of studies, before the lapse of at least five (5) years from obtaining the doctorate degree. The additional condition of the previous subparagraph shall not apply if the candidate has been employed for at least two (2) years in another Greek or foreign Higher Education Institution or a research or technological organisation.

6. In case of election, a substantial part of the candidates' work must have been carried out within the last five (5) years prior to the submission of the election application. In case of advancement, for the evaluation of the candidate, particular emphasis is placed on their work and activity since their previous election or advancement.

7. The following prerequisites and qualifications shall apply for the election of a Faculty Member:

a) For election to the rank of Assistant Professor:

aa) possession of a doctorate degree in a field related to the field of study of the position to be filled, without prejudice to par. 3;

ab) at least three (3) years of experience, after obtaining the doctorate degree, of self-reliant teaching work in tertiary education institutions in Greece or abroad in a field relevant to the field of study of the position or research project in recognised research centres in Greece or abroad, or research and generally scientific professional employment in a scientific field relevant to the field of study of the position to be filled, or a combination of the above, adding up to at least three (3) years of experience after obtaining the doctorate degree;

ab) original publications in scientific journals or in scientific conference proceedings or scientific collective volumes, in Greece or abroad, which operate with a peer review system, either independently or in collaboration with other researchers, or an original scientific monograph in addition to the doctoral dissertation, or a combination of the above. Particularly in cases where the field of study of the position concerns a scientific field for which there are international scientific journals, it is mainly the work published in international scientific journals, in combination with its degree of appeal, that is evaluated as authorship.

For election, particular emphasis shall be placed upon:

- i) The international research and scientific presence of the candidate, and in particular the extent to which their overall research and scientific work is recognised by other researchers and establishes prospects of international academic recognition;
- ii) participation in research projects and in producing research findings;
- iii) the patenting of intellectual property; and
- iv) participation in the establishment of spin off companies, which have resulted from the candidate producing research findings.

During the tenure process, the overall teaching, research, and scientific work in general, as set out in par. 4 of this Article, produced by the candidate from the date of their election to the date of submission of an application for tenure, as well as their participation in the administrative work of the Department and the Institution shall be examined.

b) For election or advancement to the rank of Associate Professor:

- ba) Possession of a doctorate degree, without prejudice to par. 2;
- bb) a minimum of five (5) years of experience, after obtaining the doctorate degree, of self-reliant teaching work in tertiary education institutions in Greece or abroad in a field relevant to the field of study of the position or research in recognised research centres in Greece or abroad, or research and generally scientific professional employment in a scientific field relevant to the field of study of the position to be filled, or a combination of the above;
- b) original publications in scientific journals or in scientific conference proceedings or scientific collective volumes, in Greece or abroad, which operate with a peer review system, of which some must be self-reliant or original scientific monographs, in addition to the doctoral dissertation, or a combination of the above. Particularly in cases where the field of study of the position concerns a scientific field for which there are international scientific journals, it is mainly the work published in international scientific journals, in combination with its degree of appeal, that is evaluated as authorship.

For election or advancement, particular emphasis shall be placed upon:

- i) The international research and scientific presence of the candidate;
- ii) the extent to which their overall research and scientific work has contributed to the progress of science, as well as its use and recognition by other researchers internationally;
- iii) recognised social presence and activity;
- iv) their overall administrative work, as referred to in par. 4 hereof;
- v) participation in research projects or assumption of scientific responsibility, within the meaning of Article 234 of Law 4957/2022, in some of them;
- vi) the patenting of intellectual property and securing other industrial property rights;
- vii) participation in the establishment of spin off companies; and
- viii) the overall teaching work (teaching courses, use of innovative teaching methods, educational activities linking research and teaching, evaluation by students, supervision of bachelor theses, diploma theses, etc.).

c) For election or advancement to the rank of Professor:

- ca) At least six (6) years of experience, after obtaining the doctorate degree, of self-reliant teaching work in tertiary education institutions in Greece or abroad in a field relevant to the field of study of the position, with documented significant contribution to the development and teaching of course material and other educational activities of the study programmes of the Department or research work in recognised research centres in Greece or abroad, or research and generally scientific professional

employment in a scientific field relevant to the field of study of the position to be filled or a combination of the above;

cb) original publications, in scientific journals or in scientific conference proceedings or scientific collective volumes, in Greece or abroad, which operate with a peer review system, of which a substantial amount must be self-reliant or original scientific monographs. Particularly in cases where the field of study of the position concerns a scientific field for which there are international scientific journals, it is mainly the work published in international scientific journals, in combination with its degree of appeal, that is evaluated as authorship;

cc) at least three years of teaching experience in recognised post-graduate or doctoral programmes of domestic or foreign Higher Education Institutions, or management, for at least three years, of recognised research centres or institutes, or occupying a management position at a prestigious domestic or foreign organisation for at least three years;

cd) supervision, in the capacity of supervising professor, of at least one (1) successfully completed doctoral dissertation, from its commencement to its completion, or participation in three-member advisory committees for at least two (2) successfully completed doctoral dissertations, from their commencement to their completion. Especially for Faculty Members with an academic field of exceptional and indisputable particularity, for which it is not possible or customary to complete a doctoral dissertation in accordance with the rules of the relevant art or science (*de lege artis*), as per par. 2, the condition of the previous subparagraph shall not be required for the advancement of a Faculty Member to the rank of Professor.

For election or advancement, particular emphasis shall be placed upon:

- i) The international research and scientific presence of the candidate;
- ii) the extent to which their overall research and scientific work has contributed to the progress of science, and has been used and recognised by other researchers internationally;
- iii) recognised social presence and activity;
- iv) their overall administrative work in positions of responsibility and in committees of the institution;
- v) participation in research projects or assumption of scientific responsibility, within the meaning of Article 234 of Law 4957/2022, in some of them;
- vi) the patenting of intellectual property and securing other industrial property rights;
- vii) participation in the establishment of spin off companies, which have resulted from the candidate producing research findings;
- viii) the overall teaching work (teaching courses, use of innovative teaching methods, educational activities linking research and teaching, evaluation by students, supervision of theses, dissertations, etc.);
- viv) recognised social presence - activity in matters related to the field of science that the candidate engages with.

8. For the election or advancement of Faculty Members of all tiers:

a) Recognised professional work in a relevant scientific field shall mean professional work of any form, such as sole proprietorship or conducting business or employment under indefinite or fixed-term employment contracts in a public or private body, or employment under fixed-term or project specific or compensatory scholarship employment contracts in a Higher Education Institution or a Special Account for Research Funds of a Higher Education Institution in Greece or in research centres in Greece or abroad, which is generally recognised by the scientists specialising in that field and is related to the field of study of the position;

b) self-reliant scientific papers shall mean papers in which the candidate appears as the sole author or the primary author or participates in a publication carried out by a research team supervised by them;
c) original scientific monograph shall mean the mature work of a researcher related to the scientific study, development, and advancement of a specific topic in which the author's research contribution is evident.

9. If the notice is for filling positions of Faculty Members in fields of study of exceptional and indisputable particularity, for which it is not possible or customary to complete a doctoral dissertation in accordance with the rules of the relevant art or science, as per par. 3, it is compulsory for the minimum experience required in terms of self-reliant teaching or research and scientific professional employment in general in a scientific field relevant to the field of study of the position to be filled, or if a combination of the above applies, to have been obtained after being awarded the main degree.

Article 115

Submission of Candidacies

1. Within the deadline for the submission of candidacies of Article 113(3) of these Rules and Regulation, those interested in being elected to a vacant Faculty Member position must register on the APELLA information system and may only and exclusively submit their candidacy application electronically, along with all the supporting documents necessary for the evaluation. Failure to submit the above application and necessary supporting documents within the deadline set out in the notice constitutes grounds for inadmissibility of the candidacy application. There is no requirement to submit a candidacy application to the Secretariat of the Department that the position is part of or to post a document/application on the APELLA Information System.

2. More specifically, during submission of the candidacy on the electronic integrated management system for the election and promotion of the members of the Research Teaching Staff (APELLA) and up to the final date for the submission of candidacies, under penalty of inadmissibility of the application, the candidates must submit electronically, in the respective distinct fields of the APELLA Information System, the following:

a) A copy of the recognised diplomas and degrees, in accordance with Article 304(4) of Law 4957/2022 (Government Gazette Series I, No 141), as in force.

b) A detailed Curriculum Vitae in Greek.

c) An original scientific publication (in file format or via electronic link).

d) A detailed memorandum in Greek containing a short summary of the original scientific publications submitted with reference to the candidate's contribution to them.

e) The text of the Doctoral Dissertation and other scientific publications (in file format or via electronic link).

f) Other necessary supporting documents (such as work experience certificates, teaching provision certificates, etc.) which document the election qualifications provided for by law, as well as any other supporting document the candidates consider necessary.

g) Any other supporting document provided for by the terms of the notice.

3. The candidates are evaluated and judged according to the information they have posted on the APELLA information system. Fulfilment of the conditions and legal election qualifications for filling the Faculty Member position, as set out in the provisions of Article 114 (Article 143 of Law 4957/2022), as applicable, are checked by the competent bodies (Appointments Committee and Electoral Body), according to the information that the candidates have submitted by the expiry of the candidacy submission deadline. Provided that the candidates for election or advancement to a Faculty Member

position have submitted within the relevant deadlines all the supporting documents provided for, including the scientific work and publications required, it is furthermore possible, in order to evaluate their overall personality and competence, to also take into account scientific work and publications which they have carried out and submitted after the submission of their candidacy and up to the time of their evaluation for election, advancement, or tenure.

4. With regard to the appointment qualifications (acquisition of Greek citizenship, fulfilment of military obligations, health, no criminal conviction, etc.) for which the issuance of the relevant certificates is required, these must have been obtained at the time of issuance of the appointment confirmation, as specifically stated in the relevant notice. Current Faculty Members do not need to resubmit any of the legal appointment certificates to be appointed as a Faculty Member of the same or another Higher Education Institution. It is sufficient for certified copies of the above certificates kept in the administrative file of the appointed member to be submitted, as well as a solemn statement stating that no incident has occurred in the meantime which would constitute grounds for their dismissal from office or a legal impediment to appointment.

5. The details for the implementation of the integrated Electronic management system for the election, advancement and tenure of Faculty Members (APELLA) are set out by joint decision of the Minister of Education, Religious Affairs and Sports and the Minister of Digital Governance.

Article 116

Establishment of Electoral Bodies

1. Within a strict deadline of seven (7) days from the issuance of the notice for the position by the Dean of the School, the Electoral Body shall be established for the election, advancement or tenure of Faculty Members of all tiers and lecturers, or tenure for Assistant Professors. If the establishment deadline expires without any action taken, said power shall be transferred to the Rector. The Rector of the Institution is responsible for establishing Elective Bodies of single-department Schools. The electoral body shall consist of eleven (11) regular members, who shall be in the same tier as that of the vacancy or a higher tier, and whose appointment is followed by the appointment of an equal number of alternate members.

2. The regular and alternate members of the Electoral Body shall be selected through an electronic draw conducted by the Dean, in the presence of the Head of the Department the position is part of, in an automated manner through an integrated electronic management system, the development and operation of which shall be carried out through the Greek Research and Technology Network (GRNET S.A.) of the Ministry of Digital Governance. Faculty members who are on unpaid leave or suspension of duties are excluded from participation in the electronic draw.

3. The electoral body shall consist of five (5) internal and six (6) external electors of the field of study of the vacancy, listed on the approved register of internal and external electors respectively. The draw shall first be conducted to determine the list of regular members and then to determine the list of alternate members, ranked in the same order in which they were drawn. During the draw, precedence shall be given to members of the register with the same academic field, as the latter has been set out in the approved register of internal and external electors, in accordance with the process described in Article 111 of these Rules and Regulations. More specifically, if the internal register members with the same academic field are fewer than or equal to the number required to complete the regular members of the electoral body, then they shall be appointed directly, without a draw. If their number exceeds the required number, there shall be a draw among the internal members of the same academic field for the appointment of the five (5) regular internal members, while the remaining members shall

occupy the positions of alternate internal members in the order in which they were drawn. If there is an insufficient number of candidates with the same academic field as that of the vacant position for the appointment of regular members from the Internal Elector Register, selection of the remaining regular or alternate internal members of the electoral body shall be carried out via an electronic draw among the internal electors with a relevant academic field to that of the vacancy. The first members of the internal registry with a relevant academic field to be drawn shall occupy the remaining seats of the regular members, up to the completion of the five (5) members, and the following members of the draw shall occupy the positions of the alternate internal members in the order in which they were drawn.

Similarly, for the selection of the regular external members of the electoral body, the same process shall be followed as described above for the internal regular members.

If the number of internal electors of the same or related academic field is insufficient to cover the required number of internal member positions, the remaining number of internal member positions shall be covered by the External Elector Register, without respecting the ratio of internal and external members, following the completion of the process for the appointment of external electors.

4. For the establishment of the electoral body, a declaratory act shall be issued by the Dean of the School or by the Rector, if it is a single-department School, which shall be shared electronically with the regular and alternate members of the electoral body and the candidates, and shall be posted on the APELLA information system. The participation of members of Greek Higher Education Institutions and research organisations in elective bodies is mandatory, unless the regular member is unable to participate due to illness, in which case they are replaced by their respective alternate member, who shall then become a regular member.

5. Following the establishment of the electoral body, the members of the body (regular and alternate) shall have full access to the candidacy applications, CVs, memoranda, and other details of the candidates uploaded to the electronic integrated management system for the election and promotion of the members of the Research Teaching Staff, as well as to any information requested during their evaluation process.

Article 117

Election - Advancement of Faculty Members

1. Within ten (10) days of the deadline for the submission of candidacies, the Head of the Department of the vacancy shall convene the first meeting of the electoral body. The Head of the Department shall participate in the meetings of the Electoral Body and shall chair them, without voting rights, unless they are also participating as a member. If the deadline for convening the Electoral Body expires without any action taken, the power shall be transferred to the Dean of the School and, if it is a single-department School, to the Rector.

2. At the first meeting of the Electoral Body, it shall be checked whether any participation impediments apply for any of its members. Impediments in terms of participation in an Electoral Body are defined as:

- a) Being a spouse or partner, or being a relative by blood or marriage, in a direct line or collaterally up to the fourth degree, or having a special bond or particular relationship or enmity with any of the candidates;
- b) appointing a Faculty Member that has been suspended from duty;
- c) being on unpaid leave at the time the Electoral Body is convening; and
- d) being the supervisor of the doctoral dissertation of a candidate. Specifically regarding the existence

of an impediment applying to an elector due to a special bond or special relationship or enmity with one of the candidates, the Electoral Body shall provide a reasoned decision on whether there is an impediment, taken without the participation of the member regarding which the impediment is being claimed. If impediment to participate in the Electoral Body is ascertained, the member shall be replaced through the draw procedure, which shall be carried out by applying Article 116 (Article 146 of Law 4957/2022) accordingly, for the substitution of the member. Violation of the above constitutes grounds for annulment of the procedure and the decision of the collective body. At its first meeting, the Electoral Body shall be in quorum when more than half of its members, i.e. six (6), are present. In the absence of a quorum, a meeting of the Electoral Body shall be reconvened, which shall take place at the earliest twenty-four (24) hours later and no more than seven (7) days later, in which case the Electoral Body shall be deemed to be in quorum if one third (1/3) of its members, i.e. four (4), are present. At the first meeting, the decisions of the Electoral Body shall be made by absolute majority of the valid votes of its members present, in accordance with the provisions on collective bodies of DUTH. Blank votes and abstentions shall not be taken into account in the voting result. Those who used a blank vote or abstained from voting, shall not be counted as in attendance, without this affecting the quorum. In any case, at least three (3) votes shall be required for a decision to be made.

3. At its first meeting, the Electoral Body shall select three (3) of its regular members who shall form the Appointments Committee. The Appointments Committee shall consist of two internal electors and one external member. In the absence of internal electors, the Appointments Committee shall be formed by external members. For the establishment of the Appointments Committee, members with the same academic field shall be selected first, and if there aren't enough members, the selection shall be made from among members with a relevant academic field. The decision must be specifically and sufficiently reasoned as to the identity or relevance of the academic field of the appointed members. During the establishment of the three-member appointments committee, one (1) of its members shall be appointed coordinator, and shall be responsible for convening the Committee and coordinating its work.

The Head of the Department shall issue a declaratory act of appointment of the Appointments Committee members, which shall be shared with the regular and alternate members of the Electoral Body, the candidates, and the Dean, and shall be posted on the APELLA information system.

4. Within a strict deadline of three (3) months from the first meeting of the Electoral Body, the Appointments Committee shall submit the appointments report to the Head of the Department and the members of the Electoral Body, which shall be posted on the electronic management system (APELLA) by the Secretariat of the Department.

The appointments report shall include at least:

- a) An opinion on whether the candidates meet the qualifications required by law, and in particular regarding the relevance of the doctoral dissertation, if required, and of the overall scientific, teaching, clinical, or artistic work of the candidates with the academic field of the vacancy, as well as on whether they meet the additional requirements and have the qualifications for election to a Faculty Member position of the same tier with as the vacancy in accordance with the applicable legislation.
- b) An analysis and evaluation of the formal and substantive qualifications, work, and personality of each candidate, expressing an opinion on their contribution to scientific progress.
- c) If more than one candidate meets the criteria of subparagraph a) for election to the Faculty Member position, a comparative and evaluative ranking of the candidates shall take place according to their scientific, research, teaching, and other work. The comparative and evaluative ranking of all candidates deemed eligible for election is mandatory.

To provide an accurate portrayal of each candidate, the Appointments Committee shall analyse and assess each candidate's work, scientific activities, and other substantive qualifications.

6. Candidates who are deemed to meet the qualifications required by law for election to a Faculty Member position in accordance with Article 116 (Article 143 of Law 4957/2022) shall be invited by the Head of the Department to give a scientific lecture on one (1) topic related to the field of study of the vacancy before the members of the Electoral Body and the academic community, including any interested students. The scientific lecture of the candidates shall in any case take place before the submission of the appointments report and may be given online via electronic means.

7. For the evaluation of the teaching work during the tenure or advancement of a candidate who is a Faculty Member or has taught at DUTH, the details of their evaluation by the students for the past three years shall be taken into account, and shall be sent to the Chairperson of the Appointments Committee by the DUTH-QAU, following a request by the Head of the Department. For the evaluation of the teaching ability of candidates who have taught at other domestic or foreign Higher Education Institutions, it is the responsibility of the Head of the Department to request the evaluation details directly from the respective Service of the Higher Education Institution in which the candidate has performed the work in question.

8. The Appointments Committee may request letters of recommendation from Professors of equivalent Higher Education Institutions abroad or researchers abroad, who are in the same field of study or a related field of study to that of the vacancy to be filled.

9. The appointments report must be the result of a meeting and an exchange of opinions among the members of the appointments committee and shall be signed by all three (3) members. If a member of the Appointments Committee resigns or is absent or it is not possible to draw up a unanimous appointments report, the members of the Appointments Committee may submit jointly or separately, within the same deadline, a memorandum that in no case serves as an appointments report.

10. Within a strict deadline of thirty (30) days from the submission of the appointments report or the memoranda of the members of the Appointments Committee, the Head of the Department shall be responsible for convening a meeting of the Electoral Body for the performance of the election or advancement process. The members of the Assembly of the Department may participate in the meeting, without voting or speaking rights, except for the possibility of posing questions during the presentation of par. 5(a) of this Article.

11. If the deadline for submitting the appointments report expires with no action taken, the Head of the Department shall be required to convene a meeting of the Electoral Body within a deadline of thirty (30) days from the expiry of the deadline within which no action was taken, in order for its members to proceed with the evaluation of the candidacies submitted and their accompanying supporting documents, applying the process of par. 4 of this Article accordingly. The above shall also apply in the case of submission of memoranda by the members of the Appointments Committee. Failure to evaluate the candidacies submitted and the accompanying supporting documents by the members of the Electoral Body, applying the process of par. 4 of this Article accordingly, constitutes grounds for invalidity of the election process.

If the deadline for convening the Electoral Body expires without any action taken, the power is transferred to the Dean of the relevant School, or, if it is a single-department School, to the Rector who chairs the Electoral Body, without a voting right, unless they are a member of the Electoral Body. The meeting has to be convened within a strict deadline of ten (10) days from the deadline by which the Head of the Department was required to have convened the Electoral Body.

12. The notice shall be communicated to the members of the Electoral Body, the candidates, and the members of the Assembly of the Department, at least seven (7) days prior to the date of the meeting of the Electoral Body for the election or advancement process. The date of the meeting and the relevant agenda shall be posted without delay on the integrated electronic system (APELLA) by the Secretariat of the relevant Department. Candidates shall be entitled to submit a relevant memorandum at least three (3) days prior to the meeting of the Electoral Body, which they are responsible for posting on the integrated management system (APELLA). Not posting the memorandum on the information system within the deadline set by law constitutes grounds for inadmissibility of the memorandum.

13. Meetings of the members of the Appointments Committees and the Elective Bodies may be held via video conference, while ensuring the confidentiality of the meeting, authentication of the identity of the members of the Electoral Body, security of electronic transmission of voice, data, and image, as well as the integrity of the information circulated. If the meeting is held via video conference, this has to be referenced in the minutes of the meeting.

14. The number of members of the electoral body required to achieve a quorum is six (6). The quorum must be maintained throughout the Meeting. In the absence of a quorum, a meeting of the electoral body shall be reconvened, which shall take place at the earliest twenty-four (24) hours later and no more than seven (7) days later.

15. At the beginning of the meeting, candidates may orally develop their views on the content of the appointments report and answer questions posed by members of the Electoral Body, and they shall then leave the meeting. The members of the Electoral Body shall deliberate duly on the content of the appointments report and the answers of the candidates, and decide on their eligibility.

16. The members of the Electoral Body shall discuss and evaluate all candidates, vote, provide specific reasoning for their vote, and select the most suitable candidate possessing the formal and academic substantive qualifications for occupying the position to be filled.

17. The members of the electoral body shall cast roll-call and open votes. The roll-call vote shall take place in alphabetical order, following a draw of the starting letter conducted by the Head of the Department before the Body.

18. If it is deemed that more than one candidate meets the necessary election qualifications, the electoral body shall also vote on whether the remaining candidates can be selected if the first candidate selected does not accept their appointment, or if their appointment is revoked, or if there is an objective impediment to their appointment. For this purpose, a table with the evaluation ranking of the other candidates shall be drawn up. For a candidate to be included in the table in a descending evaluation order, they must have at least six (6) votes in their favour.

19. If only one (1) candidate who has been deemed to satisfy the necessary qualifications is participating in the election or advancement process, the election of the candidate shall take place only if there are six (6) votes in favour, otherwise the process shall be declared inconclusive.

20. If there are more than one candidate and no candidate obtains at least six (6) votes in their favour, the vote shall be repeated at the same meeting between the two (2) prevailing candidates. If there is a tie between more than two (2) candidates, all those who received an equal number of votes shall participate in the second voting process. If no candidate obtains at least six (6) votes in their favour in the second voting process as well, the procedure shall be declared inconclusive.

19. The minutes of the election must include the following information:

- a) The appointments report of the Three-Member Committee;
- b) the candidates' memoranda;

c) the vote of each member of the Electoral Body, which must be accompanied by specific and adequate reasoning regarding the candidate's overall scientific, teaching, clinical, or artistic work. More specifically, the reasoning regarding the vote of the electors can be either stated directly, by reference to the report of the Appointments Committee (if any), by reference to the opinion of other electors, or by reference to the discussions preceding the vote on the qualifications of the candidates. If no appointments report has been submitted or if the Appointing Members submit separate memoranda, the minutes of the election shall include the information of par. 4 of this Article.

20. The Secretary shall be in charge, and, along with the Head of the Department, responsible for keeping and drawing up the election or advancement minutes, which, after they have been written up, shall be signed by them and no further ratification shall be required.

The Head of the Department shall ensure that the minutes of the election or advancement shall be posted by the Secretariat on the integrated management system (APELLA) and shall be communicated to the Dean of the School, the Rector, and the Governing Council of the Institution within one (1) month from the completion of the election or advancement process.

21. The file of the election process shall be transmitted to the competent body of the Institution so that its legality can be review, within the aforementioned deadline, and it must include:

- a) The minutes and the Dean's declaratory act establishing the Electoral Body;
- b) the notice of the Head of the Department to the members of the Electoral Body regarding the first Meeting;
- c) the minutes of the first meeting of the electoral body;
- d) the appointment decision of the Appointments Committee;
- e) the notice of the Head of the Department to the candidates to give the scientific lecture;
- f) the Appointments Report or any memoranda of the Appointing Members;
- g) the notice of the Head of the Department to the electoral body and the candidates convening a meeting for election or advancement;
- h) any candidate memoranda;
- i) the minutes of the meeting of the electoral body for the election or advancement;
- j) any other document deemed necessary for carrying out the legitimacy check, such as notices and minutes of iterative meetings, requests for exceptions of members of the electoral body, etc.

Article 118

Election-advancement process legitimacy check

1. Within twenty (20) days of notification of the election minutes, an inspection of the legitimacy of the process shall be performed by the Rector, who may request the assistance of the Institution's legal department. During the process, irregularities in the reasoning regarding the assessment of the candidates' qualifications are checked in particular. During the legitimacy check process, the Rector shall be assisted by the competent service of the Institution.

2. The Dean of the School that the Department is part of or the candidates who participated in the election process or anyone else who has a legitimate interest, may file an objection to the minutes of the Electoral Body before the Rector within a strict deadline of twenty (20) days from the posting of the minutes on the integrated management system (APELLA). If an objection to the election minutes is filed, the deadline of par. 1 of this Article is automatically extended by twenty (20) more days.

3. By decision of the Rector, following the legitimacy check, the election minutes may be reasonably referred back and a repetition of the process may be requested from the point at which the irregularity occurred. If the deadline of par. 2(b) expires without any action taken, it shall be considered that the

objections have been rejected and the Rector shall proceed with the issuance of the appointment act. A legitimacy check shall also be performed in inconclusive elections.

4. The Minister of Education, Religious Affairs, and Sports shall inspect the legitimacy of the processes for the election or advancement of Faculty Members ex officio or following an appeal by anyone with a legitimate interest in matters of legitimacy, in accordance with the applicable legislation. The appeal shall be filed within a deadline of sixty (60) days from publication of the Rector's act on the election or advancement. The legitimacy check by the Minister of Education, Religious Affairs, and Sports shall be completed within a strict deadline of six (6) months from the date of arrival of the election or advancement file at the Ministry of Education, Religious Affairs, and Sports.

Article 119

Appointment of Faculty Members

1. The Faculty Member who was elected or who advanced shall appointed via an act of the Rector, issued within twenty (20) days from the transmission of the file for the election or advancement of the Faculty Member.

2. Those appointed or who advanced must take up their duties within three (3) months from the notification of the relevant act of the Rector. By decision of the Rector, following submission of a substantiated request by the appointed Faculty Member, it is possible to extend the deadline for taking up their duties by a period of no more than six (6) months.

Granting the extension is mandatory if the Faculty Member requesting the extension resides abroad permanently on the date of their appointment.

3. If the deadline set for taking up their duties expires without any action taken, it shall be considered that the elected person did not accept their appointment and the relevant act shall be revoked by an act of the Rector. In case of election, the Department Assembly may select the next candidate in order of ranking, if any. If there is no candidate next in order of ranking, the Rector of the Institution, following a decision by the Deanery of the School and a recommendation by the Department Assembly, shall issue a notice for the position in the same field of study or the one that is next in line, for which a notice has not been issued, of those which had been set out in the allocation decision of Article 112 (138 of Law 4957/2) at the time of allocation of the positions by the Ministry of Education, Religious Affairs, and Sports.

The acts of appointment or advancement of Faculty Members shall be shared without delay with the Minister of Education, Religious Affairs, and Sports so that the legitimacy check of Article 118 (Article 151 of Law 4957/2022) can be performed.

4. After taking up their duties, the newly appointed DUTH Faculty Members shall attend, within three years, a cycle of mandatory educational/training activities organised by DUTH departments (such as DUTH-CTL [Network of Centres for Teaching and Learning], DUTH-QAU [Quality Assurance Unit], FASU-SARF [Financial and Administrative Support Unit - Special Account for Research Funds], etc.), which are intended to support their work and assist their integration into the academic community of DUTH.

Article 120

Updating - Posting Documents

1. The Department's Secretariat shall be responsible for posting without delay the following acts, decisions, and documents on the electronic integrated management system for the election and promotion of the members of the Research Teaching Staff (APELLA):

- a) The register of the fields of study that the Department engages in and the relevant approval and update decisions by the competent bodies;
- b) the internal and external elector registers for each field of study of the Department's fields of study register, and the relevant approval and update decisions by the competent bodies;
- c) the minutes for the appointment of the members of the electoral body and the Dean's act for the establishment of the electoral body;
- b) the notice of the Head of the Department to the members of the Electoral Body convening the first meeting;
- e) the minutes of the first meeting of the Electoral Body;
- f) the decision appointing the members of the Appointments Committee;
- g) the Appointments Report or the memoranda of the members of the Appointments Committee;
- h) the notice of the Head of the Department to the members of the electoral body, the candidates, and the members of the Assembly of the Department regarding the election or advancement meeting;
- i) the minutes of the meeting of the electoral body for the election or advancement;
- j) the cover sheet of the Head of the Department accompanying the communication of the election or advancement minutes to the Dean of the School, the Rector, and the Governing Council of the Institution.

The Department's Secretariat shall promptly update the electronic integrated management system for the election and promotion of the members of the Research Teaching Staff (APELLA) as regards the administrative status of the Faculty Members of the Department, in particular in terms of the following:

- a) Change in the tier of a Faculty Member;
- b) change in employment status from full-time to part-time and vice versa;
- c) granting of a scientific license or a permit of concurrent employment at a foreign institution;
- d) granting of unpaid leave;
- e) suspension of duties;
- f) termination of the relationship of the Faculty Member with the Department and any other change that may affect the establishment and operation of the elective bodies.

2. The Institution's Administrative Support Directorate shall be responsible for posting without delay the following acts, decisions, and documents on the electronic integrated management system for the election and promotion of the members of the Research Teaching Staff (APELLA):

- a) The election or advancement notice, following its publication in the Official Government Gazette;
- b) the deadline for the submission of candidacies for election or advancement processes;
- c) the decision of the Institution's Governing Council rejecting a candidate's memorandum which is brought before it in accordance with the provisions during the legitimacy inspection process;
- d) the decision of the Institution's Governing Council to refer back the election file, in the event of an irregularity being ascertained in the process during the legitimacy check;
- e) the declaratory act of an inconclusive election;
- f) the act for the appointment of a Faculty Member;

3. By decision of the Institution's Governing Council, the Institution's Officer and their alternate shall be appointed for a three-year term and they shall be responsible for granting access to the electronic integrated management system for the election and promotion of the members of the Research Teaching Staff (APELLA) to the eligible individuals, and for coordinating the use of the information system at an Institutional level, as well as for communicating with the company implementing the

electronic integrated system (GRNET S.A.). The Institution's Officer and their deputy shall be DUTH employees.

Article 121

Supervision of processes and deadlines

1. The Dean shall supervise the processes for the election and advancement of Faculty Members of the School's Departments in accordance with Article 22.
2. The aforementioned deadlines, if they are not defined as strict, shall serve as a strong indication aimed at the speedy completion of the process and shall not constitute a genuine mandatory deadline.

Chapter 19: Administrative Status, Rights, and Obligations of DUTH Faculty Members

Article 122

Full-time and part-time employment of Faculty Members

1. Faculty Members shall be elected as full time staff. Each Faculty Member shall compulsorily be employed on a full-time basis for the first three (3) years following their appointment to DUTH. After completing the time-period actually performing their duties, as required by law, following their initial appointment, they may be employed on a part-time basis.
2. Faculty members may be employed on a part-time basis following a timely request, in accordance with the provisions of the applicable legislation and as specified by the DUTH Rules and Regulations, provided they do not fall under the conditions relating to incompatibility and suspension of duties. By decision of the Deanery of the School, following a recommendation of the Assembly of the Department and an opinion of the General Assembly of the Division, a Faculty Member of a Department may be employed on a part-time basis at their request. For part-time employment status, a decision must be issued by the Dean of the School, which shall be communicated to the Administrative Support Directorate, to FASU-SARF (Financial and Administrative Support Unit - Special Account for Research Funds), to the Dean of DUTH, and to the Ministry of Education, Religious Affairs, and Sports.
3. All Faculty Members, regardless of tier, have the right to request to be employed on a part-time basis, provided they have completed three (3) years of actually performing their duties since the date of their first election. The request must be submitted prior to the commencement of the academic year in which the Faculty Member wishes to convert to part-time employment, and the reasons for which the Faculty Member is requesting to be employed on a part-time basis must be set out therein. By way of exception, it is mandatory for a Faculty Member to be employed on a part-time basis in less than three (3) years from the date of commencing employment, if they hold a position of:
 - a) Executive Director or Chairperson of the Board of Directors of an organisation or body that is part of the public sector or supervised by it, as defined in par. 1(a) of article 14 of Law 4270/2014 (Government Gazette, Series, I, No 143) and there is no other provision stipulating their suspension from duties; b) a Professor of an institution abroad; and
 - c) a researcher of a research organisation abroad.
4. When examining the request, the Assembly of the Department shall take into account the educational needs of the Department's study programmes, particularly those related to the Faculty Member's academic field, as well as the reason for which employment on a part-time basis is being requested. Provided that the smooth operation of the Department's study programmes is not hindered, the Department shall approve the request for employment on a part-time basis. The number of Faculty Members employed on a part-time basis may in no case exceed five percent (5%) of the total

number of the School's Faculty Members, excluding the number of Faculty Members who are on unpaid leave or who have been suspended from duty. The percentage referred to in the previous subparagraph does not take into account Faculty Members for whom part-time employment is mandatory due to the assumption of duties laid down in Article 128(6).

5. During the period of their integration into part-time employment, Faculty Members shall receive thirty-five percent (35%) of the regular remuneration, excluding family benefits, of the corresponding full-time tier with the same years of employment.

6. Upon being appointed, DUTH Faculty Members shall accept DUTH's Internal Rules and Regulations.

Article 123

Faculty Member Obligations

1. DUTH Faculty Members are obligated to:

a) Settle and reside within the Region of Eastern Macedonia & Thrace.

b) Provide teaching, research, scientific, laboratory, and administrative work to the Department they have been elected to and to DUTH in general.

c) Supervise, support, and guide students in the preparation of assignments, theses, and/or dissertations, and doctoral dissertations, as well as to supervise the performance of student traineeships.

d) To write and publish books, scientific papers, and research papers in reputable journals, to participate in scientific conferences, research seminars, workshops, etc. Faculty members shall mention the name of the Department and of DUTH in all their scientific attendances and publications, while reference to the name of the Department and the University in a foreign language shall take place in accordance with the names approved by DUTH. In all events, a Faculty Member shall be obligated to inform the Head of the Department of their participation in all types of scientific conferences, research seminars, and research projects/programmes, and to ensure that their participation in the above does not jeopardise the smooth operation of the Department's teaching activities in any way. If the days of participation in the conference coincide with days on which they have been assigned teaching work within the framework of the study programmes organised by the Department, the Faculty Member may not participate in the conference, unless it is ensured that the teaching obligations of the Faculty Member shall be compensated for, following approval by the Assembly of the Department.

e) Organise the content and methodology of the modules assigned to them by the Assembly of the Department / competent body. Plan and organise the relevant supporting material and the assessment and grading methods. Inform students when classes begin, include the relevant information in the Module Outline and the Course Guide, and post it to the DUTH asynchronous learning platform and other digital media provided by the Institution. Faculty Members are responsible for providing the teaching work on the days and hours set out in the study programme and in the timetable, and are responsible for compensating for the teaching hours that were not carried out, due to either their own impediment or a postponement, within fifteen days, without hindering the teaching of other modules.

f) Participate in the collective bodies of the academic units, the School, the Department, and the Division, as well as on DUTH committees, following a decision of the competent DUTH body, and contribute to the organisation and smooth operation of the educational, research, and administrative activities of the Division, the Department, and the School, as provided for in Law 4957/2022 and these Rules and Regulations.

g) Attend for the entire duration of meetings, if they participate in collective bodies. Absence or

departure before the end of the meeting is only permitted for an important reason, which shall be communicated to the Chairperson and shall be recorded in the minutes.

h) Be listed on the Internal Elector Register of Article 145 of Law 4957/2022 according to their academic field and participate in the process for the election of the regular teaching staff of Higher Education Institutions in accordance with Chapter XVI of Law 4957/2022, as well as on the External Elector Registers of other Departments of the same or other Higher Education Institutions, or the corresponding elector registers of research or technological bodies, and take part in the researcher election process.

i) Provide work to University Laboratories or University Clinics to which they are posted, depending on their academic field.

j) Accept their appointment as members of committees and elective bodies, and as assessors in the same Higher Education Institution or at another Higher Education Institution, and to fulfil the task assigned to them.

k) The working hours of full-time Faculty Members are distributed among at least three (3) days per week, while the working hours of part-time Faculty Members are distributed among at least two (2) days per week. Full-time Faculty Members who are judicial officers shall only be only required to comply with the prescribed teaching hours. (l) Comply with the applicable legislation, the DUTH Internal Rules and Regulations, as well as the decisions of DUTH management bodies and bodies of the academic unit to which they have been elected.

m) The maximum daily number of teaching hours of a Faculty Member to a group of students may not be greater than four (4) hours.

n) The maximum daily number of teaching hours for each Faculty Member may not exceed eight (8) hours (for theoretical modules, excluding workshops, practical training, etc.).

o) Submit to the Deanery of the School, following approval by the Assembly of the Department, at the beginning of each academic semester and before the beginning of classes, the scheduling of their activities in relation to: i) Meeting the minimum requirements of the law (teaching and office hours according to the DUTH timetable for Undergraduate Study Programmes and regarding their presence at DUTH - 18 hours in 3 days); ii) scheduling of teaching in Undergraduate Study Programmes and Foreign Language Study Programmes within and outside DUTH, at other domestic or foreign Higher Education Institutions (e.g. Hellenic Open University, etc.). The hours covering the minimum requirements of their presence at DUTH cannot be the same as hours during which they provide educational work at another domestic or foreign Institution (either in person or online); iii) scheduling of their research activities (e.g. research programmes they are implementing, dissertations they are supervising, etc.); and, iv) scheduling their administrative work (e.g. participation in committees). Along with the scheduling, they shall also submit a review of the activities of the previous semester.

2. In particular, full-time Faculty Members shall be obliged to:

a) Provide teaching work as per of Article 51(1)(a) to (c) herein (Teaching Work) at least six (6) hours per week on average during the academic year, following a decision of the Assembly of the Department on the assignment of teaching work. Weekly teaching hours shall be distributed between at least two days (if more than 3), while on the third day office hours shall be scheduled. If the teaching hours are fewer than three, office hours shall be scheduled during the other two days (see par. c below).

It is noted that:

aa) Teaching work may be assigned within the framework of Undergraduate Study Programmes of other DUTH Departments, following a decision of the Assembly of the Department, with the consent

of the Deanery of the School, which shall be included in the minimum of six (6) hours of provision of teaching work.

ab) Weekly teaching hours cannot be exhausted by teaching in post-graduate master's programmes or by supervising theses or dissertations. Particularly regarding the supervision of bachelors or diploma theses, weekly teaching employment is estimated as follows: Supervision of one Bachelor's or diploma thesis: 2 hours, supervision of 2-3 theses or dissertations: 4 hours, supervision of >3 theses or dissertations: 5 hours. The maximum number of diploma theses that a Faculty Member may supervise is set out in the Rules and Regulations of the relevant Undergraduate Study Programme.

ac) For the fulfilment of the minimum requirement regarding the provision of teaching work of six (6) hours, any teaching work offered in Post-Graduate Master's Programmes with additional remuneration, as well as in Foreign Language Study Programmes, winter schools and summer schools, shall not be taken into account.

ad) Priority shall be given to teaching work that is related to an Undergraduate Study Programme of the relevant Department.

b) In addition to the six (6) hours of teaching work, they shall be required to be present at DUTH university premises for at least twelve (12) hours a week and provide all forms of teaching, research, scientific, laboratory, and administrative work. For the fulfilment of this obligation, DUTH university premises include the premises of institutions in Greece or abroad in which a joint study programme is implemented in the framework of partnerships under Law 4957/2022. The teaching hours and hours of presence of the Faculty Members at DUTH university premises shall be distributed among a minimum of three (3) days per week during the academic year. The requirement to be present for eighteen (18) hours per week at DUTH university premises applies during academic semesters, in accordance with the academic calendar, while the requirement to provide research work, administrative work, and participate in the University's collective bodies shall apply throughout the academic year.

c) To provide at least three (3) office hours per week where students can visit them for issues related to the educational process. The hours shall be announced to the students and the Head of the Department at the beginning of each academic year and shall be posted by the Secretariat on the Department's website along with the timetable. Hours shall be scheduled in accordance with the provisions of par. a) herein. The meetings of Faculty Members with students shall take place in person at the office of the Faculty Member.

3. Faculty members employed on a part-time basis have the obligations of par. 1, except for par. 1(a), and are required to:

a) Provide teaching work of par. 1(a) to (c) of Article 51 hereof (Teaching Work) of an average of at least three (3) hours a week during the academic year in Undergraduate Study Programmes, Post-Graduate Master's Programmes, minor degrees, and short-term courses of the DUTH Department to which they have been elected, following a decision of the Assembly of the Department on the assignment of teaching work. The weekly teaching hours shall be distributed between the two days (if they are more than 3); alternatively, teaching shall be scheduled on one day and office hours on the other.

aa) Teaching work may be assigned in the framework of Undergraduate Study Programmes of other DUTH Departments following a decision of the Assembly of the Department, with the consent of the Deanery of the School, which shall be included in the minimum limit of three (3) hours of teaching work.

ab) Weekly teaching hours cannot be exhausted by teaching in post-graduate master's programmes or by supervising theses or dissertations. Particularly regarding the supervision of undergraduate theses or dissertations, weekly teaching work is estimated as follows: supervision of one thesis or dissertation: 2 hours, supervision of 2-3 theses or dissertations: 4 hours, supervision of >3 theses or dissertations: 5 hours. The maximum number of diploma theses that a Faculty Member may supervise is set out in the Rules and Regulations of the relevant Undergraduate Study Programme.

ac) Any teaching work offered in Post-Graduate Master's Programmes with additional remuneration, as well as in Foreign Language Study Programmes, winter schools, and summer schools, shall not be taken into account as regards the fulfilment of the minimum requirement regarding the provision of teaching work of three (3) hours.

b) Be present at DUTH university premises for at least six (6) hours a week, in addition to the three (3) hours of teaching work, and to provide all forms of teaching, research, scientific, laboratory, and administrative work. The teaching hours and hours of presence of the Faculty Members at DUTH university premises shall be distributed among a minimum of two (2) days per week during the academic year. For the fulfilment of this obligation, DUTH university premises include the premises of institutions in Greece or abroad in which a joint study programme is implemented in the framework of partnerships under Law 4957/2022. The requirement to be present for nine (9) hours per week at DUTH university premises shall apply during academic semesters, in accordance with the academic calendar, while the requirement to provide administrative work and participate in the University's collective bodies shall apply throughout the academic year.

c) To provide at least two (2) office hours per week where students can visit them for issues related to the educational process. The hours shall be announced to the students and the Head of the Department at the beginning of each academic year and shall be posted by the Secretariat on the Department's website along with the timetable. Hours shall be scheduled in accordance with the provisions of par. a) herein. The meetings of Faculty Members with students shall take place in person at the office of the Faculty Member.

4. Under the responsibility of the Head of the Department, the Faculty Members whose employment is terminated in any way must release the spaces that had been allocated to them and were used by them, and properly deliver the fixed equipment and materials that were in their use within a reasonable period of time, which cannot be more than three months.

An office space may be made available to emeriti or former Faculty Members who teach in Undergraduate Study Programmes of the relevant School. A decision of the competent body (Laboratory Director) shall be required for the use of laboratory spaces. Office space and corresponding infrastructure shall be made available to professors emeriti or former Faculty Member who are Scientific Supervisors of projects managed by the Special Account for Research Funds of DUTH, until the end of project, following a decision of the Deanery of the School.

5. The Dean of the School shall be responsible for monitoring compliance with the obligations of Faculty Members, as these are set out in par. 1 and 2. Violation of the obligations of par. 1 and 2 shall constitute a disciplinary offence and depending on its severity the disciplinary penalties of Article 178 of Law 4957/2022 shall apply.

6. Violation of the obligations of Faculty Members of any tier shall constitute a disciplinary offence, the disciplinary charge of which shall be exercised by the legally competent disciplinary bodies.

Article 124

Faculty Member Rights

1. DUTH Faculty Members shall fully enjoy the right of academic freedom in research and teaching, and are entitled to participate in all decision-making processes regarding research, teaching, and in general issues that concern the operation and management of the Institution, the relevant School, or the Department they work in, in accordance with the applicable provisions.
2. Faculty members shall have the right to participate in the collective bodies of the relevant School or Department and the Institution, in accordance with the provisions applicable from time to time.
3. DUTH Faculty Members shall be entitled to make use of the facilities, infrastructure, equipment, and services of the University (libraries, study areas, laboratories, etc.), in accordance with the decisions of the competent bodies of the Institution.
4. The management of the relevant Department and of the Institution shall ensure the provision of resources (office space, office equipment, etc.) for all Faculty Members employed.
5. DUTH Faculty Members shall have the right to be informed of the decisions of the university bodies, in accordance with the applicable provisions, upon a relevant request to the Head of the relevant body.
6. In particular, full-time Faculty Members may:
 - a) Participate in projects/programmes managed by Special Accounts for Research Funds of Higher Education Institutions, Legal Persons governed by Private Law of Higher Education Institutions, Research Centres, other Institutions, and the Technological Bodies referred to in Article 13A of Law 4310/2014 (Government Gazette Series I, No 258), as well as other research organisations, and to be paid for their participation in the above from the project/programme budget.
 - b) Receive remuneration from intellectual property rights.
 - c) Receive remuneration for carrying out Clinical work, for participating in the daylong operation of hospitals in accordance with Article 9 of Law 2889/2001 (Government Gazette A' 37), and for participating in the on-call schedule of hospitals, where the university Clinics or university laboratories they work in are located.
 - d) Provide paid teaching work at any other Higher Education Institution, including the Hellenic Open University, public schools, public Vocational Training Institutions, and public Lifelong Learning Centres which are listed in the Register of the General Secretariat for Vocational Education, Training, and Lifelong Learning and Youth of the Ministry of Education, Religious Affairs, and Sports.
 - e) Provide scientific work to the Institution of Educational Policy.
 - f) Receive remuneration to participate in the staff selection processes of the Supreme Council for Personnel Selection, as well as the Central Examination Committee for admission to tertiary education.
 - g) Undertake a business activity, individually or through a company, which is relevant to the scientific field of the Faculty Member, after notifying the Head of the Department they are employed in, provided that undertaking the business activity does not confer on the Faculty Member commercial status.
 - h) Perform, with or without remuneration, as well as with fixed remuneration, any kind of work or activity, other than those that confer commercial status, provided that the work or activity is not adversarial to that of DUTH and conforms with the status of a public official.
 - i) Perform the duties of the Chief Executive Officer of the University Property Development and Management Company and participate on its Board of Directors.
 - j) Participate in any capacity in spin-off companies in accordance with Law 4864/2021 (Government Gazette, Series I, No 237).
 - k) Participate, with or without remuneration, as members in collective bodies or committees of the Hellenic Authority for Higher Education of the Hellenic National Academic Recognition and Information Centre and any other body supervised by the Ministry of Education, Religious Affairs, and Sports or

another Ministry, when the participation of a Faculty Member is provided for by the applicable legislation, provided that said legislation does not provide for their suspension of duties or part-time employment.

l) Participate as paid members on a maximum of two (2) committees and scientific or administrative boards of the public and private sector, in which the participation of Professors is mandatory, as well as in Administrative Committees of Higher Education Institutions, and as members of the Academy of Athens, as members or scientific associates of the Parliamentary Scientific Council, the Scientific Service, and Commissioners, as members of independent authorities, with the exception of the position of chairperson, or to hold the position of associate in the private offices of Ministers, Deputy Ministers, and the General or Special Secretaries of Ministries, the position of Scientific Coordinator or the position of scientific associate of the Foreign Policy Planning Centre, as well as being appointed as members of the Scientific Council of the Ministry of Foreign Affairs.

m) Participate in any capacity in companies in which the Higher Education Institution participates, following the consent of the Deanery of the School.

7. Faculty members who are employed on a part-time basis may perform the activities of par. 6 hereof, excluding subparagraph i). If employed on a part-time basis, Faculty Members may also assume the position of General Manager or Director of a research centre, Institution, or a technological body of Article 13A of Law 4310/2014.

Article 125

Faculty Leave

1. By action of the Dean of the School, posted on the 'DIAVGEIA' programme and issued following a recommendation of the Assembly of the Department and at the request of the Faculty Member, the following forms of leave are granted to faculty members:

1.1 Academic leave with full remuneration, for up to a maximum of one (1) academic year for every six (6) years of continuous service or up to one (1) academic semester for every three (3) years of continuous service.

1.2 Paid leave for the submission of an application for a patent, for up to a maximum of three (3) months per three (3) academic years.

1.3 Unpaid leave, which may not exceed a total of three (3) academic years throughout the duration of their active service. The acts granting unpaid leave to faculty members shall be shared with the Ministry of Education, Religious Affairs, and Sports.

1.4 Faculty members shall have the right to submit a request for the above leave to be granted, regardless of tier, if they have completed three (3) years of actual service since the date of their initial appointment. A faculty member's period of unpaid leave shall not be counted towards advancement to the next tier, nor for establishment of tenured Assistant Professors. Academic leave and leave to file a patent application cannot be granted to faculty members that are less than two (2) years from retirement.

1.5 The above leave shall be granted provided that the smooth operation of the Department's study programmes is not hindered, taking into account the educational needs of the Department's study programmes, especially those related to the academic field of the faculty member requesting the leave, in accordance with the recommendation of the Assembly of the Department. The number of faculty members on academic leave, leave to file a patent application, or unpaid leave, may not exceed 5% of the number of its faculty members.

1.6 The application for the granting of the above leave shall be submitted to the Secretariat of the

Department in September, at the first Assembly of the academic year, in order for it to be granted the following academic year. The application shall include the faculty member(s) (exclusively faculty members, not adjunct professors) who will undertake to teach the applicant's courses in their absence.

1.7 The application for academic leave and leave for the filing of a patent application must be accompanied by the proposed programme of academic activity, and adequate justification and documentation of the programme of activities during the leave (invitations for academic and/or research collaboration from other educational institutions, domestic and/or international, invitations from publishing houses, invitations from exhibitions, material documenting the filing of a patent application, etc.) If the Assembly of the Department approves the leave, it shall make a recommendation to the Dean of the School to which the Department belongs to issue a relevant decision, which shall be posted on the DIAVGEIA programme. The action of the Dean shall be posted no later than 15 October and shall be communicated to the Administrative Directorate, the Rector, and the Vice Rector for Academic Affairs, Student Affairs, and Lifelong Learning. Faculty members receiving academic leave for the purpose of collaborating without payment with institutions or research organisations abroad, may, during their leave, receive their full pay increased by eighty percent (80%). In this case, by 15 October, the act of the Dean shall be sent to the Financial Management Department and shared with the Vice Dean of Finance, Planning, and Development for approval. After 15 October of each year, requests for increased remuneration shall not be accepted.

1.8 The selection criteria from among more faculty members applying for the above leave shall be the years of service of the faculty member before retirement, the time elapsed since their last leave, the ratio of the total leave the faculty member has received to the total time of their actual service at DUTH, and the duration of continuous service at DUTH. The weight and classification/prioritisation of the criteria shall be determined by the Assembly of the Department.

1.9 Upon expiry of the academic leave and the leave to apply for a patent, the faculty member shall submit a report to the Dean of the School concerning the academic work carried out during the leave granted.

1.10 The right to take academic leave shall not expire if the leave is not granted within the time period provided for reasons that do not concern the requesting faculty member; instead, it shall be added to that of the next six or three years.

Decisions granting unpaid leave to faculty members shall be shared by the Secretariat of the Deanery of the School with the Ministry of Education, Religious Affairs, and Sports. During such time as faculty members are on unpaid leave, they shall be obligated to pay all their insurance contributions themselves, unless during the leave granted they are employed by another institution in Greece or abroad, and their insurance contributions are paid by that institution.

2 The granting of leave of Articles 52 to 55 of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law (Law 3528/2007, Government Gazette, Series I, No 26) shall be approved by decision of the Head of the Department, issued at the request of the faculty member following a decision of the Assembly of the Department. More specifically, the following leave may be granted:

2.1 Sick leave.

A faculty member who is sick or needs to recover shall be granted sick leave with pay for as many months as the years of their service, from which all sick leave that they may have taken in the past five-year period shall be deducted. Sick leave granted without interruption may not exceed twelve (12) months. A minimum of six (6) months of service is considered a full year. A faculty member who has

not completed six (6) months of service shall be entitled to the short-term sick leave provided for. Sick leave shall also include days absent due to illness prior to the leave.

A faculty member suffering from a refractory disease shall be granted sick leave, the duration of which shall be twice the duration of the leave referred to in the previous paragraphs. Refractory diseases are determined by decision of the Minister of Health and Social Solidarity, issued after the opinion of the Central Health Council. A faculty member who is unable to work due to illness shall notify the Head of the Department of their incapacity on the same day. The application for sick leave shall be submitted within seven (7) days from the absence due to illness. In case of unjustified delay not due to force majeure, the sick leave shall be shortened accordingly. In all specific cases, the Head of the Department may initiate the process for granting sick leave of their own initiative. Sick leave exceeding eight (8) days per year shall be granted following an opinion by the competent health committee, except in the case where the leave is granted based on an opinion by a director of a public hospital clinic and when it pertains to hospitalisation for at least seven (7) days or following surgery. The Department shall refer a faculty member to the Primary Health Committee for its opinion. Following the opinion of the Health Committee, the sick leave Act shall be issued. The application must be accompanied by the relevant medical opinion and by the discharge documentation, if the faculty member was hospitalised.

The body responsible for granting sick leave shall either grant the entire leave proposed by the primary health committee or, if it considers its opinion unjustified, shall refer the interested party for consideration to the secondary health committee. The interested party may, within ten (10) days from being notified of the opinion of the primary health committee, object and request a new review by the relevant secondary committee, when the primary committee has rejected in full or approved less than half of the sick leave. The sick leave proposed by the secondary health committee must be granted. The Head of the Department and the faculty member have the right to object before the primary or special health committee, in order to issue leave by exception in accordance with the process referred to above. The application of a faculty member for the extension of sick leave shall be submitted no later than the last fortnight of the period of leave granted to them.

As for the rest, the points made in detail in Article 56 of Law 3528/2007 shall apply.

2.2 Maternity and prenatal leave.

Pregnant members of faculty shall be granted with maternity leave with full pay two (2) months before and three (3) months after giving birth. For every child after the third child, leave after childbirth shall be increased by two (2) months each time. Leave due to pregnancy shall be granted following confirmation by the physician regarding the expected date of childbirth. In the event of a multiple pregnancy, post-delivery leave shall be increased by one (1) month for each child beyond one. Post-delivery leave shall require a birth certificate of the child.

When the birth takes place later than initially expected, the leave that had been granted shall be extended to the actual date of the birth, without this extension entailing a corresponding reduction in the duration of the leave granted after the birth. When the birth takes place earlier than expected, the rest of the leave shall be granted after the birth, in order to ensure a total leave time of five (5) months. If a pregnant faculty member is in need of special treatment, following the exhaustion of paid sick leave, she shall be granted regular paid maternity leave, following a certificate from the doctor treating her and from a director of a gynaecology or obstetrics clinic or department of a public health institution providing medical services.

Faculty members who are pregnant may justifiably be absent without a cut in salary, following prior notification to the Head of the Department, in order to undergo antenatal examinations, provided that such examinations can only be performed during working hours. Leave shall be granted by decision of

the Head of the Department, initially for specific hours and in exceptional cases for the whole day, depending on the type of antenatal examinations. In order to justify the absence and grant the leave, an attestation shall also be submitted, stating that the examination was carried out and the time at which it was carried out by the body or doctor that carried out the examination.

2.3 Facilities for faculty member with family obligations

2.3.1 Childcare leave. Faculty members shall be granted nine (9) months of paid childcare leave, until the child reaches the age of four (4). Adoptive and foster parents shall be entitled to childcare leave immediately after the granting of the leave of par. 2.3.4 and in any case until the child reaches the age of eight (8). Faculty members with twins, triplets, or more children, shall be entitled to a further six (6) months of paid childcare leave for each child beyond one. Parents who are unmarried or widowed or divorced or disabled by sixty-seven percent (67%) or more, shall have the nine (9) months of leave increased by one (1) month.

To grant the relevant leave, in addition to the application, the applicant must submit a birth certificate for the child, a civil status certificate, documents proving disability where applicable, and a Solemn Declaration by the spouse that they shall not use their childcare leave or a joint declaration of the spouses specifying the periods each will make use of their childcare leave.

2.3.2 Leave for a facility to monitor children's school performance. Faculty members who have children attending classes at public or private primary or secondary schools shall be entitled to be absent from work during certain hours or for the whole day in order to visit the educational institution their children attend and be informed of their performance.

The total duration of the leave granted shall be determined as follows:

- a) Parents with one (1) child attending primary or secondary education shall be entitled to up to four (4) days of leave per year.
- b) Parents with two (2) or more children attending primary or secondary education shall be entitled to up to five (5) days a year. If the children attend classes at institutions of different educational levels, the leave faculty members are entitled to shall be increased by one (1) day. This leave shall be with full pay and its duration shall be considered as time of effective public service. Leave shall be granted initially for specific hours and in extraordinary cases for the entire day, but under no circumstances for more than one day continuously. It shall not be mandatory to exhaust the total duration of the leave. Any untaken leave shall not be carried forward to the next year, nor will compensation be paid. If both parents are eligible, they shall receive the leave jointly, and its duration for both of them may not exceed the total number of days, as specified above.

For leave to be granted, a parent must submit, each time, a relevant application, accompanied by a certificate of marital status and a certificate from the child's educational institution, solemnly declaring how many of the days or hours of the joint leave they are entitled to have been used by the other parent at the service where they work. The service may check the validity of the above declaration. Leave shall be granted to the parent-employee regardless of whether the other parent is employed or not. In the event of separation, divorce, or birth of a child out of wedlock, leave shall be granted to the parent employee who has custody of the child. Leave shall not be granted during periods when primary or secondary education institutions have work stoppages. Leave shall also be granted to parents whose child is enrolled in daycare on the condition that the daycare implements a full kindergarten schedule. In any case, the child must be of the age to attend mandatory education as stipulated by law. Leave shall not be granted to the parent after the child reaches adult age. For the provision of this facility, primary or secondary education institutions shall be defined by the applicable legislation on primary and secondary education as in force.

2.3.3 Sick child leave. Faculty members with children that are minors shall be entitled to paid leave of up to four (4) working days per calendar year if their children fall ill. For faculty members who have three children, the above leave shall come to seven (7) business days for each calendar year and for faculty members with many children it shall be ten (10) business days. For single parents this leave shall be eight (8) working days for each calendar year. If both parents are faculty members or employees, the right is independent for each parent.

For leave to be granted, the parent must submit a relevant application, accompanied by a medical opinion/certificate of hospitalisation regarding the illness of their child that is a minor.

2.3.4 Adoption/foster care leave. Faculty members that adopt a child and faculty members who become foster parents, in accordance with the provisions of Articles 10 and 11 of Law 4538/2018 (Government Gazette, Series I, No 85) besides the leave of paragraph 2.3.1, shall be granted three (3) months of leave with full pay within the first six months after the completion of the adoption or foster care process respectively, if the child is up to eight (8) years of age. One month from this leave may cover the absence of the faculty member during the period prior to adoption or foster care. Parents who have a child through surrogacy, in accordance with Article 1464 of the Hellenic Civil Code, in addition to the leave of paragraph 2.3.1 of this Article, shall be granted three (3) months leave with full pay immediately after the child is born.

To be granted leave, the foster parent must submit a relevant application accompanied by the birth certificate of the child and the legal supporting documents proving the adoption/foster care.

3. By an act of the Head of the Department, issued at the request of the faculty member following a decision of the Assembly of the Department, special leave shall be granted in the following cases:

3.1 Faculty members are entitled to five (5) business days of paid leave in the case of marriage or entering into civil partnership and three (3) business days in the case of death of their spouse and/or relatives, up to and including second degree. The documentation necessary for granting this special leave shall be, in the first case, the submission of a relevant application and marriage/civil partnership registration certificate, while in the second case it shall be the submission of an application and death certificate.

More specifically, faculty members who are natural, adoptive, and foster parents, shall be independently entitled to twenty (20) days of continuous leave with remuneration from the day of death of their child.

3.2 Following a substantiated application, Faculty Members shall be entitled to special paid leave of one (1) to three (3) days, as applicable, to exercise their right to vote with submission of a certificate of participation in elections or participation in a trial before any court with submission of a relevant certificate by the court.

3.3 Fathers who are faculty members shall be granted fourteen (14) business days of mandatory paid leave, which must be taken at the birth of the child. This leave shall be granted either a) two (2) days before the expected date of birth, in which case the remaining twelve (12) days shall be granted, in whole or in part, within thirty (30) days from the date of birth, or b) after the date of birth, in whole or in part, within thirty (30) days from the date of birth. To ensure the sound operation of the Department, the faculty member shall competently disclose the expected date of birth, so that the department is informed in a timely manner. In case of adoption or foster care of a child that is up to eight (8) years old, the leave of the previous subparagraphs shall be granted from the moment the child becomes a member of the family. To be granted the above leave, a birth certificate of the child must be submitted and, as applicable, the legal supporting documents proving the adoption/foster care.

3.4 Faculty members suffering from or who have a spouse or child suffering from a disease that requires regular blood transfusions or requires periodic hospitalisation, shall be entitled to special paid leave of up to twenty-two (22) business days a year. For this leave to be granted, an application is required, accompanied by the opinion of a primary health committee, certifying with justification that the condition from which they or their child is suffering requires regular blood transfusions or periodic hospitalisation, that takes place in a specific public or private hospital, and determining the time period for which hospitalisation is required. The special permission of the previous section shall also be granted to faculty members who have children suffering from a severe mental disability or Down syndrome or Pervasive Developmental Disorder (PDD), provided they are minors or adults who do not work due to these conditions. If a faculty member is entitled to special leave for more than one affected person in accordance with the provisions hereof, the special paid leave shall be increased to a maximum of thirty-two (32) business days per year. If there is more than one beneficiary for the leave for the same affected person, the special paid leave shall be increased to a maximum of thirty-two (32) business days per year for all beneficiaries cumulatively. A declaration by the co-beneficiaries shall determine the number of days each of them shall receive from the total of the thirty-two (32) business days per year that they are entitled to for the same affected person cumulatively.

3.5 Faculty Members not subject to paragraph 3.4 and who have a percentage of disability of fifty percent (50%) or more, or minor or adult children who cannot work because of this disability, with a disability percentage of fifty percent (50%) or more, shall be entitled to special paid leave of six (6) business days annually. For this leave to be granted, an application and a medical opinion confirming the disability percentage are required. If a faculty member is entitled to special leave for more than one affected person in accordance with the provisions hereof, the special paid leave shall be increased to a maximum of ten (10) business days per year. Where there is more than one beneficiary of the leave for the same person, the special paid leave shall be increased to a maximum of ten (10) business days per year for all beneficiaries cumulatively. A declaration by the co-beneficiaries shall determine the number of days each of them shall receive from the total of the ten (10) business days per year that they are entitled to for the same affected person cumulatively.

3.6 The above leave of paragraphs 3.4 and 3.5 shall be granted, under the conditions set out therein, to faculty members who have been appointed as guardians and who have also been entrusted with the custody of these persons, provided that the daily care of these persons is not provided by competent institutions and social welfare bodies. Where the care of these persons is provided by competent social welfare institutions and bodies, the faculty members of the previous section shall be entitled to, as applicable, half the leave provided for in paragraphs 3.4 and 3.5, under the conditions set out therein. The leave of paragraph 3.4 shall be granted to the guardians also in the case where the guardians are suffering from dementia, provided the other conditions are met.

3.7 Faculty members who respond to a call from a blood drive agency to cover emergency needs, as well as faculty members who participate in organised group blood drives or who donate blood on their own initiative, are entitled to two (2) days of paid leave for a maximum six (6) blood or platelet donations per year. These two days of leave are in addition to the blood donation day and may be taken either continuously with the time of the blood donation or at any time within the same calendar year. In any case, they cannot be transferred to the next calendar year. The same leave shall be granted in case of platelet donation. For this leave to be granted, an application and the submission of a relevant blood donation certificate shall be required.

3.8 Faculty members undergoing methods of medically assisted reproduction of Law 3305/2005 (Government Gazette, Series I, No 17), shall be granted seven (7) business days of leave with full pay,

following an application and a certificate from the attending physician and the director of the medically assisted reproduction unit (MARU).

3.9 Paid leave shall be granted one (1) day per year for a yearly gynaecological examination. Leave shall be granted upon application and confirmation by the attending physician.

3.10 Faculty members who have a spouse or minor child suffering from malignant neoplasms, such as leukaemia, lymphomas, and solid tumours, followed by treatments with chemical or immunomodulating agents or radiotherapy, shall be entitled to special leave, which shall cover the day of treatment and the day after it. This leave shall be granted following a relevant application and certification that the treatment is carried out and after the exhaustion of the leave entitled to them, according to the case of paragraphs 3.4 and 3.5

3.11 In the event of inadvertent failure to attend work due to adverse weather conditions, and provided that a travel restriction recommendation has been duly issued, faculty members may be granted special leave of up to two (2) business days per calendar year.

3.12 Faculty members who are carers within the meaning of Article 26 of Law 4808/2021, who are not guardians, shall be entitled to be absent with pay for reasons of force majeure linked to urgent family matters in case of illness or accident, which necessitates their immediate presence, for reasons of force majeure, up to twice a year and for up to one (1) working day each time. For this leave to be granted, a solemn declaration shall be submitted by the faculty member along with the application, stating that they reside in the same household as the person under their care, and that the person's illness or accident defined in Article 26 of Law 4808/2021 is certified by a medical opinion issued by a hospital or attending physician.

3.13 Faculty members shall be entitled to take paid leave of up to ten (10) business days per year, on serious grounds. For this leave to be granted, faculty members shall submit an application, accompanied by a relevant solemn declaration substantiating specifically the serious grounds of need and any document certifying and justifying leave be granted.

4. When granting the leave of paragraph 1, the educational needs of the Department's study programmes, particularly those related to the academic field of the faculty member requesting the leave, shall be taken into account, as will that there is no hindrance to the smooth operation of the Department's study programmes, along with the possibility of the teaching work being covered by another member of teaching staff, in the cases of the leave of paragraphs 2 and 3.

5. Full-time faculty members may be seconded as experts to international organisations by act of the Rector of DUTH, upon recommendation of the Assembly of the Department, and the request of the interested faculty member and the international organisation. Faculty members shall continue to receive full pay during the period of their secondment to the international organisation, provided they are not receiving any other remuneration from the international organisation. The total secondment period may not exceed three (3) years. The service of faculty members during the secondment shall be considered actual service in their post. Faculty members may not be seconded if they have received the leave of cases 1.1 and 1.2 of paragraph 1 in the past three (3) years.

6. DUTH faculty members may obtain leave to teach at HEIs abroad, to be employed as visiting professors at HEIs abroad for a period of up to 15 days per year. The relevant leave shall be issued by action of the Dean, following a recommendation by the Assembly of the Department, provided that the smooth operation of the Department or the Single-Department School is not hindered. The application for leave to teach at HEI abroad must be accompanied by an invitation from the foreign HEI and the proposed teaching programme. The above leave shall be granted provided that the smooth operation of the Department's study programmes is not hindered, taking into account the educational

needs of the Department's study programmes, especially those related to the academic field of the faculty member requesting the leave, in accordance with the recommendation of the Assembly of the Department. The selection criteria from among more faculty members applying for the above leave shall be the years of service of the faculty members before retirement, the time elapsed since their last leave, the ratio of the total leave the faculty members have received to the total time of their actual service at the DUTH, and the duration of continuous service at DUTH. The weight and classification/prioritisation of the criteria shall be determined by the Assembly of the Department. Upon expiry of the academic leave, faculty members shall submit a report to the Dean of the School concerning the academic work carried out during the leave granted.

Article 126

Parallel employment of Faculty Members at Higher Education Institutions

1. Professors at Universities abroad, included in the Register of Institutions abroad provided for in Article 304, who are acclaimed in their discipline, may be candidates for notices accelerated by Greek Higher Educational Institutions to fill faculty member vacancies of any rank, provided they meet the election requirements. Professors may be elected and an act for their appointment may be issued, without the need for them to resign from the position they hold at the University abroad.
2. The Professors of paragraph 1, during their employment at the HEI, shall have all the rights and obligations of faculty members, with the exception of participation in the governing bodies of the HEI, and are obligated to be employed there on a full-time basis for a minimum of one (1) academic semester per academic year, in accordance with the specific provisions of the Internal Rules and Regulations.
3. Faculty Members of HEIs in Greece may be employed or appointed to the post of Professor at a University abroad included in the Register of Institutions abroad under Article 304 of Law 4957/2022, without the obligation to resign from their position at the domestic HEI, on the condition that they shall inform the Head of the Department of the HEI in Greece at which they are serving. Parallel employment at a University abroad shall require an act of the Dean, following a recommendation by the Assembly of the Department.
4. The duration of employment in person at the institution abroad cannot exceed one (1) academic semester per academic year. During this period, the faculty member shall not receive any remuneration from the domestic HEI. For such leave there shall be no maximum limit of years of parallel employment and the time in question shall not be counted towards the maximum duration of unpaid leave granted under case c) of paragraph 1 of Article 125 (Article 157 of Law 4957/2022). During their employment at Universities abroad, faculty members shall be obligated to exercise part of their administrative duties, which may also be exercised online. If the faculty members unjustifiably fail to perform the administrative duties assigned to them, the permission for parallel employment abroad shall be revoked by act of the Dean.
5. Faculty Members of HEIs in Greece may be granted leave, regardless of applicable leave provisions, to be employed at Chairs of Greek Studies at HEIs abroad, for a period of up to three (3) academic years. The relevant leave shall be issued by action of the Rector, following a recommendation by the Assembly of the Department, provided that the smooth operation of the Department or the Single-Department School is not hindered. The application for leave shall be accompanied by the invitation from the Chair of Greek Studies of the HEI abroad and the proposed activity programme. The above leave shall be granted provided that the smooth operation of the Department's study programmes is not hindered, taking into account the educational needs of the Department's study programmes,

especially those related to the academic field of the faculty member requesting the leave, in accordance with the recommendation of the Assembly of the Department. The selection criteria from among more faculty members applying for the above leave shall be the years of service of the faculty members before retirement, the time elapsed since their last leave, the ratio of the total leave the faculty members have received to the total time of their actual service at the DUTH, and the duration of continuous service at DUTH. The weight and classification/prioritisation of the criteria shall be determined by the Assembly of the Department.

Upon expiry of the academic leave, faculty members shall submit a report to the Dean of the School concerning the academic work carried out during the leave granted.

6. Paragraphs 1 and 2 shall apply *mutatis mutandis* to the research centres, institutes, and technological bodies referred to in Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258). Paragraphs 3 to 5 shall apply *mutatis mutandis* to the corresponding categories of research personnel of the research centres of the institutes and technological bodies referred to in Article 13A of Law 4310/2014. All the aforementioned powers shall be exercised by the Governing Council of the relevant body.

Article 127

Conflicts of interest

1. HEI faculty members shall not be allowed:

a) To provide services, be employed, participate under any relationship, or undertake administrative, teaching, or research duties at bodies with a statutory purpose of providing educational or research services, as well as at University Education Legal Entities (UELEs), if the bodies do not fall under the public sector, as defined in case a) of paragraph 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143). By way of exception, faculty members may be employed by non-profit research centres which are legal entities governed by private law. Furthermore, they may be employed by entities that do not fall under the public sector, as defined in case a) of paragraph 14(1)(a) of Law 4270/2014, if the following cumulative conditions are met:

aa) The HEI is participating in the body in which the faculty member is to be employed; and

ab) the faculty member has been granted the relevant leave by the Assembly of the Department, which stating that the employment in question is compatible with the duties of their position. The third subparagraph shall not apply when the education services or employment of the faculty members are provided to UELEs. b) To establish or participate in, with any relationship or in any capacity, undertakings, companies, or joint ventures which have been assigned the preparation of designs or programmes, the execution of a specific project, the supply of goods, or the provision of services by DUTH or another HEI

c) To hold another permanent post in public sector bodies, as defined in case a) of paragraph 14(1)(a) of Law 4270/2014, subject to the provisions of Article 124 hereof. By way of exception, it shall be possible to hold at the same time a position as judicial official and religious official registered in the register provided for in Article 14 of Law 4301/2014 (Government Gazette, Series I, No 223), in conjunction with Article 47 of Law 4559/2018 (Government Gazette, Series I, No 142).

2. The conflicts of interest of paragraph 1 shall apply *mutatis mutandis* to members of the Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff of DUTH.

Article 128

Suspension of duties

1. HEI faculty members shall be suspended from duties if they undertake duties as:

a) A member of the Government or as a Deputy Minister;

b) MP or MEP;

c) Governor, Deputy Governor, or Mayor;

d) Secretary General of Article 41 of Law 4622/2019

(Government Gazette, Series I, No 133) and Secretary Special of Article 42 of Law 4622/2019;

e) Secretary General or Special, or Secretary of a Decentralised Administration, or Coordinator of a Decentralised Administration;

f) head of international organisations;

g) president or head of independent authorities;

h) Bishop or Archbishop of the Eastern Orthodox Church of Christ, whose headquarters are outside Greece;

i) President, Vice-President, Governor, Alternate Governor, Deputy Governor, CEO, or Executive Director of Legal Entities Governed by Public Law and Legal Entities Governed by Private Law, which fall under the public sector of case a) of paragraph 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143) which the Government selects, with the exception of bodies that fall under the scope of Chapter II of Law 3429/2005 (Government Gazette, Series I, No 314).

2. The maximum duration of suspension from duties cannot exceed ten (10) years in total. While faculty members are suspended from their duties, they may provide teaching, research, and laboratory work to the Department in which they serve, provided that this is not prohibited by another specific provision.

3. The maximum period of suspension from duties shall not apply to faculty members elected as MPs or MEPs, whose status is determined under Article 56 of the Constitution, nor to members of the Government and Deputy Ministers, provided they have been elected as MPs.

4. For faculty members who provide unpaid teaching work of at least six (6) hours a week to the Department in which they serve, while they are suspended from duties, this period shall not be counted towards the completion of the maximum limit of ten (10) years. The duration of the suspension of faculty members who have been suspended from duties shall be taken into account as time spent at their rank with regard to their advancement, only on the condition that they perform their teaching and research duties to the Department in which they serve without remuneration.

5. During their suspension from duties, faculty members shall not receive remuneration from DUTH and shall be themselves obligated to pay their social security contributions, if social security contributions are not already being paid due to taking up duties at another position. To be suspended from duties, a declaratory act by the Minister of Education, Religious Affairs, and Sports must be issued. By way of exception, faculty members appointed to positions in case i) of paragraph 1 shall be exempt from compulsory suspension of duties, if they declare that they waive their right to receive any remuneration, compensation, or benefit for the duties they undertake at these legal persons or bodies.

6. To be suspended from duties, a declaratory act by the Minister of Education, Religious Affairs, and Sports must be issued.

7. By way of exception, faculty members appointed to positions in case i) of paragraph 1 shall be exempt from compulsory suspension of duties, if they declare that they waive their right to receive any remuneration, compensation, or benefit for the duties they undertake at these legal persons or bodies.

8. By way of derogation from par. 1, faculty members shall not be suspended from duties, but employed on a part-time basis pursuant to Article 122, if they are undertaking duties of:

- a) President or Vice President of the 'DIOPHANTOS' Computer Technology Institution and Press (CTIP - 'DIOPHANTOS'), the Institution of Educational Policy (I.E.P.), the State Scholarships Foundation (SSF) of the Hellenic National Academic Recognition and Information Centre (Hellenic NARIC) of the National Organisation for Certification of Qualifications & Vocational Guidance (EOPPEP)
 - b) president or vice president or Director General or Director of research centres of institutes and technology bodies, under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258), overseen by the General Secretariat for Research and Innovation of the Ministry of Development and Investments, or other research organisations overseen by other Ministries;
 - c) president or vice-president, governor or alternate governor or deputy governor of bodies overseen by the Ministry of Health, as well as president or vice-president of bodies supervised by the Ministry of Rural Development and Food;
 - d) president or vice president of non-profit and charitable foundations.
9. This shall apply mutatis mutandis to the members of Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff of DUTH.

Article 129

Remuneration credit

Credit relating to DUTH faculty member remuneration, which is not paid due to entering part-time status or being suspended from duties or being granted unpaid leave or leave for parallel employment at institutions abroad, may be used to cover the salaries of visiting professors and visiting researchers of Article 148, researchers under contract of Article 149, and adjunct professors of Article 150. This provision shall cover the remuneration of members of Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff that was not paid due to unpaid leave being granted. A joint decision of the Minister of Education, Religious Affairs, and Sports and the Minister of Finance shall determine the process for transferring the credit that has not been paid during the fiscal year to the members of the faculty, Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff of DUTH by the Ministry of Education, Religious Affairs, and Sports, as well as all other technical details, in order to be utilised to cover the payroll of temporary teaching or research personnel of HEIs.

Article 130

Change in the academic field of faculty members

1. Faculty members, regardless of the rank they serve in, may apply to change their academic field provided they meet the following requirements:
 - a) They shall have extensive teaching and general scientific work, whether writing, research, laboratory, or clinical work, with at least fifty percent (50%) of their published scientific work falling under the academic field to be included;
 - b) the specific academic field shall be included in the Registry of Fields of Study (Disciplines) of the Department; and
 - c) they shall have completed twelve (12) months from the date of their election or promotion to the rank in which they serve.
2. The change in the academic field shall be made by decision of the Rector at the request of the faculty member, and following a recommendation of the Assembly of the Department and the opinion of the General Assembly of the Division in which the faculty member serves that the conditions of paragraph 1 are met.

3. Their application shall be required to:

- a) Document the extensive teaching and scientific work using details from the curriculum vitae and to numerically specify the percentage of the published scientific work that relates to the academic field requested, which in any case must be greater than 50% of their total work;
- b) indicate that the field of study requested is included in the Registry of Fields of Study (Disciplines) of the Department; and
- c) certify that twelve months have elapsed from the date of their election or advancement to their current rank, with a reference to the relevant Official Government Gazette publication.

4. In the Minutes of the Assembly of the relevant Department approving the relevant request, it shall be necessary to:

- a) Record the information relating to the Decision, the number of the Assembly of the Department, and, subsequently, that of the Deanery of the School and the Senate with which the Department's Registry of Fields of Study (Disciplines) was approved, and state the website on which the approved Registry has been posted;
- b) indicate the number of the Assemblies of the Division that advised on the change in question and to include the relevant excerpt of the Minutes in the relevant file;
- c) set out a clear justification on the approval of the specific request for change in academic field, namely to ensure the applicant's adequacy with regard to the teaching and scientific work, and numerically the ratio of 50% with regard to their published scientific work, based on the information recorded on the interested faculty member's request and following the relevant review by the Department, rather than with a simple repetition of the wording of the Law; and
- d) indicate the Official Government Gazette on the appointment or promotion of the applicant to the rank in which they serve, to document the elapse of twelve months until the date of the application in question for a change in academic field.

5. The application of the faculty member interested, including its attachments, the decision of the Assembly of the Department and the General Assembly of the Division, if the faculty member belongs to a Division, shall be transmitted to the competent service of the Institution, which in turn shall transmit the complete file to the Ministry of Education, Religious Affairs, and Sports.

6. The change of academic field may take place at the same time as the request for advancement of the faculty member.

7. The process set out herein shall apply *mutatis mutandis* to the members of the Laboratory Technical Staff and the Special Teaching Staff.

Chapter 20: Procedure for Notice of vacancies, election-advancement of members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH

Article 131

Special faculty members

1. The Special Faculty Members of DUTH shall include the members of the Special Teaching Staff, the members of the Laboratory Teaching Staff and the members of the Special Technical Laboratory Staff.
2. The positions of the Special Faculty Members shall belong to the Institution and shall be allocated by decision of the Senate to the Departments, Schools, or University.
3. The selection of members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH shall take place through an open procedure, following a notice of

the vacancy, which shall be published in the Official Government Gazette, in accordance with the applicable provisions.

4. The provisions of Articles 110 and 112 of these Rules and Regulations shall apply to the drafting of the register of academic fields of the members of the Special Teaching Staff and Laboratory Teaching Staff, the annual planning for the recruitment of the Special Faculty Members, as well as the allocation of the new positions of the members of these categories.

Article 132

Notice of annual recruitment planning vacancies

1. The vacancies of members of the Institution's Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, based on the Annual Recruitment Planning, shall be allocated to the Departments of DUTH, by decision of the Senate, and shall be announced by the Rector within one (1) month from the issuance of the Senate's allocation decision, according to the ranking of the fields of study per Department, until the number of vacancies allocated to each Department has been covered, without requiring a new decision by the Assembly of the Department.

2. Following the Senate's decision on the allocation of vacancies of Special Teaching Staff members (Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff) in the academic units of the Institution, and in order for the Rector to announce them within an exclusive deadline of one (1) month, the Departments to which the vacancies were allocated shall be responsible for sending a document with the information required for the notice to be issued within fifteen (15) days.

Article 133

Terms and conditions for the notice of special teaching staff vacancies - selection process

1. Notice of Vacancies - Required Supporting Documents

1.1 The Assembly of the Department or the Deanery of the School or the Senate of the relevant Institution, depending on the unit with the vacancy, shall decide on announcing the respective vacancy. If there are Divisions, the initial requirement for the notice shall be the relevant recommendation of the General Assembly of the relevant Division. The recommendation for the notice of a vacancy must be fully reasoned as regard its necessity, category, discipline, and the formal qualifications required to cover it.

1.2. The notice providing for selection by open process, shall be published by decision of the Rector, following a review of its legality, in the Official Government Gazette.

1.3 The Institution shall announce in writing in the daily press, as specified by law, the notice of vacancy, with an exclusive deadline for the submission of candidacies of thirty (30) days from the date of the most recent publication of the notice, and it shall notify all HEIs and Research Centres in Greece, as well as scientific bodies that are relevant to the subject of the vacancy, and it shall be posted on the websites of the relevant academic unit and the institution.

1.4. The notice shall specify:

a) The personnel category, educational category (Higher Education or Technical Education), the introductory rank of the appointment, the field of study, where applicable, and the academic unit with the announced vacancy; and

b) the formal qualifications required, according to the applicable provisions, for covering the vacancy announced, the necessary supporting documents required for submission by the candidates and the method of their submission, the exclusive deadline for submitting the relevant applications and

supporting documents, the method and process for covering the vacancy, and any other details deemed necessary to fully brief the candidates.

1.5 Applications and the relevant legal and necessary supporting documents shall be submitted by the interested parties to the secretariat of the competent academic unit with the vacancy, within an exclusive deadline of thirty (30) days from the date of the most recent publication in the daily press. The supporting documents must be officially certified by the legally competent authorities.

1.6. The following absolutely necessary supporting documents shall be submitted along with the application:

a) A copy of degrees and other qualifications. Where degrees and other qualifications are issued by universities abroad, the relevant equivalence certificates from Hellenic NARIC (Inter-University Centre for the Recognition of Degrees Acquired Abroad - DIKATSA) or a copy of the application for recognition of equivalence, with the obligation to submit the equivalence certificate no later than at the time of the assessment, subject to the entry into force of the provisions of Article 304(4) of Law 4957/2022, must also be submitted.

b) A full curriculum vitae in Greek.

c) Other supporting documents specified in the notice as required for submission alongside the application.

Supporting documents must be numbered, placed in a special folder, and accompanied by a full curriculum vitae and summary analysis of the qualifications of the interested parties, as well as any scientific and literary work or publications.

In the latter case, the interested parties must also submit the relevant copies or journals. Foreign language supporting documents must be accompanied by lawful translations. Supplementation of the supporting documents of the notice following submission and registration of the candidacy applications shall be permitted only if these contain clarifying information additionally requested by the relevant appointments committee and concern supporting documents submitted in due time.

1.7. Within fifteen (15) days from the expiry of the deadline for the submission of the relevant applications, the secretariat of the competent academic unit to which the applications were submitted shall record in alphabetical order on a relevant table the full names of the candidates and their submitted supporting documents, as they transpire from the relevant applications, and shall forward it along with the file of each candidate in the appointments committee of paragraph 2 hereof.

2. Appointments Committee

2.1. Within the deadline set in case 7 of the previous paragraph, by decision of the competent collective body, depending on the academic unit that announced the position, a three-member appointment committee shall be formed, consisting of:

a) The Director of the Division or the Head of the Department, if there are no Divisions, or by the Dean or Rector;

b) a faculty member of the same or a related academic field as that of the vacancy announced; and

c) a member of the same category of staff, who belongs to the relevant Department or School or Educational institution, and is of the same or a related academic field as the vacancy announced. If there is no such member in the corresponding academic unit, the committee shall be supplemented with a member of the same category of staff from another academic unit of the same or another institution, with the same or a related academic field as the vacancy announced. If it is not possible to appoint the member of the Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff, or such a member is not appointed within forty (40) days, then a member of the faculty shall participate in the composition of the committee instead, in the manner set out above, as

long as they belong to the same or a related academic field as that of the position announced.

2.2. Within an exclusive deadline of twenty (20) days from its appointment, the above appointment committee shall submit a written appointment recommendation report to the relevant collective body, which shall include:

- a) A list of candidates in alphabetical order, listing their formal qualifications;
- b) a detailed presentation and assessment of the candidates based on the committee's substantive judgement as to the degree of candidate response to the lawfully required qualifications, as well as the terms of the notice; and
- c) an assessment-based ranking of the candidates.

The Committee shall recommend that candidates who do not possess the formal qualifications and do not meet the requirements provided for, as well as candidates who have not submitted the necessary supporting documents in accordance with the notice, be excluded from the assessment. These candidates and the candidates who submitted late applications shall not enter into the assessment process.

2.3 The appointment recommendation report must be the result of a meeting and exchange of opinions between the members of the appointment committee, and must be signed by all three (3) members. The appointment committee may, within the aforementioned 20-day deadline, invite candidates to a personal interview, to ascertain the academic training of candidates in relation to the specific qualifications required by the vacancy notice.

2.4 Spouses or relatives up to the fourth degree by blood or by marriage with a candidate may not participate as a member of the three-member appointment committee.

2.5 If a member of the three-member appointment committee resigns or dies or if it transpires that it is impossible to prepare a joint appointment recommendation report, the members of the three-member committee may submit a memorandum within the same deadline, which shall under no circumstances serve as an appointment recommendation report. Video conference may be used in accordance with applicable legislation also in the case of meetings of the members of the Appointment Committee.

2.6 The appointment recommendation report above shall be delivered by email (with acknowledgement of receipt) to candidates via the competent secretariat within five (5) days of its submission. Candidates may submit a relevant memorandum to the competent body that announced this vacancy within five (5) days from the date of its announcement. If the deadlines for submitting both the written appointment recommendation report of the above committee and the relevant memoranda of the candidates elapse without action, the process shall continue without them. In this case, the collective body competent for selection shall carry out a documented assessment-based ranking of the candidates in order to make the final evaluation, as described in the next article.

3. Selection Process

3.1 Within a deadline of fifteen (15) days from the submission of the written appointment recommendation report of the three-member appointment committee or after the elapse of the relevant deadline of paragraph 2 herein, the competent collective body - which, depending on the unit which announced the vacancy, is the Assembly of the Department or the Deanery of the School or the Senate of the institution - shall convene to decide whether to fill the post, at the invitation of the Head of the Department or the Dean of the School or the Rector respectively. In addition to lawfully appointed members, three members of the relevant category of staff (Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff) of the same or related academic field as the vacancy announced serving in this unit, shall also participate in this body. These three members,

which shall include the member who participated in the appointment committee, provided they are serving at the institution, shall be appointed by decision of the competent body. If fewer than three members serve at the academic unit, the number of members of the collective body responsible for filling the position shall be supplemented with members of the same category of staff and the same or a related academic field as the vacancy announced, from another academic unit of the institution. If they are still insufficient, the number shall be supplemented with members of the corresponding category of staff of the institution.

3.2. In order to carry out a substantial evaluation of the candidates, the competent body shall take into account all the information in their files, the written appointment recommendation report of the three-member appointment committee, as well as any memoranda submitted to it by the candidates. It shall ascertain which of them have the formal qualifications and meet the conditions set out for the vacancy notice, it shall exclude from the assessment those who do not possess the above formal qualifications, and, subsequently, it shall proceed with an evaluation of all other candidates. By decision of the same body, candidates may be invited to the meeting in order to orally explain their relevant views and answer relevant questions of the members of the body. Candidates shall, in any case, leave before the discussion begins.

3.3 For the election or advancement of members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, recognised professional work in a relevant scientific field shall mean professional work in any form, such as sole proprietorship, or conducting business, or employment under indefinite or fixed-term employment contracts in a public or private body, or employment under fixed-term or project specific or compensatory scholarship employment contracts in a Higher Education Institution or a Special Account for Research Funds of a Higher Education Institution in Greece or in research centres in Greece or abroad.

3.4. a. The members of the competent body for selecting an instrument shall cast roll-call votes. The roll-call vote shall take place in alphabetical order, following a draw of the starting letter conducted by the Head of the Department, the Dean of the School, or the Rector correspondingly, depending on the academic unit with the vacancy to be filled.

The selection of a candidate shall require an absolute majority of the members of the body present. The votes of the members of the body competent for the selection must be sufficiently reasoned and clear.

b. If none of the candidates obtains an absolute majority, the vote shall be repeated for the selection of one of the two candidates who gathered the most votes in the previous vote.

c. In all cases of a tie, the vote of the person chairing the relevant body shall prevail.

d. Blank votes and abstentions shall not be counted towards the voting result. Those who used a blank vote or abstained from voting, shall not be counted as in attendance, without this affecting the quorum.

e. If it is deemed that more than one candidate meets the necessary election qualifications, the competent collective body shall also vote on whether the remaining candidates can be selected if the first candidate selected does not accept their appointment or if their appointment is revoked or if there is an objective impediment to their appointment. For this purpose, a table with the assessment-based ranking of the other candidates shall be prepared. For a candidate to be included in the table in a descending evaluation order, an absolute majority of the members of the meeting body present as noted above is required

3.5. The work of the body competent for selection shall be completed with the preparation of a relevant report, which shall be submitted, along with the file of the vacancy to be filled, to the Rector

of the relevant University within a deadline of ten (10) days from when the relevant decision is made.

3.6 The candidate(s) ultimately selected for the vacancy announced shall be appointed, following a legality review, by a relevant action of the relevant Rector, issued within one (1) month from the notification of the relevant minutes and published in the Official Government Gazette.

3.7. The election process file must include:

- a) The decision to appoint the Three-Member Appointment Committee;
- b) the decision to appoint three members of the corresponding category of staff for the establishment of the competent selection body;
- c) the Appointment Recommendation Report or any memoranda of the appointment committee members;
- d) the document notifying the candidates and members of the body responsible for selection regarding the Appointment Recommendation Report,
- e) any candidate memoranda on the Appointment Recommendation Report,
- f) the Chairperson's invitation to the body competent for the selection and to the candidates to a selection meeting;
- g) the minutes of the meeting of the competent selection body;
- h) any other document deemed necessary for carrying out the legality review, such as, for example, invitations and repeat meeting minutes, exception requests from members of the electoral body, etc.;
- i) the successful candidate's application

Article 134

Legality review of the selection and appointment process

1. The election of the members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff are subject to a legality review by the Rector, which shall be carried out within an exclusive deadline of two (2) months from the transmission of the file by the competent body in each case, with the Rector entitled to refer the file back only once. If, for a second time, they find the process to be unlawful, they shall refer the file for a legality review to the Minister of Education, Religious Affairs, and Sports, to whom the power to issue a declaratory act shall also be transferred in such a case.

2. The Minister of Education, Religious Affairs, and Sports shall review, within an exclusive deadline of four (4) months from the receipt of the appointment file, the lawfulness of the act either ex officio or following the submission of an objection. Objections to the competent Minister may be submitted within sixty (60) days from the day after the exclusive deadline of two (2) months of the previous paragraph.

The candidate selected to fill the vacancy announced shall be appointed by a relevant act of the Rector of DUTH, which shall be issued within an exclusive deadline of two (2) months from notification of the relevant minutes and shall be published in the Official Government Gazette. The Rector's Act of appointment shall be shared with candidates without delay by the competent academic unit with the vacancy.

3. If the first selected candidate does not accept their appointment or the act of appointment is revoked or there is an objective impediment to their appointment, the second most suitable candidate, if any, shall be appointed. If they, too, do not accept the appointment or their appointment decision is revoked or there is an objective impediment to their appointment, the vacancy shall be re-announced in the same Department and on the same field of study within an exclusive deadline of one (1) year from the vacancy's non-acceptance.

Article 135

Supervision of processes-Deadlines

1. The Dean shall supervise the processes for the election of the members of the Special Educational Staff, the Laboratory Teaching Staff, and the Special Technical Laboratory Staff of the Departments of the School in accordance with Article 22 hereof.
2. The aforementioned deadlines, if not defined as exclusive, shall be a strong indication aimed at the speedy completion of the processes, and shall not constitute a genuine mandatory deadline.

Article 136

Reposting the notice of the vacancy

1. Vacancy notices for the positions of members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff shall be reposted in the following cases:
 - a) If no applications were submitted following a relevant notice.
 - b) If the election for the initially approved and announced vacancy failed to bear results.
 - c) If the selected candidate, after their appointment, did not take up duty for any reason or submitted to the competent institution a declaration of Law 1599/1986 on non-acceptance of their appointment to the vacancy for which they were selected.
2. The aforementioned re-announcement of the notice shall take place in accordance with the processes set out in Article 134 hereof within a deadline of two (2) months from the time when one of the conditions a, b, and c of the previous paragraph is met, and if, according to the applicable provisions, the relevant credit is maintained, and it is possible to repost notification of the vacancy with different formal and specific qualifications in the case of the Special Technical Laboratory Staff category and a different academic field in the case of the Special Teaching Staff and Laboratory Teaching Staff categories.

Chapter 21: Administrative Status, Rights, and Obligations of members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff

Article 137

Administrative status of Special Faculty Members

1. Appointment to special faculty member positions hereof shall be by act of the Rector.
2. After taking up their duties, the newly appointed members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH shall attend a cycle of mandatory educational/training activities organised by DUTH structures (such as DUTH-CTL (Network of Centres for Teaching and Learning), DUTH-QAU (Quality Assurance Unit), FASU-SARF (Financial and Administrative Support Unit - Special Account for Research Funds), etc.), which are intended to support their work and assist their integration into the academic community of DUTH.
3. The Assembly of the Department shall be the competent body for all matters concerning the members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH. In cases where the vacancies belong to the School or the Institution, this power shall be exercised by the Deanery of the School or the Senate respectively.
4. The competent party for monitoring compliance with the obligations of the members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff as included in Law 4957/2022 and in these Rules and Regulations, shall be Head of the Department or the Dean or the

Vice Rector competent for personnel matters, depending on the position of the member of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff

5. The members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff shall be academically evaluated by score, in accordance with the provisions of Presidential Decrees 117/2002 (Government Gazette, Series I, No 99) and 118/2002 (Government Gazette, Series I, No 99), as in force under Article 465(6) of Law 4957/2022, based on their achievements, which corresponds to the position they hold.

6. The election, advancement, transfer, and any change in post of the special faculty members shall be subject to a legality review by the Rector and the deadlines provided for by law, in accordance with the applicable legislation.

7. According to paragraph 6 of Article 27 of Law 4386/ 2016, the conditions and the process for the transfer of members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff shall be governed by the provisions of Presidential Decree 147/2009 (Government Gazette, Series I, No 189), as currently in force.

8. By decision of the Senate, members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff may be transferred to DUTH museums, if the need arises.

9. The disciplinary matters of the members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff shall be governed by the applicable legislation and these Rules and Regulations.

10. Transfer of members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff from one academic unit to another, shall take place by transferring their position, without requiring the allocation of a vacancy from existing vacancies at DUTH.

11. The members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff must participate actively in the collective bodies of the relevant Department/School and DUTH, as well as on their committees or councils, and contribute to the development of the Institution and to support its work in general.

12. Members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff shall be entitled to use the facilities, infrastructure, equipment, and services of the University (libraries, universities, laboratories, etc.), in accordance with decisions of the competent bodies of the Institutions.

13. The administration of the relevant Department and of the Institution shall ensure the provision of resources (office space, office equipment, etc.) for all employed members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff

14. Members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH shall have the right to be informed of the decisions of the university bodies, in accordance with the applicable provisions, upon a relevant request to the Head of the relevant body.

15. Members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff may register, at their request, as supernumerary, only one per year per and per Post-Graduate Master's Programme, provided they serve in the relevant Department and that the degree and work they perform in the relevant Department is related to the subject of the Post-Graduate Master's Programme.

15. Violation of the obligations of the members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of each category shall constitute a disciplinary offence, the disciplinary charge of which shall be exercised by the legally competent disciplinary bodies.

Article 138

Periodic assessment process

1. The members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff who are not in the final rank, shall be evaluated during the assessment process for their advancement to the next rank in accordance with the applicable provisions on the advancement of members of Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, depending on the category of staff to which the member being assessed belongs.
2. The members of the Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff who are in the final rank, shall be assessed every five years based on the quality and quantity of the work they provide, as such work is provided for in the applicable legislation, per category of staff and depending on the duties assigned to them by the respective academic unit. No account shall be taken of the time spent on unpaid leave at the request of the interested parties towards completion of the five-year period. The assessment shall be carried out by committees appointed by the Assembly of the Department, the Deanery of the School or the Senate of the relevant institution, depending on the unit which the assessed party belongs to, and it shall consist of two Professors and one member of the category of staff to which the assessed party belongs, of the same rank and the same or a relevant academic field. If there is no such member, then the third member of the committee shall be a member of the same staff category and rank as the assessed party. The Committee shall be established by the competent body, following a recommendation by the Assembly of the Division, Department, School, or Senate, depending on the unit in which the assessed member serves. The competent body in each case is obligated to decide, within an exclusive deadline of thirty (30) days from the submission of the application, to activate the process.
3. The assessment shall be based on an activity report for the past five years and a programming report for the next five years, prepared by the assessed party. During the five-year period, the assessed party shall have the opportunity to amend the programming report.
4. A detailed report shall be drafted for the assessment that takes into account, depending on the academic field, the teaching work, the technical laboratory work, and the general scientific, academic, and administrative activity and action of the assessed party in their field, as well as the assessment of their teaching work, if any, by their students.
5. The following characterisations shall be used in the rating scale: excellent, very good, good, moderate, and poor.
6. Members of the above categories whose assessment is extremely negative shall be reassessed within two years from the negative assessment.
7. If the assessment reveals evidence of neglect of official duties or of committing another disciplinary offence, the Head of the Department or the Dean shall be obligated to inform the Rector, who shall take the disciplinary actions provided for by the relevant provisions.

Article 139

Special Teaching Staff Members

1. The members of the Special Teaching Staff category shall be employed on a full-time basis and shall carry out special educational teaching work at DUTH. The Special Teaching Staff Uele's shall teach foreign languages or Greek as a foreign language, physical education, design, as well as fine and applied arts, and shall participate in organising and conducting related educational activities, such as training colloquiums and congresses, as well as work in the context of the evaluation of the educational process.

2. Members of the Special Teaching Staff may be assigned autonomous teaching tasks, as well as supervising undergraduate and post-graduate master's projects, following a decision of the Assembly of the Department or the competent body in each case of the academic unit in which the Special Teaching Staff member is serving. Particularly regarding the supervision of undergraduate, Bachelor's or diploma theses, weekly teaching employment is estimated as follows: Supervision of one Bachelor's or diploma thesis: 2 hours, supervision of 2-3 theses: 4 hours, supervision of >3 theses: 5 hours.

3. The members of the Special Teaching Staff shall have the following obligations: a) To be present at university campuses at least twenty-two (22) hours a week, allocated over at least four (4) working days, and to provide any form of teaching assignments with a number of teaching hours similar to that of faculty members (at least 8 hours a week on average during the academic year, following a decision by the Assembly of the Department on assigning the teaching tasks), and to undertake tasks related to scientific, research, or educational work (such as, for example, participating in various committees of the Institution that comprise the competent bodies according to the applicable legislation, participating in IETs, the QAU-DUTH, organising TLLC-DUTH programmes, participating in committees on public tenders, procurement of supplies, services, or works, participating in Three-Member Appointment Committees and the competent academic bodies for the election and advancement of Special Teaching Staff members, on qualifying examination committees, in the programming of openness actions of the Department, etc.). For the fulfilment of this obligation, DUTH university premises include the premises of institutions in Greece or abroad in which a joint study programme is implemented in the framework of partnerships under Law 4957/2022. The weekly obligations of Special Teaching Staff members in teaching the respective courses and the performance of their teaching duties in each semester, shall be determined by decision of the competent bodies of the relevant unit. Daily employment may be continuous or intermittent, depending on the educational needs of the relevant academic units, and the office hours of each Special Teaching Staff member shall be announced by each member at the beginning of each semester to the Secretariat of the Department, and may not be less than four (4) per week, spread over more than one day, and the schedule shall be posted on the website of the Department under the responsibility of the Head of the Department.

b) To carry out teaching work: To organise courses and educational activities (or part of them) assigned to them by the Assembly of the Department (or depending on the School or DUTH) (at least 8 hours per week, on average, during the academic year, following a decision by the Assembly of the Department assigning teaching work)

ba) For each action based on intended learning outcomes:

- they shall plan and organise the course content and methodology
- they shall select, organise, and post to the asynchronous teaching platform the relevant supporting material.
- They shall choose the assessment and scoring methods, ensuring the transparency of the process and the examination and marking criteria.
- They shall guarantee the timely submission of marks, as well as the right of the students to receive feedback on their paper

bb) they shall inform the students upon commencement of classes regarding the above, providing the relevant scheduling of educational activities.

bc) they shall post the information of paragraph ba on the asynchronous teaching platform of DUTH

bd) they shall supplement the information required for each course assigned to them in the Department's Study Guide and the QAU-DUTH Course Outline.

be) They shall be responsible for providing the teaching work on the days and hours set out in the study programme and in the timetable, and they shall be responsible for compensating for teaching hours lost either due to their own impediment or due to an objective postponement, within fifteen days, without hindering the teaching of other modules.

c) To actively participate in the activities of the collective bodies, councils, and committees of the University and contribute to the organisation and smooth operation of the educational, research, and other activities of the Laboratory, the Division, the Department, and the School, as provided for in Law 4957/2022 and these Rules and Regulations;

d) if they participate in collective bodies, to attend all meetings. Absence or departure before the end of the meeting shall only be permitted for an important reason, which shall be shared with the Chairperson;

e) to accept their appointment as members of committees and elective bodies;

f) to exercise in general the administrative duties assigned to them by the Assembly, the Deanery of the School, or the Senate (such as supporting the work of Committees, the implementation process of the ERASMUS+ Programme, supporting IET, organising of educational visits, etc.)

g) to undertake teaching work in the context of undergraduate study programmes of other DUTH Departments following a decision of the competent Assemblies of the Departments.

h) To comply with the applicable laws and the Internal Rules and Regulations of DUTH, as well as with the decisions of the bodies of DUTH and the bodies of the academic unit to which they have been appointed.

4. The teaching hours of Special Teaching Staff members cannot be exhausted by teaching in post-graduate master's programmes.

5. Any teaching work offered in Post-Graduate Master's Programmes with additional remuneration, as well as in Foreign Language Study Programmes, winter schools, and summer schools, shall not be taken into account.

6. Special Teaching Staff members may:

a) Undertake the scientific responsibility of projects/programmes and participate with remuneration in research, development, and educational programmes of the relevant or other DUTH, provided that they fulfil the educational and other duties set forth herein and in the DUTH Internal Rules and Regulations, with the obligation to inform the Head of the Department.

b) Undertake a business activity, individually or through a company, which is relevant to the scientific field of the Special Teaching Staff member, after notifying the Head of the Department they are serving in. Exercising a business activity as referred to in the first subparagraph must not, under any circumstances, confer commercial status to the Special Teaching Staff member.

c) Receive remuneration from intellectual property rights. The staff vacancies herein belong to DUTH and are allocated by decision of the Senate to the Departments, Schools, or DUTH at the recommendation of the Rector, Dean, and Head of the Department. By decision of the Assembly of the Department, the positions of Special Teaching Staff members may be allocated to the Divisions according to their academic field.

7. Special Teaching Staff member positions are announced in fields of study of the Department's registry of fields of study (disciplines). The minimum qualifications required for appointment to a Special Teaching Staff member position are the possession of an HEI degree and a doctorate degree that is relevant to the academic field of the vacancy to be filled. The notice may specify additional formal and substantive qualifications for filling Special Educational Staff vacancies at DUTH.

8. The members of the Special Teaching Staff shall submit to the Deanery of the School, following

approval by the Assembly of the Department, at the beginning of each academic semester and before the beginning of classes, the detailed scheduling of their activities in relation to: i) Fulfilment of the minimum requirements of the law (teaching and office hours according to the DUTH timetable for Undergraduate Study Programmes and regarding their presence at DUTH - 22 hours in 4 days); ii) scheduling of teaching in Undergraduate Study Programmes and Foreign Language Study Programmes on-site at and outside DUTH, at other HEI in Greece or abroad (e.g. Hellenic Open University, etc.), iii) scheduling of their research activities (e.g. research programmes they are implementing, publications, etc.); and iv) planning of their administrative work (e.g. supporting the work of committees).

Article 140

Laboratory Teaching Staff Members

1. The members of the Laboratory Teaching Staff category of DUTH shall perform applied laboratory teaching work, which shall primarily consist of carrying out laboratory, tutorial, and clinical exercises, as well as carrying out practical exercises in the fields of application of the relevant sciences, including the examination and marking of students and any other project related thereto, monitoring student traineeships, and participating in exam supervision processes, as well as in student reception and informing them on issues related to the educational process, the academic unit assessment process, the design of the educational infrastructure, the scheduling of courses, laboratory or tutoring exercises, caring for infrastructure and equipment, keeping records of educational and/or scientific actions, participating in the organisation of colloquiums, conferences, etc., in accordance with the decisions of the competent bodies of the unit to which they belong. Members of Laboratory Teaching Staff with a doctorate degree, may be assigned autonomous teaching tasks, as well as supervising undergraduate and post-graduate projects, following a decision of the Assembly of the Department or the competent body in each case of the academic unit in which the Laboratory Teaching Staff member is serving. Particularly regarding the supervision of undergraduate, Bachelor's or diploma theses, weekly teaching employment is estimated as follows: Supervision of one Bachelor's or diploma thesis: 2 hours, supervision of 2-3 theses: 4 hours, supervision of >3 theses: 5 hours.

2. The members of the Laboratory Teaching Staff have the following obligations:

a) To be present on university premises at least twenty-two (22) hours a week, allocated over at least four (4) business days, and to provide any form of teaching work with a number of teaching hours corresponding to that of faculty members (at least 8 hours a week on average during the academic year, following a decision by the Assembly of the Department on assigning teaching work), as well as any form of scientific, research, or educational work. For the fulfilment of this obligation, DUTH university premises include the premises of institutions in Greece or abroad in which a joint study programme is implemented in the framework of partnerships under Law 4957/2022. The weekly obligations of Laboratory Teaching Staff members in teaching the respective courses and the performance of their teaching and workshop duties in each semester, shall be determined by decision of the competent bodies of the relevant unit. Daily employment may be continuous or intermittent, depending on the educational and administrative needs of the relevant academic units, and each Laboratory Teaching Staff member's office hours shall be communicated by each member at the beginning of each semester to the Secretariat of the Department, and may not be less than four (4) per week, allocated over more than one day, and the schedule shall be posted on the website of the Department under the responsibility of the Head of the Department.

b) To carry out the teaching and laboratory work assigned to them: To organise courses and educational activities (or part of them) assigned to them by the Assembly of the Department (or

depending on the School or DUTH) (at least 8 hours per week, on average, during the academic year, following a decision by the Assembly of the Department assigning teaching work)

ba) For each action based on intended learning outcomes:

- they shall plan and organise the course content and methodology
- they shall select, organise, and post to the asynchronous teaching platform the relevant supporting material.
- They shall choose the assessment and scoring methods, ensuring the transparency of the process and the examination and marking criteria.
- They shall guarantee the timely submission of marks, as well as the right of the students to receive feedback on their paper

bb) they shall inform the students upon commencement of classes regarding the above, providing the relevant scheduling of educational activities.

bc) they shall post the information of paragraph ba) on the asynchronous teaching platform of DUTH;

bd) they shall supplement the information required for each course assigned to them in the Department's Study Guide and the QAU DUTH Course Outline.

be) They shall be responsible for providing the teaching work on the days and hours set out in the study programme and in the timetable, and they shall be responsible for compensating for the teaching hours that were lost, either due to their own impediment or due to an objective postponement, within fifteen days, without hindering the teaching of other modules.

c) To actively participate in the activities of the collective bodies, councils, and committees of the University and contribute to the organisation and smooth operation of the educational, research, and other activities of the Laboratory, the Division, the Department, and the School, as provided for in Law 4957/2022 and these Rules and Regulations;

d) if they participate in collective bodies, to attend all meetings. Absence or departure before the end of the meeting shall only be permitted for an important reason, which shall be shared with the Chairperson;

e) to accept their appointment as members of committees and elective bodies;

f) to perform in general the duties assigned to them by the Assembly, the Deanery of the School, or the Senate of DUTH;

g) to undertake teaching work in the context of the undergraduate study programmes of other DUTH Departments following a decision by the Assembly of the Department, following the agreement of the Deanery of the School;

h) to participate in the supervision of examinations of undergraduate and post-graduate study programmes;

i) to exercise in general other duties assigned to them by the Assembly, the Deanery of the School, or the Senate (such as participating in the work of Committees, in the implementation process of the ERASMUS+ Program, in IET, in organising educational visits, etc.)

j) to comply with the applicable laws and the Internal Rules and Regulations of DUTH, as well as with the decisions of the bodies of DUTH and the bodies of the academic unit to which they have been appointed.

3. Laboratory Teaching Staff members may:

a) Undertake the scientific responsibility of projects/programmes and participate with remuneration in research, development, and educational programmes of DUTH or another HEI, provided that they meet the educational and other duties set forth herein and in the Internal Rules and Regulations of the HEI, with the obligation to inform the Head of the Department.

b) Provide their services to university clinics, laboratories, or units established at hospitals of the National Health System or the HEIs, and to be remunerated from the performance of the work, provided this does not hinder their teaching duties.

c) Undertake a business activity, individually or through a company, which is relevant to the scientific field of the Laboratory Teaching Staff member, after notifying the Head of the Department they are serving in. Exercising a business activity as referred to in the first subparagraph must not, under any circumstances, confer commercial status to the Laboratory Teaching Staff member.

d) Receive remuneration from intellectual property rights.

4. The staff vacancies herein belong to the HEI and are allocated by decision of the Senate to the Departments, at the recommendation of the Head of the Department. By decision of the Assembly of the Department, the positions of the Laboratory Teaching Staff members serving in the Department, may be allocated to the Divisions, according to their field of study, as well as to the individual academic units, laboratories, clinics, or museums.

Laboratory Teaching Staff member positions shall be announced in fields of study of the Department's registry of fields of study (disciplines). The minimum qualifications required for appointment to a Laboratory Teaching Staff member position are the possession of an HEI degree and a post-graduate degree that is relevant to the field of study of the vacancy to be filled. The notice may specify additional formal and substantive qualifications for filling personnel vacancies hereof.

5. The members of the Laboratory Teaching Staff shall submit to the Deanery of the School, following approval by the Assembly of the Department, at the beginning of each academic semester and before the beginning of classes, the detailed scheduling of their activities in relation to: i) Fulfilment of the minimum requirements of the law (teaching and office hours according to the DUTH timetable for Undergraduate Study Programmes and regarding their presence at DUTH - 22 hours in 4 days); ii) scheduling of teaching in Undergraduate Study Programmes and Foreign Language Study Programmes on-site at and outside DUTH, at other HEI in Greece or abroad (e.g. Hellenic Open University, etc.), iii) scheduling of their research activities (e.g. research programmes they are implementing, publications, etc.); and iv) planning of their administrative work (e.g. supporting the work of committees).

Article 141

Special Technical Laboratory Staff Members

1. The members of the Special Technical Laboratory Staff (STLF) category of DUTH shall perform specific teaching work, providing specialised technical and laboratory services to the academic unit which they serve, which shall correspond to the formal qualifications of the position they hold and their specific qualifications, such as carrying out laboratory and clinical exercises, organising and carrying out practical exercises in the fields of application of the relevant sciences, including the supervising examination processes, as well as in student reception and informing them on issues related to the educational process, the academic unit assessment process, the design and maintenance of the educational infrastructure, the scheduling of courses, laboratory or tutoring exercises, caring for infrastructure and equipment, keeping records of educational and/or scientific actions, participating in the organisation of colloquiums, conferences, etc., in accordance with the decisions of the competent bodies of the unit to which they belong.

2. The members of Special Technical Laboratory Staff have the following obligations:

a) To be present on the University premises at least twenty-six (26) hours a week, allocated over at least four (4) business days. For the fulfilment of this obligation, DUTH university premises include the premises of institutions in Greece or abroad in which a joint study programme is implemented in the

framework of partnerships under Law 4957/2022. The weekly obligations of Special Technical Laboratory Staff members in teaching the respective laboratory courses and the performance of their laboratory duties in each semester, shall be determined by decision of the competent bodies of the relevant unit. Daily employment may be continuous or intermittent, depending on the educational and administrative needs of the relevant academic units, and each Special Technical Laboratory Staff member's office hours shall be communicated by each member at the beginning of each semester to the Secretariat of the Department, and may not be less than four (4) per week, allocated evenly over more than one day, and the schedule shall be posted on the website of the Department.

b) To participate in the supervision of examinations of undergraduate and post-graduate study programmes.

c) To actively participate in the activities of the collective bodies, councils, and committees of the University and contribute to the organisation and smooth operation of the laboratory, research, and other activities of the Division, the Department, and the School, as provided for in Law 4957/2022 and these Rules and Regulations.

d) If they participate in collective bodies, to attend all meetings. Absence or departure before the end of the meeting shall only be permitted for an important reason, which shall be shared with the Chairperson.

e) To accept their appointment as members of committees.

f) To perform the above duties, as specifically assigned by the Assembly, the Deanery of the School, or the Senate of the Institution.

g) To comply with the applicable laws and the Internal Rules and Regulations of DUTH, as well as with the decisions of the bodies of the HEI and the bodies of the academic unit to which they have been appointed.

3. Special Technical Laboratory Staff members may:

a) Participate with remuneration in research, development, and educational programmes of DUTH or another HEI, provided that they meet the educational and other duties set forth by the applicable legislation and in the Internal Rules and Regulations of the HEI, with the obligation to inform the Head of the Department.

b) Provide their services to university clinics, laboratories, or units established at hospitals of the National Health System or the HEIs, and to be remunerated from the performance of the work, provided this does not hinder their teaching duties.

c) Undertake a business activity, individually or through a company, which is relevant to the scientific field of the Special Technical Laboratory Staff member, after notifying the Head of the Department they are serve in. Exercising a business activity as referred to in the first subparagraph must not, under any circumstances, confer commercial status to the Special Technical Laboratory Staff member.

d) Receive remuneration from intellectual property rights.

4. The staff vacancies herein belong to DUTH and are allocated by decision of the Senate to the Departments, at the recommendation of the Head of the Department. By decision of the Assembly of the Department, the positions of the Special Technical Laboratory Staff members serving in the Department may be allocated to the Divisions, as well as to the individual academic units, laboratories, clinics, or museums.

5. The minimum qualification required for appointment to Special Technical Laboratory Staff member positions is to hold a HEI degree. The notice may specify additional formal and substantive qualifications for filling personnel vacancies hereof.

6. The members of the Special Technical Laboratory Staff shall submit to the Deanery of the School,

following approval by the Assembly of the Department, at the beginning of each academic semester and before the beginning of classes, the detailed scheduling of their activities in relation to: i) Fulfilment of the minimum requirements of the law (teaching according to the DUTH timetable for Undergraduate Study Programmes and regarding their presence at DUTH - 26 hours over 4 days); ii) scheduling of teaching in Undergraduate Study Programmes and Foreign Language Study Programmes on-site at and outside DUTH, at other HEIs in Greece or abroad (e.g. Hellenic Open University, etc.), iii) scheduling of their research activities (e.g. research programmes they are implementing, dissertations they are supervising, etc.); and iv) planning of their administrative work (e.g. supporting the work of committees).

Article 142

Leave for members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff

1. Regarding the sabbaticals of members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, the provisions of Presidential Decree 147/2009 (Government Gazette, Series I, No 189) as applicable, shall apply. All the above leave shall be granted on the condition that in the opinion of the bodies competent for granting it, the educational needs are met, the smooth operation of the relevant Department/School is not hindered, and the conditions set out by decision of the Senate of DUTH are met.

2. By action of the Rector, members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff categories shall be granted a sabbatical to carry out post-doctoral research for one year with the remuneration provided for each time for every six years of service or for six months for every three years of service, following: [a] The recommendation of the Assembly of the Department, at the request of a member of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, for members who are part of a Department; [b] the recommendation of the Deanery of the School, at the request of a member of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, for members who are part of a School;

The application shall be submitted at the first Assembly of the academic year for the next academic year.

The recommendation must clearly set out which member (by name) shall replace the member of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff that will be absent on sabbatical for post-doctoral research, as well as the work (teaching, etc.) that will be assigned to them for the remainder of the academic semester(s), prior to and/or after their absence.

The time period for receiving a sabbatical for post-doctoral research may be less than 6 or 12 months. The start and end of the post-doctoral research sabbatical shall coincide with the start and end of the academic semester. As regards members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff who are serving or being appointed during the publication of Law 4386/2016, in order to complete the six-year or three-year period, the total recognised time of service to the State shall be taken into account. Regarding the members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff whose positions were announced after the publication of Law 4386/2016, for the completion of the six-year or three-year period, prior service in the corresponding category (Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff) shall be taken into account. For the purposes of the above subparagraphs, service time shall not include: a) Periods of prior sabbaticals, b) periods of suspension of duties, c)

periods of unpaid leave, d) periods of lawful long-term (more than 20 days) leave, such as sick leave, pregnancy leave, childcare leave, e) periods of abstention from duties due to a ban from performing their duties. The application for a sabbatical for post-doctoral research and the necessary decisions by bodies may precede the time at which the right to obtain academic leave is established. However, the corresponding Act of the Rector shall be issued after the right has been established.

The leave of Articles 52 to 55 of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law (Law 3528/2007, Government Gazette, Series I, No 26) shall be granted by act of the Head of the Department (or the Dean of the School or the Rector, depending on the academic unit at which the member of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff is serving).

By act of the Head of the Department (or the Dean of the School or the Rector, depending on the academic unit at which the member of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff is serving), leave with a total duration of 40 working days shall be granted, which may be allocated throughout the year, on the condition that smooth operation is not disrupted. If the member of the Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff is part of a laboratory, the consent of the Director of the Laboratory shall be required. For the rest, the member of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff shall be granted the leave provided for faculty members, provided there are no specific provisions regarding leave for members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff

Chapter 22: Additional Faculty

Article 143

Researchers

1. Scientists with extensive scientific experience and training holding doctorate degrees may be recruited to and employed at DUTH as researchers at Research Institutes (RIs) of the DUTH-University Research and Innovation Centre (PAKEK). Researchers shall be assigned to ranks A, B, and C, in accordance with the qualifications and requirements of each rank pursuant to Article 18(2) of Law 4310/2014 (Government Gazette, Series I, No 258). Rank A and B researchers shall be recruited on an indefinite basis, while rank C researchers shall be elected for a three-year term, and after their term ends they shall be assessed for recruitment as rank B researchers. If they do not qualify, their term shall be renewed up to twice for two (2) years, after which, each time, a new assessment shall follow. If the third assessment is negative, their term shall not be renewed and their relationship shall be terminated. In order to issue the notice for the recruitment of Researchers, Committee approval is required according to Ministerial Council Act 33/2006 (Government Gazette, Series I, No 280), in accordance with Article 51(9) of Law 4622/2022 (Government Gazette, Series I, No 133).

2. The election of Researchers shall be carried out through an open process, following a notice carried out via the 'APELLA' electronic integrated management system. The process for the election and advancement of Researchers shall be based on the qualifications of the candidates, as specified in Article 18(2) of Law 4310/2014 depending on the rank to which the election or advancement is taking place, the field of study of the position, and the research needs of the RI, as these qualifications are specified in the charter of the DUTH-University Research and Innovation Centre. Election requires possession of a doctorate degree and relevance of either the subject of the doctoral dissertation or

the research or scientific work in general of the candidate with the academic field of the vacancy, and the existence of patents or a sufficient amount and high quality of internationally published research.

3. Selection shall be carried out by a special electoral body established by the Council of the DUTH-University Research and Innovation Centre and shall consist of eleven (11) faculty members from HEIs in Greece or abroad, or Researchers from research centres in Greece or abroad with a discipline that is the same or related to the vacancy to be announced. The Registers of Electors of the Registry of Academic Fields (Disciplines) of the Departments of DUTH shall be used for the selection of electors. During the Researcher election process hereof, Articles 18 and 29 of Law 4310/2014 shall apply *mutatis mutandis*.

4. The notice of the Researcher vacancy shall be announced by the Rector or the Vice Rector competent for research matters, following a decision by the Council of the DUTH-University Research and Innovation Centre, which shall specify the subject matter and the rank of the vacancy being announced, according to the needs of the RI in which they are to be employed and the resources that will cover their payroll.

5. The Researchers shall be paid in accordance with Articles 132 through 135 of Law 4472/2017 (Government Gazette, Series I, No 75) and shall be assimilated with the Researchers of the research centres, institutes, and technological bodies referred to in Article 13A of Law 4310/2014, subject to the specific provisions hereof. The payroll of the Researchers of paragraph 1 shall burden exclusively international, private, and own resources of the Special Accounts for Research Funds of DUTH, with the exception of the cases of paragraph 6, in which their payroll shall burden the regular budget. If the resources of the Special Account for Research Funds-DUTH are not sufficient to cover their payroll, their contract shall be terminated.

6. By decision of the Senate of DUTH following a recommendation of the Council of the DUTH-University Research and Innovation Centre, conversion may be approved for some of the vacancies of faculty members allocated annually by the Ministry of Education, Religious Affairs, and Sports into the positions of Researchers of paragraph 1 for the staffing of the Research Institutes of the DUTH-University Research and Innovation Centre. Researchers in ranks A and B in particular, who have been elected to vacancies that were converted by the process herein, shall be permanent and their payroll shall burden the regular budget.

7. Researchers are obligated to abide by the rules of academic conduct and the rules of research conduct, as well as the Internal Rules and Regulations of DUTH, and shall be subject to the provisions of applicable disciplinary law, as set out in these Rules and Regulations.

Article 144

Creation of Faculty/Researcher positions funded by the European Research Council

1. Greek Scientists who receive funding from the European Research Council (ERC) to carry out a research project, may apply for the establishment of a personal faculty member position at a DUTH Department or a Researcher at the DUTH-University Research and Innovation Centre on a field of study they wish, related to their scientific work and relevant to the Department or the Research Institution where the request is made. If their request is accepted, they shall be obligated to financially manage the ERC project through the University's Special Account for Research Funds.

2. Scientists who receive funding for the implementation of research projects funded by the European Research Council shall have the right to submit the request of paragraph 1:

- a) ERC Starting Grant (StG),
- b) ERC Consolidator Grant (CoG),

- c) ERC Advanced Grant - AdG, and
- d) ERC Synergy Grant - SyG.

Their request must indicate the rank of the faculty member or Researcher of the position the establishment of which is being sought. More specifically, the ERC project holder may apply to DUTH for the establishment of a personal position up to the rank of Assistant Professor or Researcher C, if they hold an ERC Starting Grant - StG, the rank of Associate Professor or Researcher B, if they hold an ERC Consolidator Grant (CoG), and the rank of Professor or Researcher A if they hold an ERC Advanced Grant - AdG or Synergy Grant - SyG.

3. The applicant for the establishment of an ERC personal position shall be assessed by a special electoral body consisting of eleven (11) faculty members or Researchers of DUTH or of another HEI in Greece or abroad with the same academic field as the position the establishment of which is being sought. If the request concerns the establishment of a position of a faculty member of DUTH, the electoral body shall be convened by decision of the Assembly of the Department, whereas if the request concerns the establishment of a position of Researcher at a Research Institute, the electoral body shall be convened by decision of the Council of the DUTH-University Research and Innovation Centre. The convening of the electoral body shall be carried out within an exclusive deadline of one (1) month from the submission of the request. The electoral body shall assess whether the applicant qualifies to be elected to the position of faculty member or Researcher at the rank requested, pursuant to Article 114 or Article 140 respectively. The assessment process shall be completed within an exclusive deadline of sixty (60) days from the submission of the request. The legality review by the Governing Council shall take place within ten (10) days from receipt of the file.

4. After the completion of the legality review, if the assessment is positive, the Rector shall send the election minutes to the Ministry of Education and Religious Affairs and a joint decision of the Ministers of Education and Religious Affairs, the Interior, and Finance shall be issued, establishing a personal position of a member of the Faculty or of a Researcher, in accordance with the request of paragraph 5.

5. The appointment of the applicant to the established position of faculty member or Researcher shall be effected by an act of the Rector.

5. The scientists appointed in accordance with the process hereof shall enjoy all the rights and obligations of faculty members or of University Researchers, as set forth in the applicable legislation and the Internal Rules and Regulations of the Institution.

Article 145

Named chairs

1. Establishment and operation of a named chair for teaching and research.

a) The establishment and operation of a named chair for teaching and research in a specific discipline, related to the subject of the Department and included in its development plan, shall be approved by decision of the Senate, following a recommendation by the Deanery of the School and a proposal by the Assembly of the Department.

b) A condition for establishing a named chair is a donation to DUTH by any natural or legal person, from Greece or abroad, or public sector body, as defined in Article 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143), with the purpose of covering the expenses of the chair. The financial management of the donation for the operation of the named chair shall be carried out by Special Account for Research Funds-DUTH. The operating expenses of the chair may be covered by the capital or return on investments of the donation capital.

c) To establish a named chair, a Memorandum of Cooperation shall be required between DUTH and the donor, which shall be signed by the Rector or their lawful substitute, following approval by the Senate, following a proposal by the Assembly of the Department that includes the field of study of the Chair and a recommendation by the relevant Deanery of the School. The proposal of the Department and the recommendation of the Deanery of the School for the establishment of the named chair and the signing of the Memorandum of Cooperation shall specify the discipline of the named chair, the duration of its term, the donor's full details, the amount of the donation, and the eligible expenses for operating the chair, in detail.

d) The eligible expenses may cover the payroll cost of the candidate(s) selected to cover the named chair if the named chair is held by a visiting professor or visiting researcher, appointed lecturers, contract researcher or professor of a University abroad, teaching and scientific activities in general, and its operating expenses, which shall include in particular expenses for the procurement, upgrade, and maintenance of the laboratory equipment and infrastructure of the Department where the chair is established, conducting conferences, colloquia, congresses and seminars, issuing scholarships to students of the Department, employing associates, and other expenses related to the teaching and general scientific activities, as well as the operating expenses of the chair. The Memorandum of Cooperation may be accompanied by a financial study for the operation of the named chair. The cost of establishing and operating the named chair cannot burden the DUTH ordinary budget.

e) The total term of operation of the named chair shall depend on adequate funding by the donor, without burdening the ordinary budget of the Institution. The scientific and research activity of the chair shall be subject to the Institution's Codes of Conduct and these Rules and Regulations.

2. Selection process for covering the named chair for teaching and research.

a) The named chair may be held by:

- i) A faculty member of DUTH of any rank;
- ii) a visiting Professor or a visiting researcher under Article 145 hereof;
- iii) an appointed lecturer of Article 147 hereof;
- iv) a contract researcher of Article 146 hereof;
- v) a Professor of a University abroad.

The person to hold the named chair, who must have an academic field relevant to the scientific field of the chair, shall be selected by decision of the Assembly of the Department.

b) In order to fill this vacancy, a Call for Expressions of Interest shall be published by decision of the Assembly of the Department and an act shall be issued by the Head of the Department, which shall be posted on Diavgeia, on the website of the Department and the Institution, and published in the daily press. The Call shall include:

- The title or field of study;
- the needs to be met by the named chair;
- the term of the contract;
- the teaching or research work provided;
- the rank (where required by the relevant category);
- the required qualifications;
- the selection conditions and criteria;
- the remuneration amount;
- the required supporting documentation; and
- the deadline for its submission.

Nominations shall be submitted to the Secretariat of the Department within the deadline set in the notice, which may not be less than fifteen (15) days.

c) The person holding the named chair, who must have an academic field relevant to the scientific field of the seat, shall be selected by decision of the Assembly of the Department.

d) By decision of the Assembly of the Department, a three-member committee shall be established, consisting of the Head of the relevant Department and two members of faculty with a related academic field. This committee shall submit a recommendation regarding the candidates to the Assembly of the Department (taking into account the Call for Expressions of Interest, the needs, requirements, and criteria that have been set) for the selection of the person to hold the named chair. The decision to appoint this committee may be taken at the same meeting approving the Call. Following the submission of the recommendation of the three-member committee, the Assembly of the Department shall decide on the selection of the candidate(s) (taking into account the Call for Expressions of Interest, the needs, the requirements, and the criteria that have been set). The selection decision shall be the subject of a relevant act by the Head of the Department, which shall be posted on Diavgeia and the website of the Department and the Institution.

e) Financial management of the donation capital, signing of the contract, and completion of the recruitment shall be carried out by DUTH via the Research Committee, in accordance with the provisions applicable to its operation, with a Scientific Officer appointed by the supervising Department.

3. Obligations and duties of those selected to cover the named chair for teaching and research.

Teaching staff and researchers at named chairs shall have the duties and obligations set out in the contract award. In addition, teaching staff and researchers at named chairs must, upon request, participate in seminars or colloquiums organised by the Department which pertain to the research they are carrying out, and they must refer to DUTH and the relevant School and Academic Unit as their academic body in their every publication, they must respond to and comply with the recommendations and regulations of the Department and the Institution, they are obligated to comply with the applicable provisions of the legislation on HEIs, implement the decisions of the bodies of the institution, and comply with the Institution's Internal Rules and Regulations, the Codes of Conduct, as well as the general rules of conduct that must be demonstrated by the members of the academic community, so as not to disrupt the democratic operation and the prestige of the Institution and its operations.

4. Without prejudice to specific provisions and decisions, teaching staff shall have the right to use the University's infrastructure, to use the name of the Institution and the Department as their academic body, to access Libraries (Department Libraries and the Main Library) with the right to borrow, and to access Department equipment and/or other infrastructure that may be available at DUTH and considered useful for carrying out their research, in accordance with the Rules and Regulations of the relevant units and of the Institution.

Article 146

Joint Chairs

1. Established Greek scientists serving as professors of any rank at universities abroad or as researchers at research organisations abroad, may at the same time work part-time at the University as Joint Chairs, to provide teaching or research work for the needs of a Department of University.

2. Employment of a Joint Chair shall be approved by decision of the Senate, following a recommendation by the Assembly of the Department. The employment approval decision shall specify the exact work to be done by the Joint Chair, the type of their employment, the amount of the expense,

and how it will be covered. The employment cost for Joint Chairs shall burden exclusively the budget of projects/programmes funded by international, private, and own resources managed by Special Account for Research Funds-DUTH.

2. By decision of the Senate, following a recommendation of the Governing Council of the DUTH-University Research and Innovation Centre, the employment of a joint chair at a DUTH-University Research and Innovation Centre research institute may be approved for carrying out research and general scientific work. The same decision shall specify the exact work to be assigned to the Joint Chair, the type of their employment, the amount of the expense, and how it will be covered.

3. The employment contract shall be signed between the Chairperson of the Research Committee of the Special Account of Research Grants-DUTH, the Joint Chair, the Head of the Department, or the Chairperson of the Governing Council of the DUTH-University Research and Innovation Centre respectively, depending on whether they are providing work to a Department or research institute of the DUTH-University Research and Innovation Centre.

4. Each DUTH Department shall list its joint chairs on its official website in a separate field titled 'Joint Chairs', and DUTH shall maintain a list of its joint chairs per Department and research institute of the DUTH-University Research and Innovation Centre, which it shall post on its official website.

5. Established Greek scientists, holders of ERA chair funding or an ERC grant may be appointed as joint chairs for a period of up to six (6) years, upon their request and approval by the Senate of the duties and obligations provided for directly pursuant to the approved proposal.

6. Joint Chairs shall have the rights and obligations as set forth in the applicable provisions, the decisions of the Senate, these Rules and Regulations, and the contract award. In addition, Joint Chairs must, upon request, participate in seminars or colloquiums organised by the Department which pertain to the research they are carrying out, and they must refer to DUTH and the relevant School and Academic Unit as their academic body in their every publication, they must respond to and comply with the recommendations and regulations of the Department and the Institution, they are obligated to comply with the applicable provisions of the legislation on HEIs, implement the decisions of the bodies of the institution, and comply with the Institution's charter, the Codes of Conduct, as well as the general rules of conduct that must be demonstrated by the members of the academic community, so as not to disrupt the democratic operation and the prestige of the Institution and its operations.

7. Without prejudice to specific provisions and decisions, Joint Chairs shall have the right to use the University's infrastructure, to use the name of the Institution and the Department as their academic body, to access Libraries (Department Libraries and the Main Library) with the right to borrow, and to access Department equipment and/or other infrastructure that may be available at DUTH and considered useful for carrying out their work, in accordance with the Regulations of the relevant units and of the Institution.

Article 147

Emeritus Professors - retired faculty members

1. The Senate, following a proposal from the Assembly of the relevant Department and a recommendation from the Deanery of the School, in accordance with the applicable provisions, shall award the title of Emeritus Professor to any first rank Professors leaving the service, in accordance with the applicable provisions, after they have reached the age of 67, or upon completion of twenty-five years of academic activity, and having been distinguished for their scientific, educational, research and administrative activity, and social contribution.

2. The title of Emeritus Professor shall be removed only for serious reasons by decision of the Senate, at the recommendation of the Rector. Emeritus Professors are obligated to comply with the rules of academic conduct, the University's Rules and Regulations, and the provisions of the applicable disciplinary law.

4. Retired faculty members providing teaching work and Emeritus Professors responsible for and caring for the relevant Departments, shall be granted common space with one or two telephone connections to perform their activities and carry out their teaching and research work.

5. Emeritus Professors may

a) Provide teaching work under Article 51 hereof following a decision of the Assembly of the Department, in DUTH undergraduate study programmes with a maximum limit of six (6) hours per week;

b) provide teaching work in post-graduate Master's programmes and oversee diploma theses, as well as teach in foreign-language study programmes;

c) supervise doctoral dissertations and participate in three-member and seven-member Committees for monitoring and assessing doctoral dissertations;

d) participate in consultative and advisory Committees of DUTH, when the mandatory participation of faculty members is not provided for;

e) participate as external members of the Governing Council of an HEI other than the one from which they have retired;

f) carry out research and general scientific work, and participate with pay in research projects/programmes managed by the Special Account for Research Funds-DUTH, research and technology bodies, as well as clinical or laboratory work at university clinics or university laboratories;

g) assume scientific responsibility for projects/programmes, with the exception of projects/programmes funded by the state budget or the National Development Programme and those in which assuming scientific responsibility requires being a member of faculty of DUTH, such as post-graduate Master's programmes, foreign-language study programmes, and projects managing clinical resources or DUTH laboratories.

h) participate as members on the Governing Council of the University Property Development and Management Company.

The possibilities of cases a), b), c), e), f), g) and h) shall also stand for retired DUTH faculty members.

Article 148

Visiting Professors-Visiting Researchers

1. Greek or foreign scientists, who either hold the position of Professor at a University abroad or Researcher at a research organisation abroad, or who possess at least the qualifications required to be elected to the position of Assistant Professor at a HEI in Greece or researcher rank C, according to Article 18(2) of Law 4310/2014 (Government Gazette, Series I, No 258), may be employed as visiting Professors or visiting Researchers of the corresponding rank at the Institution, to meet the educational and research needs of a Department of the University.

2. Visiting Professors or visiting Researchers shall be selected by decision of the Assembly of the Department of DUTH, which shall determine the teaching work assigned to them within the framework of the Department's undergraduate study programmes and post-graduate Master's programmes, the type of employment, the amount of their remuneration, and the source of funding for covering their employment cost. More specifically, visiting researchers may also be assigned exclusively research work in the context of the Department or its individual academic structures.

3. The employment of visiting Professors or visiting Researchers of paragraph 1 shall be effected through the Special Account for Research Funds-DUTH pursuant to a full-time or part-time Fixed Term Private Law employment contract or a project contract for the term of one (1) academic semester with a renewal or extension option until the completion of three (3) academic years. The term of visiting researchers may also be set in calendar years. The decision to select the visiting professor or visiting researcher shall determine whether the employment is exclusive or not. The term in office may be renewed for one (1) more 3-year period, following the same process, taking into account the results of the work of the visiting professor or visiting researcher in the first 3-year period.

4. The cost of employing visiting Professors or visiting Researchers shall be borne exclusively by the budget of Special Account for Research Funds-DUTH projects/programmes that are funded by private, own, European, or international resources, as well as the budget of co-financed programmes and European and international professor and researcher mobility programmes. The remuneration of visiting professors or researchers shall be set freely by the Assembly of the Department, insofar as it burdens the projects funded by private, own, European, or international resources. If co-financed projects are burdened, the remuneration may not exceed the fee of a Professor or Researcher of a rank corresponding to that of the visiting Professor or Researcher, in accordance with Articles 128 to 131 and 132 to 135 of Law 4472/2017 (Government Gazette, Series I, No 74, error correction Series I, No 75), respectively. The payroll of visiting professors or researchers of DUTH may be covered by using resources from the Recovery and Resilience Fund. The employment cost cannot burden the ordinary DUTH budget. The payroll for visiting Professors or visiting Researchers employed in projects of the Recovery and Resilience Fund shall be determined by joint decision of the Ministers of Finance, and Education and Religious Affairs.

5. During the period of their employment at DUTH, visiting Professors and visiting Researchers, in addition to the work assigned to them by decision of the Assembly of the Department of paragraph 2, may:

- a) Provide teaching work on post-graduate master's programmes and undergraduate foreign-language study programmes organised by the same or another DUTH Department, following a decision of the competent body of the programme;
- b) participate in research projects/programmes managed by the Special Account for Research Funds-DUTH and be appointed scientific coordinators of projects/programmes in accordance with Article 234 of Law 4957/2022;
- c) participate in educational and training programmes provided through TLLC-DUTH and be appointed scientific and academic directors thereof;
- d) participate as members on committees dealing with issues of strategy and development of the Department or DUTH,
- e) provide laboratory work in the context of DUTH laboratories

Visiting Professors and visiting Researchers may be paid in addition to carrying out the activities of cases a), b), and c), if the project to be awarded exceeds their contractual obligations. The fee shall exclusively burden the project/programme in the context of which the additional employment is provided.

4. Visiting Professors and visiting Researchers shall have the duties and obligations set in the contract award. In addition, visiting Professors and visiting Researchers must, upon request, participate in seminars or colloquiums organised by the Department which pertain to the research they are carrying out, and they must refer to DUTH and the relevant School and Academic Unit as their academic body in their every publication, they must respond to and comply with the recommendations and

regulations of the Department and the Institution, they are obligated to comply with the applicable provisions of the legislation on HEIs, implement the decisions of the bodies of the institution, and comply with the Institution's Internal Rules and Regulations, the Codes of Conduct, as well as the general rules of conduct that must be demonstrated by the members of the academic community, so as not to disrupt the democratic operation and the prestige of the Institution and its operations.

6. Without prejudice to specific provisions and decisions, visiting Professors and visiting Researchers shall have the right to use the University's infrastructure, to use the name of the Institution and the Department as their academic body, to access Libraries (Department Libraries and the Main Library) with the right to borrow, and to access Department equipment and/or other infrastructure that may be available at DUTH and considered useful for carrying out their research, in accordance with the Regulations of the relevant units and of the Institution.

Article 149

Contract researchers

1. Contract researchers may be employed on a contractual basis at the Research Institutes of the DUTH-University Research and Innovation Centre, the University laboratories, and the University clinics of DUTH, to conduct research and scientific work in general, aiming specifically producing or improving knowledge and its application for the production of products, services, provisions, processes, methods, and systems.

2. Scientists with extensive scientific experience and training, doctorate holders, and postdocs, may be selected as contract researchers, following an open call by the Research Committee of the Special Account for Research Funds-DUTH of the University, issued at the recommendation of the Director of the research unit, which shall include the academic field and the scientific expertise of the announced vacancy of the Researcher serving for a term. As for the rest, Article 243 of Law 4957/2022, shall apply, without prejudice to the provisions of par. 3 of this Article.

The selection of contract Researchers shall be carried out by the Research Committee, following a recommendation by a three-member Assessment Committee. The Assessment Committee shall be established by decision of the Research Committee and shall consist of the Director of the research unit, for the needs of which the vacancy is being announced, and by two (2) members of the faculty of the HEI with an academic field that is the same as or related to the scientific field of the vacancy being announced. Candidates with a legitimate interest may object to the results of the selection before the Objections Committee provided for in Article 245.

4. The payroll of contract Researchers shall burden the project/programme budget of the DUTH research unit, which is funded exclusively from own, private, or international resources, as defined in Article 230 of Law 4957/2022 shall be repeated according to the same requirements.

5. Contract Researchers may be assigned administrative work related to the needs of the research Unit in which they are employed. Furthermore, Researchers for a term may also participate in DUTH committees on issues related to the research unit or DUTH, if the participation of a DUTH staff member is not required by law. Researchers may also be employed in addition to their duties and:

- a) Become scientific coordinators of projects/programmes which are financially managed by the Special Account for Research Funds-DUTH;
- b) be employed on projects/programmes of the Special Account for Research Funds-DUTH;
- c) undertake teaching work on post-graduate master's programmes, foreign language study programmes, and training programmes of TLLC-DUTH, provided they meet the applicable requirements.

6. The maximum number of Researchers under contract that may be employed for the needs and work of each unit per academic year shall be determined annually by the DUTH Senate, following recommendations made by the DUTH-University Research and Innovation Centre, the University laboratories and clinics of DUTH, at the recommendation of the Rector or the competent Vice Rector for Academic Affairs, Student Affairs & Lifelong Learning.

7. Contract Researchers have the duties and obligations defined in the contract award. In addition, contract Researchers must, upon request, participate in seminars or colloquiums organised by the Department which pertain to the research they are carrying out, and they must refer to DUTH and the relevant School and Academic Unit as their academic body in their every publication, they must respond to and comply with the recommendations and regulations of the Department and the Institution, they are obligated to comply with the applicable provisions of the legislation on HEIs, implement the decisions of the bodies of the institution, and comply with the Institution's Internal Rules and Regulations, the Codes of Conduct, as well as the general rules of conduct that must be demonstrated by the members of the academic community, so as not to disrupt the democratic operation and the prestige of the Institution and its operations.

8. Without prejudice to specific provisions and decisions, contract Researchers shall have the right to use the University's infrastructure, to use the name of the Institution and the Department as their academic body, to access Libraries (Department Libraries and the Main Library) with the right to borrow, and to access Department equipment and/or other infrastructure that may be available at DUTH and considered useful for carrying out their research, in accordance with the Rules and Regulations of the relevant units and of the Institution.

Article 150

Appointed Lecturers

1. By decision of the Assembly of the Department, following the issuance of a notice, scientists who hold at least a doctorate degree, may be selected as Appointed Lecturers of the Department to cover the teaching needs of one (1) or more undergraduate study programmes of the Department in a specific discipline. The recruitment procedure shall be exempt from Law 4765/2021 (Government Gazette, Series I, No 6) and shall be subject to the exceptions set out in Ministerial Council Act No 33/2006 (Government Gazette, Series I, No 280). By way of exception, possession of a doctoral degree is not required if the vacancy to be filled concerns a field of study of exceptional and undisputed particularity, for which it is not possible or usual to prepare a doctoral dissertation according to the rules of the relevant art or science (*de lege artis*).

2. The Appointed Lecturers shall be selected for full-time or part-time employment depending on the teaching work they are assigned and they may be employed under a Fixed-Term Private Law work contract or a project contract award. The duration of their employment shall be set at one (1) academic semester or one (1) academic year, which may be renewed for up to a maximum of six (6) consecutive academic semesters or three (3) consecutive academic years. The Appointed Lecturers may be assigned teaching work in accordance with Article 51 hereof in the context of undergraduate study programmes. The Appointed Lecturers may carry out clinical, research, and laboratory work in accordance with the teaching duties assigned to them.

3. The notice of paragraph 1 shall include at least the following information:

- a) The field of study of the vacancy to be filled;
- b) the teaching work to be assigned pursuant to Article 51 hereof;

- c) the formal and substantial qualifications of the candidates, such as degrees, teaching experience, and research and scientific work;
- d) the type of their contract and their employment status; and
- e) the resources that cover their remuneration.

The notice, which shall set a deadline of at least ten (10) calendar days for candidates to submit their applications, shall be published by the Secretariat of the Department on the 'DIAVGEIA' programme and on the DUTH website.

4. The Appointed Lecturers shall be selected by decision of the Assembly of the Department, following a recommendation of a three-member Assessment Committee, which shall be established by decision of the Assembly of the Department, and shall consist of faculty members of the Department with an academic field that is the same or relevant to the vacancy to be filled.

5. The monthly remuneration of the appointed lecturers shall be set at eighty percent (80%) of the basic salary for MK1 (Pay Scale 1) of the rank of Assistant Professor of HEI faculty members, and eighty percent (80%) of the special teaching and research allowance of the rank of Assistant Professor for full-time employment. In the event of their selection on a part-time basis, Article 153(7) of Law 4472/2017 (Government Gazette, Series I, No 74).

6. The remuneration of the Appointed Lecturers may burden:

- a) The budget of co-financed programmes, if this expenditure is eligible;
- b) the budget of projects/programmes of the Special Account for Research Funds-DUTH, funded by European, international, or private resources secured by the Department;
- c) the budget of projects/programmes funded from DUTH own resources which are made available, by decision of the Senate of DUTH, to cover the needs of the Department;
- d) the budget of DUTH if there is extraordinary funding from the Ministry of Education, Religious Affairs and Sports in accordance with par. 7 to cover the fee of appointed lecturers.

7. The Ministry of Education, Religious Affairs, and Sports may provide extraordinary funding to HEIs at their request for the recruitment of Appointed Lecturers as extraordinary teaching staff to cover the teaching needs of undergraduate study programmes. Recruitment shall take place in accordance with this Regulation and the total number of recruits shall be included in the annual scheduling for the recruitment of extraordinary public sector personnel, as defined in Article 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143).

8. The contract of paragraph 2 shall include the obligations and specific terms of employment of the above staff and shall be signed by the Rector of DUTH, if their fee burdens the DUTH budget, or by the Chairperson of the Research Committee of the Special Account for Research Funds-DUTH, if their fee burdens the project/programme budget of the Special Account for Research Funds-DUTH.

9. Employment as Appointed Lecturers shall be prohibited for natural persons who hold one (1) of the following capacities:

- a) Emeritus Professors and retired members of the faculty of DUTH or HEIs in Greece or abroad;
- b) members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of HEIs;
- c) Researchers and research scientists of research and technology bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) and other research organisations,
- d) pensioners in the private or broader public sector;
- e) employees with a relationship of public law or Private Law of Indefinite Duration in public sector bodies, as set out in Article 14(1)(a) of Law 4270/2014;
- f) natural persons who have exceeded the age of 67;

Article 151

Post-doctoral researchers

1. DUTH considers it important to support post-doctoral research, as it contributes to the qualitative and quantitative upgrading of scientific research. For this reason, it provides interested Researchers with the opportunity to conduct post-doctoral research, and research, teaching, or laboratory work on its fields of study, in accordance with the applicable legislation and its internal rules and regulations.

2. The main objectives of conducting post-doctoral research at DUTH are indicatively the following:

- Enhancing the quality of scientific research.
- Developing new research fields at DUTH Departments that are relevant to the scientific field of the doctoral dissertation of the post-doctoral Researcher
- Contributing to the Departments' research needs.
- Approaching and resolving special research problems concerning the Departments.
- Achieving further results of the doctoral dissertation of post-doctoral researchers in new scientific directions of interest to each Department.
- Transferring know-how.
- Helping scientists to advance science and develop research and applications.
- The specialisation of post-docs in theoretical and applied fields of interdisciplinary sectors, which are treated either by the individual academic units of DUTH or through the DUTH-University Research and Innovation Centre.
- Highlighting the quality and academic prestige of the DUTH's work, as well as strengthening its international presence.

3. The title of Post-Doctoral Researcher is not linked by ties of dependence to the Institution, nor does it establish any obligation for remuneration from the Institution.

4. Post-doctoral Researchers are obligated to abide by the rules of academic conduct, the rules of research conduct, as well as the University's Rules and Regulation, and shall be subject to the provisions of the applicable disciplinary law, as set out in these Rules and Regulations.

5. The Post-Doctoral Research Development Regulation (Annex 20) details the categories of post-doctoral researchers, the selection conditions and processes, the obligations and rights of post-doctoral researchers, and generally any issue pertaining to post-doctoral research at DUTH.

Article 152

Ancillary Teaching Staff

1. Ancillary teaching work is defined as the participation in the implementation of courses and educational actions, such as academic tutoring or laboratory exercises, supervision of examinations, evaluation of exercises, etc.

2. By decision of the Assembly of the Department or the competent Post-Graduate Master's Programme body, it is possible to approve the participation of post-graduate students and doctoral candidates in the provision of ancillary teaching work. Post-Graduate students may perform ancillary teaching work on Undergraduate Study Programmes, while doctoral candidates may perform additional teaching work on Undergraduate and Post-Graduate Study Programmes.

2. The DUTH Post-Graduate and Doctoral Studies Regulation (Annex 5) regulates issues related to the process for granting scholarships, whether contributory or not, to post-graduate students and doctoral candidates, with the obligation of supporting the educational process and providing ancillary teaching work.

Chapter 23: DUTH Administrative Staff

Article 153

Rights, responsibilities, and duties of administrative staff

1. The administrative staff shall be selected in accordance with the applicable provisions and shall be subject to the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law, ratified by Article 1 of Law 3528/2007 (Government Gazette, Series I, No 26), as is in force.
2. The working hours of the administrative staff referred to in this article shall be determined in accordance with the applicable provisions.
3. The administrative staff is required to perform their duties in accordance with the applicable legislation, the Organisation and its Internal Rules and Regulations, and the individual Rules and Regulations of the Institution, and to provide their work within the timeframe specified by the applicable general or special provisions, without prejudice to exceptional service needs that require them to work beyond working hours or on non-working days, or for tasks related to their specialty or duties or for which they have the required experience or expertise.
4. The members of the administrative staff are required to accept their appointment as members of committees for the performance of University tasks.
5. The members of the administrative staff may use the telematics services and Libraries of the Departments and of the University, as well as actively participate in actions, events, and general activities of the academic community.

Article 154

Administrative staff training

1. Provision and facilitation of further training or retraining for administrative staff members shall be provided in accordance with applicable laws.
2. The participation of the administrative staff in education and training programmes shall be approved by decision of the competent bodies of DUTH. With regard to the participation of employees in training programmes, approval of the Head of the relevant organisational unit shall be taken into account, in order not to hinder the sound operation of the Institution.
3. The administrative staff is required to attend mandatory educational seminars organised by DUTH, within the working hours of the administrative employees, on matters of health and safety, protection of personal data, or other subjects, stipulated by the relevant decisions of the competent bodies.
4. The administrative staff is offered the opportunity to participate in mobility (Erasmus+), exchange, and bilateral agreement programmes, as well as other programmes, in accordance with the relevant regulatory decisions of the competent bodies
5. By decision of the competent bodies of DUTH, it is possible to organise introductory education, training, and specialisation programmes for the Administrative Staff in partnership with the National Centre of Public Administration or with TLLC-DUTH or other bodies, in the framework of the provisions of the applicable legislation.
6. By decision of the competent bodies of DUTH, seminars for the Administrative Staff may be organised in various fields of study. The same decision shall approve the relevant credit, appoint the rapporteurs, organising committee, and set out any other detail. Stakeholders of the University Community may also participate in these seminars, depending on the subject.

7. The Administrative Staff of DUTH is provided with the opportunity to study free of charge (as supernumeraries) at a Post-Graduate Master's Programme of the Institution on a subject related to their specialisation and competences.

Article 155

Administrative staff leave

1. Administrative staff are granted regular and sick leave, as well as any other leave of absence provided for in the provisions of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law, which was ratified with the first article of Law 3528/2007 (A' 26), as in force at the time.
2. If absent, employees must apply for leave exclusively through the electronic Leave of Absence system of the Democritus University of Thrace.
3. As per the applicable provisions, any regular leave not granted, limited, or revoked in order to address emergency needs of the service, following a decision of the body supervising and competent for granting such leave, shall be necessarily granted in the following year, and the remaining unused regular leave of the previous year that has been brought forward may be exhausted at any time during the following year.

Article 156

Administrative staff evaluation

1. Permanent administrative employees of the University and those in an open-ended private law employment relationships shall be subject to the provisions of the annual evaluation system of Law 4940/2022, as in force, based on the structure of the Institution's Administrative Services Organisation and the relevant provisions.

Chapter 24: Oath - Assumption of Duties - Staff Register

Article 157

Oath-Assumption of Duties

1. The members of the faculty, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, as well as the administrative staff appointed to DUTH shall take the following oath of office before the Rector prior to the assumption of their duties: *"I swear to be loyal to my homeland, to obey the Constitution and the laws, and to fulfil my duties with honour and due diligence."* If the appointee is a foreigner they shall take the following oath: *"I swear to be loyal to Greece, to obey the Constitution and the laws and to fulfil my duties with honour and due diligence"*.
2. Similarly, should the appointee not wish to take the oath, they shall provide the following assurance: *"I declare by invoking my honour and conscience that I will be loyal to Greece, obey the Constitution and the laws, and that I will fulfil my duties with honour and due diligence."*
3. The oath and assumption of service shall be recorded in relevant minutes, which shall be signed by the Rector and the person taking the oath, and shall be duly shared with the Services of the Institution.
4. The deadline for the assumption of duties by those appointed or advancing into positions of the above staff categories shall commence as of the date of notification of the publication of the relevant appointment act in the Government Gazette.

5. The acceptance of the appointment of the above categories of staff to another position according to the applicable laws, shall constitute an automatic waiver of the position they hold at DUTH. The resignation shall take effect on the date on which they assume their new duties.

6. In order to assume their official duties, the members appointed to positions of the above categories of staff must have resigned from any held position that is legally incompatible with the capacity of the position to which they are being appointed/advancing or in which they are become permanent.

7. The faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff members who are being moved, transferred, or assigned to DUTH Departments shall assume their office either before the Rector or before the Head of the Department to which they are being moved, transferred, or assigned. Relevant minutes shall be prepared on the assumption of service, which shall be signed by the corresponding body and duly communicated to the Institution's Services.

Article 158

Oath-Assumption of Duties

1. A personal register shall be established for each employee upon their appointment, which shall be maintained even after their departure from the service, for as long as their pension is paid. The personal register shall include all information that determines the personal, family, asset, and service status of the employee, in accordance with the provisions of the Civil Service Code. Any material change to these details must be declared to the competent service at the employee's responsibility.

2. The personal register shall be kept, stored, and updated in conventional or electronic format by the Institution's competent personnel department, in accordance with the provisions of the applicable legislation. The provisions of the Personal Data Protection Regulation shall apply for the security of the relevant information systems and data management.

3. Each employee has the right to be informed on their personal register upon request.

Article 159

Performance audit bodies

1. The Dean of the School is responsible for monitoring that faculty members comply with their obligations, while in the case of members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, this is the responsibility of the Head of the Department or the Dean of the School, if they are serving at a School. The Coordinator of the University Gym and the Coordinator of the School of Foreign Languages, who are appointed by decision of the Senate, are responsible for the Special Teaching Staff members belonging to the University Gym and the School of Foreign Languages respectively.

2. The fulfilment of the obligations of the administrative staff is hierarchically controlled by the competent Heads of Departments, Directorates, General Directorates, and other services of the Institution, as defined by law and the Institution's Organisation.

3. Violation of the obligations of Faculty, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, and Administrative Staff members, according to the applicable provisions, shall constitute a disciplinary offence and, depending on its severity, the corresponding disciplinary penalties shall apply.

Chapter 25: Disciplinary Law of Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, and additional educational and research staff

Article 160

Scope

This chapter includes all faculty, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff members, as well as the administrative and general staff of DUTH, scientific associates, other ancillary and temporary teaching-educational staff, visiting Professors, visiting Researchers, or appointed Teachers or researchers under contract, post-doctoral Researchers and visitors, retired Professors, foreign professors with parallel employment, emeritus and honorary Professors, Researchers or other members engaged or affiliated academically, through research, or educational activity with the institution and the staff of the legal entities it supervises. In addition, this hereby includes the personnel that has in any way been assigned to or serves or works at DUTH and its legal entities, regardless of the legal nature of the relationship between such personnel and the latter.

Article 161

Disciplinary offences

1. Any culpable and imputable act or omission of any of the members referenced in the previous article of this Regulation, whether performed in the course of duty or not, which is contrary to their obligations under the Constitution, current provisions, the Internal Rules and Regulations of the Institution or is incompatible with their office and disrupts their prestige or that of DUTH.

2. Specifically, disciplinary offence means any violation of a provision of the law that refers to teaching, conducting research, internal organisation, financial management and operation of the Institution, their capacity and status as a member, and especially:

- a) Non-compliance with the Internal Rules and Regulations and the decisions of the bodies of DUTH;
- b) refusal to participate in DUTH processes and bodies, obstruction of their work, and disturbance of their smooth operation;
- c) violation of the principle of impartiality towards students, as well as during personnel selection and advancement processes;
- d) use of areas, facilities, and infrastructure of DUTH in a manner contrary to their intended purpose and concealment of engagement in tasks unrelated to their pertinent duties or holding a second position;
- e) employment in projects incompatible with their capacity or prohibited projects;
- f) unjustified abstention from the performance or incomplete fulfilment of their duties;
- g) plagiarism and any infringement of intellectual property and related rights, conscious non-disclosure of direct or indirect contribution of other persons to the subject of their scientific research and teaching, and failure to declare any conflict of interest with regard to research in which they are involved;
- h) violation of the principle of equality, equal opportunities, and equal treatment of women and men in matters of work and employment, in accordance with Law 3896/2010 (Government Gazette, Series I, No 207), violation of the principle of equal treatment and non-discrimination based on race, colour, national or ethnic origin, descent, religious or other beliefs, disability or chronic illness, age, marital or social status, sexual orientation, gender identity or characteristics, in accordance with Law 4443/2016 (Government Gazette, Series I, No 232 corrigendum Government Gazette, Series I, No 32), as well as the use of gender discriminating language and the manifestation of all forms of violence and harassment at work, in accordance with Law 4808/2021 (Government Gazette, Series I, No 101), during the performance of their duties;

i) committing acts that violate the sexual freedom, sexual dignity of another person, or any act of financial exploitation of sexual life, sexual harassment, as well as committing unlawful acts that contain discrimination based on gender, race, colour, national or ethnic origin, descent, religion, disability, sexual orientation, gender identity or characteristics;

j) improper or inaccurate use of their academic degrees,

k) any conduct that constitutes a disciplinary offence by virtue of a special provision.

Any person ascertaining a disciplinary offence must immediately notify the competent body to initiate the required procedure.

Article 162

Limitation of disciplinary offences

1. Disciplinary offences shall be written off five (5) years after the date on which they were committed. The limitation period for disciplinary offences committed repeatedly shall commence on the day following the date on which their commission ceased.

2. A disciplinary offence that is also a criminal offence, cannot be written off before the criminal offence has been statute-barred. For these offences, the acts of the criminal procedure shall interrupt the limitation period.

3. Especially the disciplinary offence of obtaining financial gain or consideration for personal or third party benefit during the performance of their duties or due to them, in accordance with Article d) of paragraph 1 of Article 107 of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law (Law 3528/2007, Government Gazette, Series I, No 26), shall be written off in accordance with paragraphs 1 and 3 of Article 112 of this Code.

4. The limitation period shall be interrupted by the commencement of disciplinary proceedings; however, the duration of this interruption may not exceed two (2) years.

5. The limitation period for a disciplinary offence shall be interrupted due to the commission of a new disciplinary offence aimed at concealing or impeding the exercise of disciplinary action for the former. In this case, the first offence shall be written off when the second offence is written off, provided that the writing off of the second offence occurs at a later time than the first.

6. Disciplinary offences for which a disciplinary ruling imposing a disciplinary penalty at first instance has been issued may not be written off.

Article 163

Disciplinary penalties

1. The disciplinary penalties imposed on Faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff members are as follows:

a) Written reprimand;

b) a fine up to the amount of six (6) months' salary, which shall be calculated according to the remuneration the member receives at the time of issuance of the disciplinary decision of first instance;

c) disenfranchisement from advancement to a higher rank for one (1) to three (3) years;

d) temporary dismissal ranging from one (1) month to one (1) year with no remuneration;

e) final dismissal, which may be imposed in particular for the following offences: committing acts expressing refusal to obey the Constitution, violation of duty under the Criminal Code (Law 4619/2019, Government Gazette, Series I, No 95) or other specific criminal laws, acquiring unfair financial gain or consideration for their own or third party benefit during the performance of their duties or due to them, committing crimes against sexual freedom or crimes of financial exploitation of sexual life,

unjustified abstention from exercising duties for more than thirty (30) days continuously during the course of the academic year, and characteristically inappropriate or unworthy behaviour within or outside the service. The penalty of final dismissal may be imposed for any offence, if, during the five years before the offence was committed, the competent Disciplinary Board had imposed on the member at least two (2) disciplinary penalties of greater gravity than a written reprimand.

2. When the penalties of cases b), c), and d) of paragraph 1 are imposed, the Disciplinary Board may also impose the penalty of depriving them of the right to participate in an election procedure for the appointment of single-member governing bodies of HEIs for a period of up to five (5) years.

3. In cases where the crimes of corruption, bribery, plagiarism, and crimes against sexual freedom or crimes of economic exploitation of sexual life, as well as sexual harassment have been committed, no penalty less than temporary dismissal may be imposed.

4. One (1) disciplinary penalty is imposed for each disciplinary violation. If more violations have been committed, one (1) merged disciplinary penalty shall be imposed.

5. No disciplinary penalty shall be imposed without the previous call for a statement of defence.

6. The type of penalty and its measurement shall be determined after taking into account the personality and degree of culpability of the accused, the gravity and nature of the offence, the circumstances under which it was committed, and any mitigating or aggravating circumstances. Recurrence is an aggravating circumstance. Principles and rules of criminal law shall apply *mutatis mutandis*, insofar as they do not conflict with the provisions hereof.

7. In the event of committing acts that violate sexual dignity, it is an aggravating circumstance if these acts were committed against minors or through the abuse of the power and duties of a member of the Faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of the HEIs. If racist acts are committed, it is an aggravating circumstance if they were committed through the abuse of the power and duties of a member of the Faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of the HEIs.

8. In cases of offences due to slight negligence, the disciplinary instrument may, evaluating the circumstances under which it was committed and the personality of the accused, not impose a penalty.

9. When the disciplinary penalty of final dismissal is imposed, and it pertains to an offence of the obtaining unlawful financial gain or consideration for their own or third-party benefit while performing their duties or due to them, the Disciplinary Board may impose an additional administrative penalty, ranging from ten thousand (10,000) to one hundred thousand (100,000) Euros.

Article 164

Commencement and expiry of disciplinary liability

1. Disciplinary liability commences upon becoming a member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH. Without prejudice to paragraph 3, offences committed before acquiring the above capacity without a disciplinary decision having been issued against them by an instrument of previous service in the Public Sector or in a Legal Entity Governed by Public Law shall be punishable by disciplinary measures in accordance with this Chapter, if they have not been written off. These disciplinary matters shall be referred to the Disciplinary Boards of these Rules and Regulations.

2. If disciplinary proceedings commence in any manner before the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff member leaves DUTH, the disciplinary proceedings shall continue until an irrevocable judgment is issued, unless the party facing disciplinary proceedings dies. In this case, the Disciplinary Board may impose any of the disciplinary

penalties provided for. If the disciplinary penalty imposed is greater than the fine, the Disciplinary Board shall convert it, depending on the gravity of the violation, into a fine.

3. Committing an act related to selection process participation or appointment requirements, which is illegal or incompatible with the position of member, during the selection process and up to the moment of acceptance of the position, shall constitute a disciplinary offence. The limitation period begins upon acceptance of the appointment.

Article 165

Disciplinary action

1. Disciplinary action shall be brought either by referring them to the Disciplinary Board or by the Single-Member Disciplinary Body, in this case the Dean, summoning them to make a statement of defence. The referral document and the summons to make a statement of defence shall contain: a) The full name and service details of the accused and b) a description, at the place and time, of the actual events that substantiate the disciplinary offence, the circumstances under which it was committed, and a reference to the relevant provisions.

2. A second disciplinary action shall not be permitted for the same offence. Once a final decision has been issued, new disciplinary action cannot be taken for the same incidents.

3. Disciplinary action against more than one party for the same or related disciplinary offences shall be permitted, if they fall under the competence of the same disciplinary body or board.

4. More disciplinary offences that are alleged to have been committed by the same accused, may be the subject of the same disciplinary action. If separate disciplinary actions were initiated, the cases may, depending on the circumstances, be joined.

5. The referral document shall cannot be revoked.

6. The referral document and the summons to make a statement of defence shall be served to the accused without delay. These and all documents of the procedure shall be served by sending them via the service e-mail to the service e-mail address of the accused. It is presumed that the recipient of the document shall have access to its content at the latest ten (10) working days from it having been served, unless the recipient proves the existence of force majeure preventing access to the content of the document or if such failure is due to reasons that pertain to the public sector body. If serving documents by this method is not possible for any reason, then they shall be served by an employee of the Higher Educational Institution or by a court bailiff, with proof of receipt. If the accused refuses to accept delivery, the person serving the document shall prepare an act confirming refusal.

7. The disciplinary action exercised by the Rector must be communicated to the Minister of Education, Religious Affairs, and Sports, in order for them to judge whether there is a legal case for suspending them from performing their duties.

Article 166

Relationship between disciplinary proceedings and criminal proceedings

1. Disciplinary proceedings shall be autonomous and independent of the criminal or other proceedings. Criminal proceedings shall not suspend disciplinary proceedings. The disciplinary body may, however, by freely revocable decision, order the suspension of disciplinary proceedings, for exceptional reasons, for no more than one (1) year. Suspension is not permitted if the disciplinary offence, due to the conditions under which it was committed and discovered, seriously affects the prestige and public image of DUTH.

2. The disciplinary body shall be bound by irrevocable judgments of criminal courts or irrevocable decision not to proceed to trial only regarding the existence or non-existence of actual acts substantiating the objective existence of a disciplinary offence.

3. The Minister of Education, Religious Affairs, and Sports and the Rector must be informed without delay, if it concerns a faculty, Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff member:

- a) By the Prosecutor of the Court of First Instance, regarding any criminal proceedings brought;
- b) by the Registrar of the Court or the judicial council, any writ of indictment or acquittal, and any judgment of conviction or acquittal at any instance of jurisdiction; and
- c) by the Prison Director, in the event of imprisonment. Disciplinary action must be taken against judgments of conviction. In other cases, the competent disciplinary bodies must, within one (1) month from being informed in accordance with the first subparagraph, rule with justification on whether or not to initiate disciplinary proceedings against the member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH.

Article 167

Faculty member disciplinary bodies

1. Among faculty members, disciplinary authority shall be exercised by:

- a) The Rector or Acting Rector of DUTH and, if impeded, their legal deputy, who may impose a fine of up to the amount of one (1) month's remuneration, in accordance with the process provided for in Article 165 hereof.
- b) The Disciplinary Board of HEI faculty members, which may impose any penalty.

2. The Minister of Education, Religious Affairs, and Sports may initiate disciplinary action for any of the offences provided for in these Rules and Regulations or in another specific law: a) Against a faculty member via the Rector, and b) against the Rector or Vice Rector, Dean or Head of a Department, or the Chairperson and Vice Chairperson of the Governing Committee, by referring them to the Disciplinary Board.

3. The disciplinary violations of faculty members who, in the opinion of the body initiating the disciplinary action, may carry a penalty higher than the fine and up to the amount of one (1) month's remuneration, shall be referred to the Disciplinary Board.

4. If an offence is committed at another HEI, disciplinary authority shall be exercised by the Rector of the HEI to which the faculty member belongs.

5. If an offence is committed by a faculty member while performing the duties of Rector or Vice Rector, Dean or Head of a Department or Chairperson and Vice Chairperson of the Governing Committee of a HEI, the Disciplinary Board for faculty members of HEIs shall become the competent disciplinary body. If, at the time of referral, the faculty member is not exercising these duties, the referral shall be carried out by the Rector or the Chairperson of the Governing Committee and, in case of impediment, by the Minister of Education, Religious Affairs, and Sports.

6. While carrying out their clinical work within hospitals, doctors who are faculty members serving at university clinics, laboratories, and special hospital units of the National Health System shall be subject to the disciplinary law for NHS doctors and shall be subject to disciplinary review for their acts or omissions by the respective disciplinary bodies of NHS.

Article 168

Faculty member Disciplinary Board

1. The Disciplinary Board of faculty members of HEIs shall be chaired, alternately every two years, by the President of the Council of State or the Supreme Court, who shall be replaced by a Vice President of the competent court. This deputy and one (1) other Vice President shall be appointed by act of the President at the beginning of each judicial year.

2. Board members shall include:

a) One (1) Supreme Court Judge, when the President of the Council of State or their alternate is presiding, or one (1) Councillor of State, when the President of the Supreme Court or their alternate is presiding;

b) one (1) Judge Counsellor of the Court of Auditors, appointed with their alternates from the relevant judicial councils;

c) the Vice Rector who is assigned the area of responsibility for academic matters or the Vice Chairperson of the HEI Governing Committee at which the accused is a member of the Faculty, and, if unable to attend, the Vice Rector who is assigned the area of responsibility for financial matters of the HEI, or the faculty member of the Governing Committee who has served longest at the rank of Professor, Associate Professor or, if there are none of the former, Assistant Professor;

d) one (1) Rector of another HEI in Greece, with their alternate, appointed by decision of the Minister of Education, Religious Affairs, and Sports.

2.If a Rector or Chairperson of the Governing Committee is referred to the Disciplinary Board, one (1) additional Rector of another HEI shall be appointed with their substitute by decision of the Minister of Education, Religious Affairs, and Sports, shall participate in the position of Vice Rector or Vice Chairperson of the Governing Committee.

3. The person who filed the disciplinary action may participate as a member of the Disciplinary Board, regardless of the capacity they held at the time of the filing of the proceedings.

4. The Disciplinary Board has its seat in Athens. Its meetings are held at the Council of State branch. The Secretary of the Council of State or their alternate as set by them shall serve as Secretary of the Disciplinary Board.

5.The Disciplinary Board shall be established by decision of the Minister of Education, Religious Affairs, and Sports. The Board's term in office shall be two years, commencing on the first day of the academic year.

Article 169

Process before the faculty member Disciplinary Board

1. The Disciplinary Board will handle disciplinary cases either ex officio or following a referral by the competent disciplinary body. The information supporting the referral is also submitted with the referral document.

2. After receiving the referral, the Chairperson of the Board shall appoint a rapporteur from among the members regular and alternate members of the Board. The appointment of the rapporteur shall be served to the accused at least fifteen (15) days before the meeting of the Board.

3. The rapporteur shall be replaced if impeded or if the Disciplinary Board accepts a request for exception on behalf of the accused, which shall be submitted within three (3) working days from when the decision appointing the rapporteur was served.

4. The rapporteur shall perform the duties of investigator and may carry out any necessary examination at their discretion, call witnesses, and ask any person or Authority for the necessary documents to ascertain the disciplinary offence. The accused shall not be examined under oath before the

rapporteur. After the case file has been completed, the rapporteur shall submit it to the Board together with a written recommendation.

5. The Chairperson shall designate a day and time of a non-public session. The Disciplinary Board may decide, in a reasoned decision, that no disciplinary charge is substantiated, if it considers it to be manifestly unfounded, or it may order further questioning or to judge that the case is matured and order the accused be summoned to make a statement of defence, on a day of public session set by the Chairperson.

6. A summons to make a statement of defence, in addition to the information provided for in paragraph 1 of Article 165, must also contain a call to the accused to appear and be made aware, at their request, of the details in the file, to submit a memorandum, to provide evidence, and to attend the discussion. The accused may propose up to five (5) witnesses to be examined.

7. The summons to make a statement of defence shall be delivered to the accused fifteen (15) days before the hearing, in accordance with par. 6 of Article 165.

8. The statement of defence shall be submitted in writing or presented orally during the hearing before the Board. The accused may attend the hearing of the case by or with an authorised representative. If the accused does not appear during the discussion and has not been summoned lawfully or in good time or does not appear due to an insurmountable obstacle, a new date for discussion shall be set. If the accused is absent without the conditions of the third case being met, they shall be considered present. Unless the foregoing conditions are met, the Board may postpone the discussion only once (1), due to the non-attendance of the accused or the witness, whose attendance is deemed necessary, or for another important reason. Bringing witnesses shall be governed by the provisions of the Code of Criminal Procedure (Law 4620/2019, Government Gazette, Series I, No 96, corrigendum Government Gazette, Series I, No 122).

9. During the discussion of the case, the rapporteur shall read a summary of the Disciplinary Board's decision to introduce the case for public discussion and shall submit further critical evidence. Subsequently, witnesses shall be summoned for examination and the accused shall be given the floor to elaborate, if they so wish, in person or with their authorised representative, on their statement of defence and to answer the questions put forth by members of the Board. The Chairperson of the Board shall moderate the discussion, determine, if necessary and depending on the nature of the case, the speaking time, ask questions of the witnesses or the accused, and give permission to the members of the Board and the accused to ask questions. At the end of the hearing, the Chairperson may, at their discretion, grant the accused a deadline of up to seven (7) days to submit a memorandum. Minutes of the Disciplinary Board meeting shall be drawn up by the secretary, which shall be signed by the secretary and the Chairperson. The minutes shall briefly include the testimony of the witnesses, the oral statement of defence of the accused, as well as a report on any significant event that occurred during the hearing. The Chairperson may order the verbatim recording of material parts of the testimonies or statements made during the session and allow them to be dictated.

10. In the process before the Board, par. 2 and 3 of Article 93 of the Constitution shall apply. The provisions on the exclusion of judges of the Code of Criminal Procedure shall also apply and their alternate shall be called to hear the objection instead of the member for whom the exception is being requested.

11. The Board shall decide on accusation at a conference by open vote and an absolute majority of all its members. The decision shall include the place and time of its issuance, the composition of the Board, the name and rank of the accused, the disciplinary offence attributed to them, their statement of defence or the grounds for their non-attendance and provision of a statement of defence, the

reasoning both for the determination of guilt in full or in part, or for acquittal, and for the sentencing, the method by which the majority was formed, as well as the names and opinions of any minority vote members. The judgment shall be signed by the Chairperson and the Secretary and shall be read out publicly.

12. The disciplinary decision cannot be revoked.

Article 170

Disciplinary bodies of members of the Special Educational Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff

1. The following persons shall exercise disciplinary authority over the members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff:

a) The Rector or Acting Rector or the Chairperson of the Governing Committee and, if impeded, their legal deputy, who may impose a fine of up to the amount of one (1) month's remuneration, in accordance with the process provided for in Article 165 hereof.

b) The Dean of the School, who may impose a fine up to two thirds (2/3) of the monthly remuneration, in accordance with the process provided for in Article 165 hereof.

c) The Disciplinary Board of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff members of DUTH, which may impose any penalty.

2. The Disciplinary Board of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff members of DUTH shall be established by decision of the Rector of DUTH for a term of two (2) years, which shall commence on the first day of the academic year, and shall consist of:

a) One (1) President of Administrative Courts of Appeal of the Administrative Court of Appeal in the Region of Eastern Macedonia and Thrace, appointed in accordance with the process provided for in the Code on the Administration of Courts and Status of Judges (CACSJ, Law 4938/2022, Government Gazette, Series I, No 35) with their alternate, as Chairperson;

b) the Vice Rector for academic affairs, who shall be replaced by the Vice Rector DUTH for economic affairs;

c) the Dean of a School other than that at which the accused is serving, with their alternate;

d) two (2) faculty members who hold the rank of Professors or Associate Professor, and if there are none, the rank of Assistant Professor, which shall be elected along with their alternates from among all faculty members, as members of the Board. The draw shall be carried out by the Rector at a special session of the Senate.

The Disciplinary Board's secretarial duties shall be exercised by an administrative employee of DUTH appointed by the Rector, with their alternate.

3. Laboratory Teaching Staff members serving as doctors of the National Health System at university clinics, laboratories, and special hospital units shall, in exercising their duties as National Health System doctors, be governed by the disciplinary law of National Health Service doctors and shall be subject to disciplinary review for their acts or omissions by the respective disciplinary bodies of the National Health Service.

Article 171

Serving and executing disciplinary decisions

1. Disciplinary decisions shall be served in accordance with paragraph 6 of Article 165.

2. The decision of the Disciplinary Board of faculty members shall be forwarded: a) To the Minister of Education, Religious Affairs, and Sports and a summary thereof shall be published in the Government

Gazette, and b) to the Rector of DUTH to take the necessary actions. Acquittals shall not be published in the Government Gazette.

3. The decisions of single-member disciplinary bodies and disciplinary boards shall be enforced upon service, provided they become final.

4. Final disciplinary decision shall mean that it is not subject to objection or the deadline for filing an objection has elapsed with no action being taken, and the decision issued in relation to it.

5. The remuneration liquidator shall execute the decision imposing a fine. The amount of the fine shall be withheld from the remuneration of the first month from the date on which the disciplinary decision reaches the liquidator. If the fine is more than a quarter (1/4) of the punished party's monthly salary, the deduction shall be made in several monthly instalments, which shall be set out by the disciplinary decision. In any case, monthly withholding may not exceed one quarter (1/4) of monthly remuneration. If the punished party leaves the service, the amounts due are collected in accordance with the Public Revenue Collection Code (KEDE, Legislative Decree 366/1974, Government Gazette, Series I, No 90) and shall pass to public revenue. If the punished party dies, the debt, in the amount not collected, shall be written off.

6. The enforcement of the penalty of deprivation of the right of advancement shall commence from the announcement of the disciplinary decision, while the enforcement of the sentence of temporary dismissal shall commence on the day after the decision is served to punished party. During the enforcement of the temporary dismissal penalty, the punished party: a) Shall not be permitted to exercise their duties, nor any other power assigned to them in their capacity as a member of the Faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, and b) shall be deprived of the entirety of their remuneration for each month. Remuneration shall be withheld by the liquidator and the amount withheld shall pass to public revenue.

7. Disciplinary decisions shall be entered into the relevant register of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff member of DUTH. The penalties of reprimand, fine, disqualification from advancement, and temporary dismissal shall be deleted from the register of faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff members and shall not be taken into account in terms of their judgments after one (1), three (3), and five (5) years respectively from the final decision, if during these periods no new disciplinary penalty has been imposed. If a new disciplinary penalty is imposed during the time periods of the second section, it shall be deleted after the expiry of the time provided for it, which shall be calculated from the expiry of the term provided for the first penalty.

Article 172

Objection and appeal

1. Disciplinary decisions of single-member disciplinary bodies, with the exception of written reprimands, shall be subject to objection by the member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, who was punished before the competent disciplinary board, within an exclusive deadline of twenty (20) days from it being served. The Minister of Education, Religious Affairs, and Sports shall have the right to appeal any disciplinary decision of a single-member disciplinary body. Filing an objection and the deadline to exercise it shall suspend the enforcement of the disciplinary decision.

2. The decisions of the Disciplinary Board of the members of the faculty of HEIs shall be challenged with material appeals before the Council of State. The members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff may materially appeal decisions

imposing the penalty of final dismissal before the Council of State and decisions imposing any other penalty before the Administrative Court of Appeal.

3. The Governor of the National Transparency Authority (NTA) shall also have the right to object and to appeal, provided that this is provided for in the provisions on disciplinary powers of the Governor of the Authority.

4. The deadline and the filing of the appeal shall not suspend the enforcement of the disciplinary decision. However, suspension of enforcement may be granted, at the request of the accused, according to the provisions of the legislation on the Council of State. Enforcement of decisions imposing the penalty of final dismissal shall be suspended until the elapse of the deadline for filing the appeal or until the publication of the decision of the Council of State on the appeal.

5. Once the deadline for filing an appeal against the decision imposing the penalty of final dismissal with no action having been taken or the date of publication of the decision of the Council of State rejecting the appeal has passed, the administrative relationship of the member who was punished shall be ipso jure terminated.

Article 173

Resumption of disciplinary proceedings

1. If, after the issuance of a disciplinary decision acquitting a member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, or imposing on it a sentence lower than the final dismissal, an irrevocable conviction of a criminal court is issued, which establishes the material incidents that constitute the objective existence of incidents of misconduct that may carry the penalty of final dismissal, the disciplinary process shall be repeated, at the request of the Rector or the Minister of Education, Religious Affairs, and Sports, within two (2) years from publication of the irrevocable criminal judgment.

2. Resumption of disciplinary proceedings shall also be permitted when a convicting disciplinary decision has been issued, without it being apparent that a criminal conviction preceded it has been taken into account.

3. If after the issuance of a disciplinary conviction, which imposes any penalty, an irrevocable criminal acquittal or irrevocable acquittal order is issued for the act or omission for which the member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff was punished with disciplinary proceedings, then disciplinary proceedings shall be repeated upon request of the member punished within a deadline of two (2) years from publication of the final criminal judgment or order.

4. If a criminal conviction has been issued, during the repetition of the disciplinary proceedings a disciplinary penalty may be imposed that is higher than the one that had been imposed. If a criminal acquittal has been issued, a lighter sentence may be imposed or an acquittal may be issued. If a member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff had been punished with final dismissal, this member shall be entitled, following the repetition of disciplinary proceedings and the issuance of a decision of the Disciplinary Board with different content, to be reappointed to the Higher Education Institution by decision of the Rector, regardless of the existence or not of a vacancy.

Article 174

Emeritus Professors

1. For the diagnosis of disciplinary offences of emeritus professors and retired faculty members who provide teaching or research work in the context of undergraduate, post-graduate and doctoral study programmes and foreign-language study programmes, or who participate in research programmes or who are scientific managers of research programmes, an Administrative Deposition shall be carried out by order of the Rector of the DUTH, in accordance with Article 126 of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law (Law 3528/2007, Government Gazette, Series I, No 26). If the competent authority assigning duties determines that the above professors have committed the disciplinary offence hereof, the assignment of teaching duties and participation in the research programme shall be revoked.
2. The Senate, at the Rector's recommendation, may remove the title of emeritus professor.

Article 175

Additional personnel

1. Additional DUTH personnel providing teaching, research, or clinical work on a fixed-term contract basis, as well as additional personnel employed under a fixed-term employment or project contract on research projects/programmes through the Special Account for Research Funds-DUTH for the diagnosis of behaviour that is contrary to their obligations under the Constitution, the applicable provisions and the terms of their contract, or that is incompatible with their capacity and impacts their prestige or that of DUTH, the Rector of DUTH may order an Administrative Deposition which shall be conducted in accordance with Article 126 of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law (Law 3528/2007, Government Gazette, Series I, No 26). The disciplinary penalties of the written reprimand and fine of up to one (1) month's salary may be imposed on these personnel by decision of the Rector. If the severity of the offence warrants termination of the contract, this shall be performed by decision of the Rector following consent of the Assembly of the Department. The contract shall be terminated upon communication of the decision to the employee.
2. Additional medical personnel serving as doctors at university clinics, laboratories, and special hospital units established in National Health Service hospitals shall, in exercising their duties as National Health System doctors, be governed by the disciplinary law of National Health Service doctors and shall be subject to disciplinary review for their acts or omissions by the respective disciplinary bodies of the National Health Service.

Article 176

Proportionate implementation of provisions

1. The disciplinary provisions of the Code of Status of Public Civil Servants and Employees of Public Entities (Law 3528/2007, Government Gazette, Series I, No 26) and the provisions of the Code of Administrative Procedure (Law 2690/1999, Government Gazette, Series I, No 45), shall apply mutatis mutandis and in a supplemental fashion to all issues not specifically regulated by the provisions of these Rules and Regulations.

Article 177

Final dismissal due to criminal conviction, illness, disability, or service inadequacy

1. Faculty members of HEIs may be dismissed for the same reasons as judicial officers, due to criminal conviction, illness, disability or unjustified service inadequacy, following a decision of the Disciplinary

Board. The relevant court judgment shall be transmitted without delay by the Minister of Education, Religious Affairs, and Sports or the Rector to the Disciplinary Board.

2. The employment relationship of the members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff shall be terminated according to the relevant provisions of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law (Law 3528/2007, Government Gazette, Series I, No 26).

Article 178

Abstention from performance of duties

1. A faculty member shall necessarily abstain from performing their duties by act of the Minister of Education, Religious Affairs, and Sports:

a) If convicted of any felony degree act or crimes against sexual freedom or crimes of economic exploitation of sexual life;

b) if convicted by final judgment of theft, embezzlement, fraud, corruption, bribery, forgery of documents, or forgery of certificates in accordance with paragraph 3 of Article 217 of the Criminal Code (Law 4619/2019, Government Gazette, Series I, No 95) or breach of trust, to a custodial sentence exceeding six (6) months;

c) if deprived of their personal freedom, following a temporary detention warrant or a court judgment, even if they were deemed released provisionally or were released on bail and for as long as this situation continues. Abstention in case (a) shall cease upon issuance of a final criminal acquittal, in case (b) it shall last until the issuance of a decision by the Disciplinary Board of HEI faculty members, and in case (c) it shall last until an acquittal order or a criminal acquittal is issued.

2. The member of the Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff must refrain from exercising their duties by decision of the Rector or their lawful alternate, if convicted of an offence which may result in dismissal from the service in accordance with the provisions of the Code on the Status of Civil Servants and of Employees of Legal Persons Governed by Public Law (Law 3528/2007, Government Gazette, Series, I, No 26) or for perjury, false accusations, defamation, or a crime relating to currency. They shall also abstain if they were deprived of their personal freedom, following a temporary detention warrant or a court judgment, even if they were deemed released provisionally or were released on bail and for as long as this situation continues. Mandatory abstention shall cease with the issuance of a final acquittal decision.

3. In the event of disciplinary proceedings against a member of the faculty, the Minister of Education, Religious Affairs, and Sports may decide, following an opinion by the Senate, that the accused must abstain from performing their duties until the issuance of the disciplinary decision. In this case, if the faculty member also serves in the capacity of administrative body, the Minister's query to the Senate may be limited to abstention solely in relation to the duties of the administrative body. In any case, in order to reach a decision, the accused must first be summoned to a hearing before the Minister of Education and Religious Affairs.

4. In the event of disciplinary proceedings being brought against a member of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, the Rector may decide that the accused must abstain from performing their duties until the disciplinary decision is issued. The last section of paragraph 3 shall apply *mutatis mutandis* in this case as well.

5. Where a member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff abstains from the performance of their duties in accordance with the previous paragraphs, half of the basic salary and the family benefit shall be paid. Bonuses related to

the exercise of their duties, as provided for in the applicable legislation, shall not be paid. If the penalty of final dismissal is imposed on the member of the faculty, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff for the offence of unjustified abstention from exercising duties for a period of more than thirty (30) days during the academic year, they shall not be entitled to the remuneration for the period during which they abstained from their duties. The provisions on employment on projects that are incompatible with their capacity or on prohibited projects shall also apply during abstention.

Chapter 26: Student issues

Article 179

Social Benefits

1. DUTH students shall be entitled to certain social benefits under the terms provided for by the relevant provisions of the applicable legislation.

2. Medical care

DUTH undergraduate and post-graduate students, as well as doctoral candidates who do not have medical and hospital care coverage from an insurance body, shall be entitled to free healthcare, in accordance with the applicable provisions. Uninsured students may address to Public Health Facilities with their Social Security Number (AMKA).

3. European Health Insurance Card (EHIC)

This free card offers access to medically necessary and emergency incidents during the temporary stay of the uninsured student in one of the 27 EU countries, Iceland, Lichtenstein, Norway, and Switzerland, on the same terms and at the same cost (free of charge, in some countries) as the insured persons of that country. The European Health Insurance Card (EHIC):

- Does not substitute travel insurance. Does not cover private healthcare, nor expenditures such as a return plane ticket to the country of origin or loss/theft of assets;
- does not cover expenses, if the insured person is travelling specifically to receive medical treatment;
- does not guarantee the provision of services free of charge, given that each country's healthcare system differs; services provided free of charge in the country of origin may not be provided free of charge in another.
- According to the applicable legislation, its issuance for students in undergraduate, post-graduate, and doctoral study programmes that have no other medical and hospital care, as well as the reimbursement of expenses incurred, shall be carried out by the services of the Higher Educational Institutions (HEIs). To this end, the competent services shall gain access to the Electronic Register of Uninsured Citizens maintained by e-Government Center for Social Security (IDIKA) S.A.

4. Free meals

a) DUTH students may apply for free meals at student restaurants. Students shall be selected based on economic and social criteria that are substantiated by the supporting documents that accompany each application. Applications for free meals at student restaurants shall be submitted following a relevant announcement posted on the website of the Departments and of DUTH. The examination and preparation of the list of student beneficiaries shall be carried out in accordance with the applicable provisions.

b) Free meals shall be provided to all students who fall into the priority categories according to the relevant provisions and to the eligible beneficiaries, provided that the University's financing from the state budget is sufficient to cover the cost of the meals of all the students who submitted an application.

c) Meals for eligible students shall be provided on all days of the week (breakfast, lunch, and dinner) from September 1st of each academic year until the completion of spring semester examinations and shall be interrupted during the Christmas and Easter holidays, and the summer holidays. Free meals shall be provided until the completion of the minimum number of semesters required to obtain a degree, increased by four (4) semesters or six (6) semesters, depending on the Department in which they are studying or as set out in the applicable legislation.

5. Free housing

a) Each academic year, DUTH houses a number of students of its Departments, in accordance with the applicable legislation, the conditions set out by the Institution, and the funds available in its budget.

b) Students shall be housed in student housing in Komotini, Xanthi, and Orestiada, and in contracted accommodation in Alexandroupoli and Didymoteicho.

c) The specific terms and conditions for free housing shall be included in the Student Housing Regulation (Annex 21).

6. Student housing allowance

a) Online applications related to granting a housing allowance shall be submitted through the website of the Ministry of Education, Religious Affairs, and Sports, to the special application for the housing allowance. The allowance shall be granted in accordance with the applicable provisions. A prerequisite for submitting an application is that the student receiving the allowance must be a citizen of Greece or a citizen of another EU country, they must hold a valid Academic Identity Card, and must have a Tax Identification No (AFM). It is clarified that citizenship concerns only the student and not their parents or guardians. The application shall be submitted by the recipient of the allowance, i.e. the person whom it is considered that the student burdens. In the case of divorced or separated spouses, the allowance shall be paid to the parent whom it is considered that the student burdens and who declares them as a dependant.

b) Once the documentation is checked and the conditions under which the allowance shall be granted are verified by the electronic system and the competent services of the Institution, in accordance with the applicable conditions, the supporting documents shall be forwarded to the Financial Service of the Institution for the issuance of the relevant orders.

7. Travel Facilities - Academic Identity Card

a) Students of undergraduate, post-graduate, and doctoral study programmes shall be provided with facilities for their transportation throughout the year, in accordance with the terms of the applicable legislation. More specifically, students shall be granted an Academic ID, which shall incorporate the Special Ticket. The Academic ID shall be strictly personal and may only be used by the beneficiary student.

b) Academic ID shall also be granted to international students enrolling and studying at the Institution or enrolling as guests in the context of international or European exchange and cooperation programmes, for the duration of their studies at DUTH.

8. Textbooks

Undergraduate students shall be entitled to free textbooks for their studies.

a) Undergraduate students shall be provided with textbooks in accordance with the applicable provisions.

b) The list of textbooks shall be drawn up each academic year by decision of the Assembly of the Department, following a recommendation from the competent teachers and shall include, for each course, whether compulsory or elective, all the proposed textbooks that satisfactorily cover the subject matter of the course.

c) Students shall have the right to a free supply and selection of one (1) teaching textbook for each compulsory or elective course of their study programme that is required in order to receive the degree or diploma. If some students choose more elective courses than required to receive the degree, the right to choose and be supplied with textbooks free of charge shall not extend to the additional courses they chose and on which they were examined, even if these are taken into account to receive the degree. The students may access the remaining textbooks, which are available at the DUTH's Library.

d) Beneficiaries of free textbooks are students up to the point of completion of the minimum number of semesters required to obtain a degree increased by four (4) semesters, or as set out in the applicable legislation, subject to the condition that they have not previously been supplied with a free textbook for the same course.

9. Use of online services

a) Upon enrolment, students of DUTH shall acquire their institutional e-mail account, which they shall maintain until they graduate.

b) Each account shall be strictly personal. Users shall be solely responsible for any action taken at their own fault and which is incompatible with the purposes of the Department at which they study and DUTH.

c) Indicatively, the following examples of incompatible actions:

- Attempting to breach other accounts
- Sending mass messages (spamming)
- Reckless use of network resources
- Copyright infringement
- Unlawful processing of special category personal data
- Provision of sensitive personal information
- Any action directly or indirectly for profit
- Any action that violates applicable national or international legislation

d) The Institution shall provide the best possible technical service to users of its systems and shall under no circumstances be liable for any loss of data and/or emails.

e) Students must be informed regularly, mainly through:

- Announcements on the websites of their Departments
- Course announcements on the e-class platform
- Study announcements on DUTH's homepage.

10. The Student Welfare Board shall be responsible for housing and meal issues. The purpose of the Student Welfare Board is to discuss and formulate proposals to the Rector and the Senate for dealing with issues related to student life and the continuous improvement of the Institution's student care services, and the sound implementation of the relevant decisions of the collective bodies. Annex 22 describes in full all the detail pertaining to its operation.

11. For international students, an International Student Support Unit operates at DUTH. The mission, responsibilities, and general operation of this unit are set out in the relevant Rules and Regulations (Annex 23).

Article 180

Compensatory scholarships by the Special Account for Research Funds-DUTH

Undergraduate students, post-graduate students, and Doctoral Candidates may be granted compensatory scholarships with an obligation on their part to offer part-time research, scientific, administrative, technical, and other support in service of the activities of DUTH for a limited number of hours pursuant to the applicable provisions, the Special Account for Research Funds-DUTH Financing Guide, the Undergraduate Programme, Post-Graduate Master's Programme, and Doctorate Study Programme Rules and Regulations and these Rules and Regulations.

Article 181

Scholarships

DUTH may award scholarships to students based either solely on their academic performance or in conjunction with their family and social situation and their personal or family income. Sources of financing may include donations, sponsorships, percentage of revenues from Institution activities, etc. The specific terms and conditions for granting scholarships shall be set out on a case-by-case basis by the competent body of the Institution.

Article 182

Student groups

1. Establishing student groups (or clubs) frames the studies of their students within DUTH and enables them to spend time on their non-university activities (hobbies) alongside their studies, meeting their needs for expression and creativity. Furthermore, through their groups and actions, students have the opportunity to develop communication with students from other Departments, as well as other sectors of society, facilitating their integration into the academic community and local society.
2. Groups may cover a broad range of interests and activities, including robotics, theatre, music, volunteering, social services, fine arts, photography, voluntary blood drives, etc.
3. The Rules and Regulations of Operation of DUTH Student Groups (Annex 24) describes the objectives and process for establishing and operating student groups at DUTH.

Article 183

Awards-Distinctions

- a) DUTH shall grant undergraduate students a performance award per academic year, to the student of each DUTH School who has attended and has successfully passed examinations in all courses of the previous academic year included in the indicative study programme (as listed in the study guide) and has achieved the highest score. The terms and process shall be set out in the Student Performance Award Rules and Regulations (Annex 25).
- b) Post-Graduate students shall be awarded prizes of excellence based on academic criteria (indicatively, graduation grade, publications, hosted presentations, etc.) set out by the competent body of the Post-Graduate Master's Programme. The terms and process shall be set out in the Rules and Regulations of Post-Graduate Master's and Doctoral Studies (Annex 5).
- c) Exceptional doctoral dissertations shall be characterised as 'First Class Honours' by decision of the Seven-Member Examination Committee. The terms and process shall be set out in the Rules and Regulations of Post-Graduate Master's and Doctoral Studies (Annex 5).

Article 184

International Students under Student Exchange Programmes

1. DUTH undergraduate study programmes offer a set of foreign language courses to Erasmus+ (or other exchange programme) students, as well as to the students of the Departments of the Institution.
2. Erasmus+ (or other exchange programme) students may be accommodated at DUTH Student Housing or rented accommodation in accordance with the terms provided for in the DUTH Student Housing Rules and Regulations (Annex 21).
3. The international students of the Institution, such as students attending through mobility programmes (e.g. Erasmus+), shall be taught and assessed in the same way as Greek students.

Article 185

Rights and obligations of DUTH students

1. Undergraduate students, post-graduate students, and doctoral candidates are members of the academic community of DUTH and shall enjoy the right to knowledge, freedom of research, and freedom of expression of ideas in the context of academic freedom and conduct.
2. DUTH students shall have the following rights:
 - a) They shall enjoy the social and other benefits arising from their capacity as a student in general and as a student at DUTH in particular. Student status shall be obtained upon enrolment in a DUTH Department and shall be maintained until they receive a degree. Students shall have the right to interrupt their studies in accordance with the applicable laws. During the suspension of studies, student status shall be lifted and shall be obtained again upon a new application by the interested party. Students shall also be eligible to apply for a part-time attendance. For exceptional extension of the maximum duration of study, interruption of studies, and part-time attendance, the specific regulatory provisions of DUTH shall apply (Annex 10).
 - b) They shall freely express their views on educational and other issues, in the context of academic freedom and with respect for DUTH's rules of conduct.
 - c) They shall assess the work of faculty members and other teaching, specialist, and all categories of staff, the quality and effectiveness of the educational and other work, in accordance with the provisions of the law and the Rules and Regulations of the relevant Department and the Institution.
 - d) They shall receive information from the competent Department about the Study Programme, their educational obligations, and the rules and conditions for unhindered study.
 - e) They shall collaborate with the teaching staff regarding their educational and examination needs, on the days and at the times announced at the beginning of each semester, as well as address the School Deans and Department Heads on matters within their powers.
 - f) They shall submit applications to the administrative services of the Institution or of the relevant Department or School, which shall be addressed in a timely, effective manner.
 - g) They shall make use of the facilities, infrastructure, and resources of DUTH in accordance with the Institution's regulations.
 - h) They shall receive social and other grants arising from their general capacity as students or their capacity as DUTH students in particular.
 - i) They shall submit reports and applications regarding issues connected with their education to the competent bodies of the Institution.
 - j) They shall be legally represented through their duly appointed representatives to the collective bodies and committees of the Institution and receive information through said representatives regarding the educational, research, and administrative issues of the Institution that concern them.

k) They shall be free to express themselves individually or collectively through student associations. Issues concerning the process of selecting the instruments of student associations, their meeting and the method of convening their instruments, as well as any other issue relating to how they are organised and how they operate shall be set out in the charter of the student association. Selecting the student association instruments may take place electronically, if provided for in the association charter.

l) They shall participate in paid activities of DUTH, subject to the terms and conditions set out in the applicable legislation.

m) They shall participate in international and European student exchange programmes (such as Erasmus+ studies, Erasmus+ placement), in accordance with the criteria and processes specified by the competent body, the State Scholarships Foundation and DUTH. o) They shall request by report to the Student Advocate, that cases are investigated that, in their opinion, violate the provisions of the law or the Rules and Regulations, Institution's Code of Conduct, the Study Rules and Regulations, etc.

2. The individual Undergraduate, Post-Graduate, and Doctoral Studies Rules and Regulations (Annexes 4 and 5) shall set out and specify the rights of the students participating in each cycle of studies; Department, Post-Graduate, and Doctoral Studies Rules and Regulations shall address specific issues that concern this particular Programme.

3. As part of its effort to constantly improve the educational and administrative services it provides, and within the framework of transparency, accountability, and respect for the rule of law, DUTH has instituted processes to address and process student complaints and appeals in a timely, effective manner. Appeals are all forms of formal written expressions of doubt or objection by students against decisions of a competent collective body regarding requests submitted by students, while complaints are written or verbal expressions of student dissatisfaction due to failure of the Institution to properly provide a service.

Student appeals and complaints shall be addressed through the appeal and complaint processing mechanism (Annex 26).

Alongside this mechanism, students may also lodge complaints:

- a) Via the DUTH courses, infrastructure, and services assessment questionnaires
- b) By contacting their Academic Advisor
- c) Through the Student Advocate (Article 101)
- d) Through the Gender Equality and Anti-Discrimination Committee on relevant issues (Article 209)
- e) Through the Ethics Committee (Article 202)

4. DUTH students shall have the following obligations:

- a) Showing respect for their fellow students, professors, and all staff of the Institution.
- b) Staying informed regarding the Internal Rules and Regulations of DUTH and the individual operating rules and regulations of the Institution which concern them, and applying said rules and regulations consistently and responsibly, acting in a lawful manner that is consistent with the operation of the Institution in all aspects of their student life.
- c) Discharging their student duties diligently and responsibly, and especially:
 - ca) Staying informed about the academic calendar and the study programme in which they are enrolled, and understanding and keeping up to date with the relevant educational processes through the e-class online platform, the websites of the Departments, the School, and DUTH itself, as well as through the relevant announcements.
 - cb) Participating in educational activities in an appropriate manner and in accordance with the terms of conduct.

cc) Contributing to the smooth, effective function of all educational activities, refraining from any actions or behaviours that could negatively impact them.

cd) Discharging the duties they assume in the context of their participation in educational activities.

ce) Observing the guidelines and suggestions of the teaching staff and other competent bodies and services of the Institution.

cf) Observing the research code of conduct, especially as regards intellectual property. cg) Participating in examinations in accordance with the rules and regulations of the Institution, refraining from any actions or behaviours that could impede or put into jeopardy the overall process or exclude their participation in it, such as, by way of indication, cheating or using improper items or documents or resources during the examination.

cg) Participating in assessment processes for courses, infrastructure, and services of the Institution, making their opinions known in an impartial, fair, and objective manner aimed at improving studies at the Institution.

d) Observing the principles of academic conduct and ethics.

e) Respecting and protecting the facilities, surrounding area, and equipment of the University, and preserving the cleanliness and orderliness of its spaces.

f) Showing their academic ID whenever it is requested by a member of the teaching staff, the administrative staff, or the security staff in the framework of operations of the Institution.

g) Participating in the Institution's activities.

h) Supporting and promoting the University in their academic, cultural, and social activities.

i) Refraining from any actions not consistent with the academic mission of the Institution or which impede the smooth operation of its bodies and services or academic freedom in teaching and research, as well as free expression and exchange of ideas

5. The individual Undergraduate, Post-Graduate, and Doctoral Studies and Examinations Rules and Regulations (Annexes 4 and 5) shall set pit and specify the obligations of the students participating in each cycle of studies, while Department, Post-Graduate, and Doctoral Studies Rules and Regulations shall set out particular issues that concern the specific Programme or Department.

5. Students from other HEIs in Greece or other equivalent Institutions abroad who enrol at DUTH as visiting students, shall possess the same rights and obligations as DUTH students for the duration of their studies at the Institution

Article 186

Care for DUTH students belonging to vulnerable groups

1. DUTH shall handle with particular awareness the needs of students that belong to vulnerable educational groups and who may potentially be dealing with issues of integration to the educational process or have a disability or special educational needs. In the framework of the applicable legislation and international practice, DUTH shall secure necessary infrastructure and support, as well as the necessary conditions for unhindered access to and participation of said students in the educational process, as well as the successful completion of their studies and their integration to the job market. The European and domestic institutional framework for the protection of disabled persons ensures the right of equitable participation in the educational process, and must be respected by all parties involved.

Democritus University of Thrace shall take special care for special-needs students, who shall have priority with regard to any benefits or rights arising from their student status.

According to Law 4430/2016 'Vulnerable social groups, vulnerable groups, or high-risk groups are those groups of the population with limited or no access to social and public goods, and who experience difficulties or cannot, in many ways and in various sectors, have good quality of life'.

Accordingly, students are included in vulnerable groups if they present difficulties integrating to the educational process and in addressing life within the educational Institution in general. Law 4957/2022 provides special care for students belonging to vulnerable social groups and it includes special regulations for them, particularly as regards benefits.

The main categories of students with disabilities or special educational needs are, indicatively:

- Students with severe diseases (e.g. cancer)
- Students with motor disabilities
- Students diagnosed with neurological conditions (epilepsy, multiple sclerosis, photophobia, photosensitive epilepsy)
- Students with sensory disabilities (Deafness, hearing loss, Visual impairment)
- Students with neurodevelopmental disorders (Attention Deficit-Hyperactivity Disorder (ADHD), Special Learning Disorders (dyslexia, dysgraphia, dyscalculia), Autistic Spectrum Disorder (ASD))
- Students with speech and language difficulties, Dysarthria, Stuttering
- Students with mental health problems.

According to Law 4074/11-04-12 (Government Gazette, Series I, No 88) 'Ratification of the United Nations Convention on the Rights of Persons with Disabilities':

"States Parties shall ensure that persons with disabilities are able to access general tertiary education, vocational training, adult education and lifelong learning without discrimination and on an equal basis with others. To this end, States Parties shall ensure that reasonable accommodation is provided to persons with disabilities".

2. Student belonging to vulnerable groups shall participate in an atmosphere of respect and acceptance of their particular situation.

3. The General Guidelines include the following:

a) Upon enrolment in their Department or if a condition is diagnosed during their studies, students shall submit to the Secretariat of their Department the relevant medical opinion from a competent public body, confirming the type of condition that includes them in vulnerable groups that face difficulties in integrating in the educational process.

b) Before the beginning the educational process or before whichever stage of the process (e.g. workshops, examinations) they deem necessary, students must contact their Academic Advisors and declare their special needs, in accordance with the medical opinion they have submitted (right – not obligation – only if they wish to be subject to a different status).

c) Professors-Academic Advisors shall confirm with the Secretariat of the Department that the student has submitted the necessary medical opinion to the Secretariat.

d) Professors-Academic Advisors shall inform course teaching staff of the name of the student and their specific needs, based on the medical opinion, so they may plan the necessary measures (e.g. alternative activities, different examination methods, etc.).

e) As regards the examinations of members of vulnerable groups, as a rule they shall be carried out on the same day and at the same time as the examinations of other students. Due to specific conditions and depending on the severity of the difficulties they face, a different method of examination than that of other students may be set, possibly on a different date and at a different time.

Chapter 27: Student disciplinary law

Article 187

Scope and definitions

1. The provisions of this article shall apply to students in the undergraduate, post-graduate, and doctoral studies.
2. Where the term “student” is used in this Chapter without further distinction, it shall mean students from all three cycles of studies. The term shall also include students participating in the ERASMUS+ programme, other exchange programmes, or subject to internal mobility.
3. The Disciplinary Jurisdiction of Democritus University of Thrace shall not apply to students enrolled in other Universities, except for those mentioned in par. 2 above.

Article 188

Core principles

1. The principles and rules of criminal law and criminal procedure shall apply mutatis mutandis to the disciplinary law governing the students of DUTH, insofar as they do not conflict with the regulations hereof and are consistent with the nature and purpose of the disciplinary procedure.
2. The principles and rules concerning the following shall apply in particular:
 - a) The reasons for excluding fault and capacity to be charged;
 - b) mitigating or aggravating circumstances in assessing disciplinary penalties;
 - c) active repentance;
 - d) the right of the party facing disciplinary prosecution to remain silent;
 - e) errors in fact and law;
 - f) the presumption of innocence of the party facing disciplinary prosecution;
 - g) leniency in favour of the party facing disciplinary prosecution.

Article 189

Disciplinary offences

1. A disciplinary offence is an act committed with intent by the student and which can be attributed to them. Disciplinary offences may be committed due to negligence, if so specified. Offences may be committed by rendering assistance to or facilitating third parties in committing disciplinary violations. Any person who discovers a disciplinary offence must immediately notify the Head of the Department to initiate the required process.
2. Disciplinary offences by students are violations of the Rules and Regulations of operation of the Institution, the Internal Rules and Regulation, the Rules of Ethics and Conduct, as well as any Rules and Regulations governing their studies and academic life overall.
Disciplinary offences include, by way of indication:
 - a) The violation of examination integrity;
 - b) plagiarism or non-disclosure of direct or indirect third-party contributions to the subject of a scientific inquiry or research;
 - c) the destruction of real or moveable DUTH property used by the DUTH or members of the university community;
 - d) the obstruction of the sound operation of DUTH, including both its educational, research, or administrative operations, and the operation of its single-member and collective bodies and services, as well as of the use of its facilities and equipment;

- e) the use of covered or open areas, facilities, infrastructure, and equipment of DUTH without permission from the competent bodies;
- f) the use of covered or open areas, facilities, infrastructure, and equipment of DUTH to serve purposes that are inconsistent with its mission, and the facilitation of third parties in committing such violations;
- g) the intentional pollution of covered and open areas of the institution, including sound pollution;
- h) the use of prohibited substances as per Law 4139/2013 (Government Gazette, Series I, No 74) within the HEI and any contribution in trafficking them;
- i) committing any misdemeanour or felony related to their student capacity.

Article 190

Disciplinary penalties

1. Disciplinary penalties imposed on students who commit a disciplinary offence shall be the following:

- a) Written reprimand;
- b) prohibition of participation in examinations for one or more courses during one or more examination periods;
- c) temporary or permanent ban from using the institution's equipment or facilities;
- d) temporary suspension of student status from one (1) to twenty four (24) months; and
- e) permanent expulsion

2. Temporary suspension of student status shall entail suspension of the validity of the student's academic ID and the associated rights for a corresponding amount of time, such as the right to participate in examinations, the right to receive textbooks, and the right to receive financial or other support from the institution. Penalties of suspension of student status exceeding six (6) months shall entail suspension of the right to use the spaces and infrastructure of the institution, as well as of the right to live in DUTH student housing for the corresponding period. 3. The disciplinary offences of Article 185 par. 2 hereof are punishable by any of the penalties under par. 1 of this Article, with the exception of the penalty of permanent expulsion, which may be imposed exclusively for the disciplinary offences of cases c), d), h) and i) of Article 185 par. 2 hereof, as per Law 4957/2022.

4. Disciplinary liability shall expire upon loss of student status. Disciplinary proceedings shall cease if the person subject to disciplinary proceedings loses their student status in any way.

Article 191

Disciplinary bodies

1. The disciplinary bodies shall be the Rector, the competent Vice Rector, the Head of the Department, the Dean of the School in the case of a Single-Department School, their deputies, and the Student Disciplinary Board. Disciplinary offences committed by students from other Universities in Greece or abroad shall be subject to the disciplinary procedure of their HEIs.

2. The Head of the Department and the Dean of the School in the case of a Single-Department School shall also possess the power to impose written reprimands and exclusion from participation in the exams of one (1) or more courses in one (1) examination period. The same penalties shall be imposed by the Rector or the competent Vice Rector or their legal deputy in each case, if they become aware of or have serious indications that a disciplinary offence has been committed and no disciplinary action has been brought by the Head of the Department or the Dean of the School. If the gravity of the offence justifies the imposition of a more severe penalty, the bodies of the previous sections shall refer the case to the Student Disciplinary Board, which shall have the power to impose all other disciplinary penalties.

3. The Student Disciplinary Board shall consist of:

- a) The Vice-Rector responsible for academic issues, as President, with the Vice-Rector responsible for administrative issues as their Alternate;
- b) the longest-serving member of the Deanery of the School, with the next longest-serving as deputy;
- c) two (2) Faculty members of the Department, with their alternates;
- d) one (1) student representative with their alternate.

4. The Student Disciplinary Board shall be constituted by decision of the Rector for a term of two (2) years, with the exception of the student representative and their alternate, who shall be appointed for a term of one (1) year. The student representative and their alternate shall be nominated by secret electronic vote of all DUTH students; the process for nominating a student representative to the Senate shall apply mutatis mutandis. The disciplinary board shall be constituted, operate, quorate, and duly make decisions without the participation of the student representative, if they are absent or no such representative is elected. The constituting act shall also appoint a permanent member of the administrative staff of DUTH to serve as secretary.

5. The disciplinary bodies shall be responsible for the prosecution and punishment of disciplinary offences.

Article 192

Disciplinary action and process

1. Disciplinary action shall be brought against students by the Head of the competent Department or by the Dean of the School in the case of a single-department School. Action may also be brought by the Rector or the competent Vice Rector or their legal alternate if they become aware of or have serious indications that a disciplinary offence has been committed and no disciplinary action has been brought by the Head of the Department or the Dean of the School.

2. Disciplinary action against a student shall commence either by written summons of the prosecuted party to a previous hearing (statement of defence) before the competent single-member disciplinary body or by referral to the disciplinary board, which shall summon the student to make a statement after completion of the disciplinary investigation. The summons to make a statement of defence shall be in writing. The summons and the referral document, which shall be communicated to the prosecuted party shall describe clearly and specifically the actual events constituting the disciplinary offence, and shall set out the provisions according to which it is punishable, as well as the relevant penalties. The summons shall also refer to the relevant evidence, which the prosecuted party may access through review or copies. The deadline for appearing for a statement of defence shall be set within a reasonable timeframe, which may not be less than fifteen (15) days.

3. After the conclusion of the investigation and before a decision is issued, the Disciplinary Board shall call the student to a new hearing, providing them with a reasonable deadline which may not be less than five (5) days to prepare their defence. Students shall have the right to appoint an attorney and call witnesses in their defence. For students who do not speak Greek, an interpreter shall be appointed and the key documents of the procedure shall be translated to a language they understand.

4. A second disciplinary action for the same violation shall be inadmissible due to *res judicata* or *lis pendens*.

Article 193

Disciplinary investigation and investigative acts

1. The Student Disciplinary Board shall conduct a disciplinary investigation. By way of exception, an investigation shall not be mandatory when:

a) The actual events composing the objective substance of the disciplinary offence are depicted in the file in an undisputed manner;

b) the student confesses in their statement of defence in such a way that is indisputable that they committed the offence;

c) there has been a prior investigation or preliminary investigation as per the Code of Criminal Procedure (Law 4620/2019, Government Gazette, Series I, No 96) for a criminal offence which also constitutes a disciplinary offence;

d) an Administrative Deposition or other sworn examination finding that a disciplinary offence was committed by the student has been conducted prior to the issuance of the referral document. This shall also apply in the cases of reports by judicial bodies or other administrative supervisory bodies.

2. The Student Disciplinary Board shall request that the Dean of the School or the Head of the Department appoint a Faculty member to conduct the disciplinary investigation, which must be completed within one month from notification of the Board's decision to conduct a disciplinary investigation. The person conducting the disciplinary investigation may apply for an extension of the above deadline through a reasoned request. The extension shall not exceed one (1) month. Should sufficient evidence emerge, the disciplinary investigation may be expanded to other disciplinary offences committed by the student. The person responsible for conducting the investigation shall appoint a staff member as secretary.

3. Investigative acts shall include:

a) Inspection;

b) witness examination;

c) expert report;

d) non-sworn examination of the prosecuted party.

4. Each investigative act shall be documented in a report drafted and signed by the persons contributing to it. Special reference shall be made in the report if any of the witnesses are illiterate or refuse or are unable to sign.

Article 194

Administrative Deposition

1. If there are serious grounds or clear indications that a disciplinary offence has been committed but the persons responsible are not known, the Head of the Department or the Dean in the case of a Single-Department School shall order an Administrative Deposition (AD) and appoint the Faculty member responsible for conducting it. The purpose of the AD shall be to collect evidence showing that a disciplinary offence has been committed, identify the persons responsible, and investigate the circumstances under which the offence was committed. To this end, the person responsible for conducting the AD may order an inspection or an expert report, in addition to examining witnesses. The AD does not constitute the beginning of the disciplinary action; it shall conclude within one (1) month from order with the submission of a reasoned report drafted by the person conducting it. The report shall be submitted, together with any evidence gathered, to the person who ordered the AD.

Article 195

Disciplinary body decisions and decision-making

1. The disciplinary body shall be bound by irrevocable judgments of criminal courts or irrevocable non-indictment writs only regarding the existence or non-existence of actual events constituting a disciplinary offence. In any other cases, irrevocable judgments issued by the criminal courts shall be taken into consideration in the disciplinary proceedings.
2. The type and length of the penalty shall be determined, indicatively, by:
 - a) The severity of the act;
 - b) the form and degree of fault;
 - c) the circumstances of commission;
 - d) premeditation;
 - e) whether the prosecuted party directed or participated in acts perpetrated by more than one (1) person.
3. The decision shall expressly state the reasons and actual events constituting the disciplinary offence and justifying the judgment of the body for the length of the penalty imposed.
4. The Student Disciplinary Board shall decide by majority vote. In case of majority decisions finding the prosecuted party guilty of a disciplinary offence, all disciplinary board members shall vote on the penalty. No abstentions or blank votes shall be permitted. Ties shall favour the prosecuted party.

Article 196

Limitation of disciplinary violations and penalties

1. Subject to Article 185 par. 4 hereof, disciplinary offences shall be time-barred after five (5) years have elapsed from the time they were committed, unless they also constitute criminal offences, in which case they shall not be time-barred before the expiry of the statute of limitations applicable to the latter, as well as for the duration of *lis pendens* before the criminal courts. The call to a previous hearing of Article 187 par. 2 hereof or referral to the Disciplinary Board shall interrupt the statute of limitations. The limitation period may not exceed a total of seven (7) years from the issuance of the disciplinary decision in case of interruption.
2. Disciplinary proceedings shall not be stayed by concurrent criminal proceedings unless so decided by the Disciplinary Board. The period for time-barring of the offence shall be interrupted for the duration of the stay of the disciplinary action as per the above.
3. Disciplinary penalties imposed as per these Rules and Regulations shall not be executed after three (3) years have passed since their irrevocable imposition.

Article 197

Judicial protection

Students may lodge a request for annulment against any disciplinary penalty of Article 186 par. 1 except for case a) before the Administrative Court of Appeal which holds jurisdiction over the Seat of the DUTH.

Chapter 28: Code of Conduct

Article 198

DUTH Code of Conduct - Key Principles

1. The academic community of DUTH consists of the Faculty members, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, other teaching staff, researchers, Administrative Staff, and students. To fulfil the mission and preserve the status of the Institution, all

members of the community must display ethical conduct, which involves obligations beyond respecting the provisions of the applicable legislation and these Rules and Regulations. The key aspects of this conduct encompass honesty, integrity, truthfulness, modesty, respect for others' rights and personalities, impartiality, a sense of duty and giving back.

2. The members of DUTH's academic community must conduct their activities with respect for the principles and rules of science, academic freedom, human dignity, the environment, personal data, and intellectual property.

3. In conducting their activities, the members of the Institution's academic community shall observe the principles and rules of the Code of Conduct and Good Practices (Annex 27), the Code of Research Conduct and Ethics, as well as the Code governing the scientific field to which they belong.

4. In conducting their activities, the members of DUTH's academic community shall ensure equal treatment, avoiding any discrimination based on background, nationality, gender, language, bodily capability, and religious or other convictions.

4. Membership of the academic community or any institutional roles therein may not be exploited in any way to coerce other community members into an act, omission, or judgement.

5. The members of DUTH's academic community must not use their university status in their public life outside the Institution in such a way that may potentially leave DUTH exposed.

6. Every DUTH academic community member, regardless of position or capacity, shall treat the other members of the community with respect and the appropriate dignity.

7. A fundamental rule that students must observe is to avoid plagiarism when writing assignments over the course of their studies. It is prohibited: a) for students to use or claim third-party intellectual property as their own when completing academic tasks; b) to present works prepared as part of group efforts with other students as individual works; c) to copy in any form, work together with third parties during any examination procedure, and to use of any kind of notes, aids, and electronic media, unless specifically permitted by the member of the teaching staff.

12. The Code of Conduct and Good Practices of DUTH (Annex 27) drafted by the Ethics Committee of Article 202 herein shall specify the rules of conduct governing the staff members, the students, inter-community relations, teaching etc.

Chapter 29: Quality Assurance & Strategic Planning Issues

Article 199

Quality Assurance Unit

1. The Quality Assurance Unit of Democritus University of Thrace (DUTH-QAU) was established by decision No A5814/13-2-2008 of the Senate of Special Composition pursuant to Law 3374/2005 (Article 2 par. 4) and operates as per the provisions of the applicable legislation.

2. The DUTH-QAU is functionally independent of the other organisational units and is supervised by the Rector or the competent Vice-Rector to whom the relevant competence has been assigned.

3. The mission of the DUTH-QAU is the continuous improvement of the quality of the Institution's educational and research work, as well as the effective operation and performance of its services, in accordance with international practices, particularly those of the European Higher Education Area and the guidelines of the Hellenic Authority for Higher Education (HAHE).

As part of its mission, the DUTH-QAU shall ensure:

- the formulation of a specific policy and strategy as well as the appropriate procedures and actions for the continuous improvement of the quality of the Institution's work and services, in the context of the Institution's Internal Quality Assurance System (IQAS);
- the organisation, operation, and continuous improvement of the DUTH's IQAS;
- the coordination and support of the evaluation processes of the academic units and other services of the institution, as well as of the study programmes as part of the DUTH's IQAS, within the framework of the principles, directives, and instructions of the HAHE.

4. The internal structure of the DUTH-QAU consists of:

- a) the Quality Assurance Committee (DUTH-QAC) and
- b) the Quality Assurance Service (DUTH-QAS).

5. The DUTH-QAC shall be constituted by decision of the Senate. Its members shall serve a five year term and shall consist of:

- a) The Rector or the competent Vice-Rector of the DUTH as the Chairperson;
- b) five (5) DUTH Faculty members at the rank of Professor or Associate Professor;
- c) one (1) representative from each of the following categories: Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff of the DUTH;
- d) one (1) representative of the undergraduate students;
- e) one (1) representative of the post-graduate students and doctoral candidates; and
- f) one (1) representative of the Visiting Professors, the adjunct professors, the Visiting Researchers, and the Contract Researchers employed by the DUTH.

The representatives of cases d) through f) shall be nominated per academic year and shall possess voting rights on matters related to their capacity. The Head of the DUTH-QAU and the Executive Director shall participate without voting rights in the meetings of the Committee. Members of the DUTH-QAC may be replaced before the expiry of their term in cases of serious, justified impediments.

6. The powers of the DUTH-QAC and the DUTH-QAS, as well as other operational issues shall be specified in the Rules and Regulations of the DUTH-QAU (Annex 28).

Article 200

Internal Evaluation Team

1. Academic units under evaluation (Departments or Schools), following a recommendation by their Head and a relevant Department Assembly or Deanery of the School decision respectively, shall appoint Internal Evaluation Teams (IETs), which shall be composed by Faculty members of the rank of Professor or Associate Professor by priority, with preference for persons with previous quality assurance experience. The Department Assembly or Deanery of the School shall appoint one of its members as an IET Coordinator with the same decision. A student representative proposed by the competent representing body may also participate in the IET.

2. The members of the team shall be appointed for a renewable four-year term.

3. The IET shall be entrusted with conducting the evaluation process at the relevant academic unit, coordinating and implementing the procedures set out in the Internal Quality Assurance System of the Institution in cooperation with the DUTH-QAU, as well as with any other matter provided for in the applicable legislation and the Rules and Regulations of the Department or School and the Institution.

Article 201

Strategic Planning Unit

1. The Strategic Planning Unit of Democritus University of Thrace (DUTH-SPU) was established by decision No. ΔΘ/ΣΚ/21232/918/9-12-2021 of the Senate and operates as per the provisions of the applicable legislation.

2. The DUTH-SPU is a key structure for coordinating the Institution's administrative bodies with the academic and administrative units and structures critical to the Institution's development. The DUTH-SPU is entrusted with the planning, processing, development and programming of the central Strategic Plan and the development model of the DUTH, which must be economically, socially, and environmentally sustainable, and which ensure the development and continuous upgrading of the services it offers throughout its activities.

The DUTH-SPU shall collect and process all the necessary information and data pertaining to the operation of DUTH, for the purposes of formulating proposals for the Administrative Bodies of the Institution and defining its short- and long-term goals, describing the necessary actions, identifying the necessary means for achieving the goals, and monitoring implementation, performance, and evaluation of the suggested actions and means.

The internal structure of the DUTH-SPU shall consist of: a) the Strategic Planning Committee (DUTH-SPC); and b) the Strategic Planning Service (DUTH-SPS).

4. The DUTH-SPC shall be constituted by decision of the Governing Council and shall consist of:

a) The Rector

b) the Vice-Rectors

c) up to four (4) Faculty members of DUTH of the rank of Professor or Associate Professor representing different sciences studied at DUTH.

Members of the DUTH-SPC shall be appointed for a four-year term, concurrently with the term of the Rector of the DUTH.

5. The DUTH-SPS shall be staffed by administrative staff and headed by a University Education-level employee of the Institution.

4. The organisation and function of the DUTH-SPU shall be regulated by the relevant internal rules and regulations (Annex 29).

Chapter 30: Advisory Committees

Article 202

Ethics Committee

1. By decision of the Governing Council, an Ethics Committee has been established at DUTH, consisting of four (4) Faculty members drawn to the extent possible from different schools of the Institution with a Vice-Rector as Chairperson. The Ethics Committee shall be supported by an administrative staff member who shall also record the minutes of its meetings.

2. The Ethics Committee shall be appointed for a two-year term.

3. The powers of the Ethics Committee shall include:

a) Drafting a 'Code of conduct and good practices' regarding academic, administrative, and research issues for approval by the Senate. The Code shall constitute a Section of these Internal Rules and Regulations;

b) ensuring compliance with and implementation of the rules of ethics by all members of the Institution and identifying breaches of said rules;

c) drafting an annual report on compliance with, implementation of and need for revision of the code of conduct, which shall be submitted to the Rector and communicated to the Senate of the Institution at the start of each academic year;

d) examining issues in its powers, ex officio or following written complaints by students, Faculty members, special teaching staff, special technical laboratory staff, researchers, visiting professors, or administrative staff, to identify violations of the code of conduct or investigating relevant events upon an order from the Rector. If the ethics committee identifies a violation of the code of conduct or any disciplinary violation during the investigation, it shall send the relevant finding to the Rector for evaluation of the incident and take appropriate action;

e) drafting the 'Conflict of Interest Regulation and Fraud and Corruption Protocols' in cooperation with the Student Advocate of article 101, which shall be approved by decision of the Governing Council and incorporated into the Institution's Internal Rules and Regulations;

4. The Committee shall address cases upon a relevant written complaint or a written order of the Rector or ex officio.

5. The Chairperson shall appoint a rapporteur from among the members of the Committee for each case. If there are indications of a violation of the code of conduct, the Chairperson shall upon a proposal by the rapporteur, specify a date and time for a hearing before the Committee and summon all members of the academic community involved in the case. The summons shall be communicated at least five (5) days before the process is conducted, with written proof of delivery. The summons shall describe in brief the rule allegedly violated and the relevant actual events. Summoned parties may submit a written memorandum before the Committee. Refusal to attend the Committee hearing or to make a written submission shall not be grounds for pausing the process. On completion of the process, the Committee shall produce a reasoned opinion confirming the violation or non-violation of the code of conduct or the commitment of a disciplinary offence, and shall draft a relevant findings report. The process shall observe the principle of secrecy; access to the documents of the case file is prohibited.

6. The members of the Ethics Committee must be impartial and objective. The members of the Committee are required to request recusal, if the case concerns persons with which they are connected by friendship, enmity, or familial relations up to the third degree. The party being prosecuted for violation of the Ethics Code may request the recusal of a Committee member by reasoned application submitted at least two (2) days before the hearing date. The application shall clearly state all the reasons for recusal, as well as the actual events supporting those reasons, and shall attach the evidence substantiating the claims they are making. The application shall otherwise be rejected as unfounded at the same hearing and by the same composition of the Committee. Likewise, late or supplementary applications shall be rejected. The Committee shall examine the application for recusal without the presence of the relevant member and shall produce a reasoned unanimous decision. The above shall not apply if the application for recusal concerns so many Committee members as to preclude quorate decision-making by those remaining as per the applicable provisions. If the case concerns a Committee member, the member shall be replaced by one of the other Vice-Rectors, by decision of the Rector or the Governing Council, for the duration of the process.

7. To formulate its judgement regarding the case before it, the Ethics Committee may call as witnesses persons affiliated with the University or otherwise, who shall testify regarding their knowledge of the case or provide expert testimony. The Committee may also make use of information and data stored in the archives of the competent services of the University.

8. All members of the Institution shall assist the work of the Ethics Committee.

9. The DUTH Code of Conduct and Good Practices is described in detail in Annex 27.

Article 203

Research Ethics Committee

1. A Research Ethics Committee (DUTH-REC) has been established at the DUTH.
2. The purpose of the DUTH-REC is to provide assurances of reliability with regard to the ethics and conduct of research projects carried out at DUTH. The DUTH-REC shall investigate whether research projects are conducted with respect for human rights, the autonomy of the participants, their privacy and personal data, and the natural and cultural environment. The DUTH-REC shall monitor compliance with the generally accepted principles of research integrity and the criteria for proper research practice.
3. The DUTH-REC shall comply with the relevant European and national data protection legislation. Said compliance shall be ensured through the application of the corresponding Institutional policies, including, inter alia, the Privacy and Personal Data Protection policy, the Data Security Policy, the Acceptable Use policy, and the Record Storage and Protection policy.

Article 204

Composition - term of office of the Research Ethics Committee

1. The DUTH-REC shall consist of seven (7) full members and their alternates. Committee members must be scientists specialised or experienced in issues of research, ethics, bioethics or research ethics. At least one (1) member must possess expertise in ethics-bioethics. The Committee shall have at least two (2) external members completely unaffiliated with DUTH. The academic fields of the members must ensure the greatest possible representation of the fields of study of the Institution.
2. The members of the DUTH-REC shall be selected as follows:
 - a) The DUTH Research Committee shall draft and publish on the DUTH website calls for expression of interest for positions on the REC no later than three (3) months before the expiry of the term of office of each Committee member. The invitations shall specify the precise number of DUTH-REC members as well as the qualifications said members must have. Interested parties shall submit their applications and the necessary supporting documents electronically,
 - b) The DUTH Research Committee shall evaluate candidates and select the persons to be appointed as regular and alternate members of the DUTH-REC.
3. The DUTH-REC shall be constituted by decision of the Rector of the DUTH. The decision constituting the DUTH-REC shall appoint the Chairperson and/or the Vice-Chairperson of the Committee.
4. DUTH-REC members shall be appointed for a three-year term, renewable once (1) only.
5. If a member of the DUTH-REC resigns, dies, or has their position terminated prematurely, they shall be replaced by their alternate for the duration of their term.

Article 205

Powers

1. The DUTH-REC shall have the power to ensure that research projects to be conducted at DUTH do not contravene the applicable legislation and observe the generally accepted rules of research ethics in both content and process. The DUTH-REC shall evaluate each research proposal and:
 - a) approve it, or
 - b) provide recommendations and proposals for revision, if it identifies ethical impediments.

Recommendations and proposals shall be specifically justified. Where it deems necessary, the DUTH-REC shall request further information or clarifications from the director of the research project and monitor the development of approved research projects.

2. a) Funded research projects which, according to a declaration of the project director, include research on humans, biological material from humans, such as genetic material, cells, tissues and other personal data, or animals, or the cultural and natural environment, shall be submitted to the DUTH-REC for approval; such projects may not commence at the DUTH without the relevant approval.

b) In addition to the research projects of case a) above, the DUTH-REC may, upon an application submitted by an interested party or a complaint, evaluate other research projects and issue opinions on matters of research ethics concerning papers for publication in scholarly journals or diploma theses or doctoral dissertations under preparation.

c) The decisions of the DUTH-REC shall be binding for DUTH.

3. Where the applicable legislation requires approval or issuance of a permit for the project by another competent public service, administrative body, or independent administrative authority, said approval or permit shall not be substituted by the relevant decision of the DUTH-REC. By way of exception, interventional and non-interventional clinical studies do not fall under the competence of the DUTH-REC and their implementation shall only require their approval by the competent public service, administrative body, or independent administrative authority, as per the provisions of the applicable legislation on the conduct of clinical studies.

4. The DUTH-REC shall issue a decision within a reasonable period not exceeding fifteen (15) days from submission of the application and all the necessary accompanying documentation. If the DUTH-REC does not issue a decision within the above deadline, the research project shall be deemed approved.

5. In the event of a complaint, the DUTH-REC shall issue a decision within a period not exceeding fifteen (15) days from submission of the complaint. If no decision is issued within this deadline, the complaint shall be deemed rejected.

6. Interested parties may appeal before the DUTH-REC against its recommendations within ten (10) days from the issuance of the decision, with submission of new evidence. To examine the appeal, the DUTH-REC shall request an opinion from the National Commission for Bioethics and Technoethics, which must issue said opinion within fifteen (15) days. If the National Commission for Bioethics and Technoethics does not issue an opinion within the above deadline, the DUTH-REC shall examine the appeal without said opinion.

Article 206

Submission of proposals

1. Proposals for research projects submitted to the DUTH-REC shall include a questionnaire as well as a brief report regarding the suitability and compatibility of the research project with the applicable legislation. The report, drafted by the Scientific Coordinator, shall determine whether the purpose and methodology of the research project are compatible with the ethical principles and the law.

2. The scientific director may submit the application and the above accompanying documentation electronically through the DUTH website.

3. The Chairperson of the DUTH-REC shall appoint a rapporteur for each application, with preference for DUTH-REC members and depending on the scientific field of the research project. If no DUTH-REC members are specialised in the field of study of the project, an external expert shall be appointed to produce an opinion. The DUTH-REC may meet online, by electronic means.

Article 207

Organisation and function of the DUTH-REC

1. The DUTH-REC shall hold one (1) regular monthly meeting; it shall also hold extraordinary meetings if so requested by its Chairperson or the Chairperson of the DUTH Research Committee.
2. The Chairperson of the DUTH-REC shall be entrusted with ensuring the smooth operation of the Committee and calling and directing its meetings.
3. The DUTH-REC shall be quorate when attended by at least four (4) members, including the Chairperson or the Vice-Chairperson and at least one member not affiliated with the DUTH, and shall decide by majority of the attending members.
4. The members of the DUTH-REC shall not be entitled to any form of remuneration for participating in meetings.
5. The Regulations of Principles and Operation of the DUTH-REC which shall be drafted by decision of the Research Committee, shall specify the basic principles of ethics and integrity that the research undertaken at DUTH must observe, the process for submitting proposals and accompanying documentation, the process by which the DUTH-REC evaluates them, the means of cooperation between the DUTH-REC and the National Commission for Bioethics and Technoethics and any other competent authority, and any other issue related to the operation of the DUTH-REC.

Article 208

Conflicts of Interest

1. The capacity of DUTH-REC member shall be incompatible with the following capacities: Rector, Vice-Rector, and Dean, as well as member of the Research Committee or Head of a Department of DUTH.
2. Members of the DUTH-REC may not participate in any meeting in which a conflict of interest may arise. There shall be a conflict of interest for DUTH-REC members when said interest may influence or appear to influence the impartial and objective discharge of their duties. Any potential advantage for the member themselves or their spouse or first-degree relatives shall be considered such a conflict of interest. If a Committee member declares such conflict with the research proposal under evaluation, said member shall be replaced by their alternate.
3. The members of the DUTH-REC, the rapporteurs, and all involved parties providing ancillary work shall maintain confidentiality regarding the research proposals under evaluation.

Article 209

Gender Equality and Combating Discrimination Committee

1. The DUTH Gender Equality and Combating Discrimination Committee (DUTH-GECD) is an advisory body of the Institution and its administrative bodies.
2. The mission, composition, term of office, and appointment process of the members of the Committee shall be determined in the applicable legislation governing HEIs. The Committee shall be entrusted with promoting gender equality and combating discrimination based on gender, racial, or ethnic origin, religion or convictions, health/disability, age, or sexual orientation at all levels of operation and throughout all the processes and activities of academic life. The Committee shall contribute to the prevention of and response to all forms of discrimination, as well as to the prevention of and response to incidents of sexism, sexual harassment, or any other form of harassing behaviour at the Institution.

3. The Committee shall have nine members; more specifically six (6) Faculty members, one (1) Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff member, one (1) administrative staff member and one (1) student.

4. The members of the Committee shall serve a three-year term and they shall be appointed following an invitation for expression of interest published by the Rector. The Rector may, by decision, delegate this duty to the competent Vice-Rector. Candidates shall be evaluated by a three-member committee constituted by the DUTH Senate, which shall draft a ranking list and submit it as a proposal to the Senate. When selecting members, the Senate shall take into consideration the work and overall contribution of the candidates to gender equality and combating all forms of discrimination and harassing behaviour.

5. The DUTH-GECDG shall possess the following powers:

a) Drafting and revising action plans to promote and ensure meaningful equality and combat discrimination in the Institution's educational, research, and administrative processes, which shall be approved by the Senate, and preparing annual reports for submission to the Senate and the Governing Council;

b) proposing measures to promote equality, combat discrimination, and address sexual harassment and any form of harassing behaviour to the competent bodies;

c) monitoring and evaluating the implementation of the above measures and their impacts, as well as proposing their amendment, review, or supplementation;

d) providing information and training on issues under its powers to the members of the academic community;

e) promoting the drafting of study programmes, and holding seminars and courses focusing on issues under its powers;

f) promoting studies and research into issues related to its activities and powers;

g) documenting reports and complaints of discriminatory treatment and sexual harassment or harassment due to gender, and forwarding them to the competent bodies as per the University's Internal Rules and Regulations and the applicable legislation;

h) providing assistance to victims of discrimination, sexual harassment, and harassing behaviour who report said discrimination or harassment.

4.6 As part of the above powers, the DUTH-GECDG shall:

- Prepare and revise the DUTH Gender Equality and Anti-Discrimination Action Plan published on the Institution's official website. The DUTH-GECDG shall monitor the implementation of the plan, which shall be monitored and reviewed continuously, whenever deemed necessary, and at least once during its three-year term.
- Document all expressions of inequality, inequitable participation, gender stereotyping and prejudices, gender discrimination and harassment in all areas of operation of the Institution, such as in academic language, the treatment of the members of the academic community, the education provided, research, administration, academic life and their overlap with other causes of discrimination, such as, by way of indication, ethnic and racial background, age, family situation, disability, religious, political or other convictions, and shall forward said incidents to the competent bodies of the Institution for further investigation.
- Submit recommendations to the Senate regarding the adoption of prevention policies and policies promoting inclusivity and the principles of equality and equitable participation in education, administration, research, and academic life overall.
- Organise, support, and coordinate the development of educational and awareness-raising

actions and events on issues of gender equality for the members of the academic community and society overall.

- Ensure the broad dissemination and communication of institutional initiatives at the national and European level on issues under its powers.
- Issue opinions on matters that fall under its powers and submit them to the other Committees of the Institution, the administrative services, and Administration overall, etc.
- Participate in actions or disseminate actions organised within the EU at member-state Universities, by Bodies and Organisations in order to engage and formulate a common European gender equality and equal treatment strategy.
- Inform the members of the academic community regarding their rights and obligations as well as its powers and the process for submission of complaints and reports on issues thereunder.
- Cooperate with the competent bodies of the Institution (e.g. the Student Advocate, the Psychological and Counselling Support Centre, disciplinary bodies etc.), monitor the investigation of reports and complaints, and cooperate wherever required with the Psychological and Counselling Support Centre to provide moral, intellectual, and emotional support for complainants.
- Cooperate within the scope of its powers where required with the academic units of the Institution, the Student Advocate, the Ethics Committee, the Psychological and Counselling Support Centre, the Disciplinary Bodies, and the administrative services of the Institution.
- Cooperate and foster connections with corresponding Gender Equality and Anti-Discrimination Committees at other Institutions in Greece and abroad, as well as with Regional/Municipal committees responsible for issues of gender equality and anti-discrimination, to promote a common gender equality and anti-discrimination strategy within the academic environment.
- Recommend the inclusion of gender and anti-discrimination issues in DUTH study programmes.
- DUTH-GECDK may organise summer schools on issues of gender, gender identity, and combating discrimination.
- Address any other issue falling under its activities and provided for in the applicable legislation.

5. At the end of each academic year, the DUTH-GECDK shall draft an activity report for submission to the Institution's Senate, in which it shall present and evaluate the measures taken and their results, and propose future actions. Upon approval, the report shall be posted to the websites of DUTH and the Committee.

6. Pursuant to the Rules and Regulations of DUTH, a Gender Equality and Combating Discrimination Office shall be established; the Office shall fall under the competence of the Student Services Unit and shall possess the powers to provide organisational and administrative support to the DUTH-GECDK in implementing the Action Plan (drafting, implementation, monitoring, evaluation, feedback on actions for the promotion of gender equality and combating discrimination).

Article 210

Reports to the Gender Equality and Combating Discrimination Committee

1. All academic community members -Faculty, Special Teaching Staff, Laboratory Teaching Staff, Laboratory Teaching Staff, administrative staff and other employees under any employment

relationship, students- shall be entitled to report incidents of negative discrimination to the Gender Equality and Anti-Discrimination Committee. A report may be filed by the alleged victim or by a witness to the incident of discrimination. Reports may be signed or anonymous.

2. The Committee, as per the provisions of Article 33 of Law 4589/2019, and Article 218 of Law 4957/2022, shall have an advisory and mediatory role in the management of reports. The committee shall possess no power to perform administrative investigations or impose penalties.

3. Report submission process

3.1 Signed Reports

i) Reports shall be submitted through a special form available on the website of the DUTH-GECD or to the email address of the Committee; each report shall include a description of the incident and the contact details (email address and telephone number) of the complainant or other interested party. Prior to submitting the report, interested parties may request an in-person meeting with the Committee or with one or more members thereof to receive information about the report submission and management process. This meeting shall not constitute a complaint or report.

Upon submission of the complaint or report, the DUTH-GECD shall examine the content to ascertain the existence of an issue that falls under its powers. If no such issue is ascertained, the DUTH-GECD shall withdraw the report/complaint. Otherwise, the Committee shall summon the complainant for further information, clarifications, and to explore means of supporting the alleged victim, whether the complainant or otherwise; in the latter case, upon invitation and hearing to ensure the victim's consent, the Committee shall:

- refer the issue to another competent body of the Institution to inform it and request an intervention; and/or
- propose that the complainant submit a report to another body, service, or administrative or judicial authority.

3.2 Anonymous Reports

Anonymous reports shall be submitted through a special form available on the website of the DUTH-GECD or to the email address of the Committee. The DUTH-GECD shall examine the content of anonymous complaints/reports to ascertain the existence of an issue that falls under its powers. If no such issue is ascertained, the DUTH-GECD shall withdraw the report/complaint. Otherwise, the DUTH-GECD shall examine whether the incident may be connected with a specific academic unit(s) of the Institution. If the report falls under its powers, the DUTH-GECD shall forward it to the appropriate unit(s) of the Institution

The information in the complaints/reports may in any event be evaluated for use in the planning of targeted prevention and response actions to address situations which may give rise to inequalities, discrimination, and exclusion within the academic community.

4. The archive of anonymous and signed reports together addressed to the Committee, along with the relevant documents and other evidence gathered by it, shall be stored at the Student Services Unit and maintained for as long as is necessary to address each report. Subsequently and for a period not exceeding three years, stored documents, evidence etc. may be utilised in anonymised form exclusively for purposes of administrative review and scientific depiction of the work conducted by the Committee. At the end of the three-year period, involved parties shall be notified to retrieve copies of their documents and exercise the relevant rights, given that they demonstrate the existence of legal interest, and the stored documents shall be destroyed. Reports shall be processed within a reasonable period of time and with transparency, objectivity, and respect for the dignity of all involved parties. Committee members shall take special care to avoid any conflict of interest.

5. The opinion of the Data Protection Officer of the Institution shall be required specifically for cases which involve personal data processing.

The Committee shall implement the following confidentiality measures during its operation to ensure the protection of personal data:

(a) Texts, emails, audio-visual or photographic material concerning members of the Academic community shall be protected and not made available where they may become known to unauthorised third parties.

(b) The publication of incidents or information that must be announced publicly for research purposes or for the promotion of equality initiatives and policies, shall in no way compromise the identities of members of the academic community.

(c) Personal and confidential data which may be used to identify a specific data subject shall not be transferred unless the subject provides their express written consent.

(d) The files of the Committee Secretariat may contain personal data that may be used to identify members of the Academic Community only for the period required to protect their interests. The relevant files must then be anonymised.

(e) The data and any personal material of members of the academic community (notes, texts etc.) that may be included in their files shall be stored in locking filing cabinets.

(f) The filing cabinets shall remain locked; the folders must not be left exposed in the offices of the Committee where unauthorised third parties may access them.

(g) Access to the files shall be permitted only to the members of the Committee and the Secretary.

(h) Computers with electronic files containing data concerning Academic Community members shall require two-step verification codes, which shall be known only to the Secretary and the Chairperson of the Committee. Electronic files shall depict coded identifiers and not the names and surnames of interested parties. If the files cannot be accessed with full and absolute safety, then there shall be discernment regarding what data may be stored therein.

(i) The files shall be destroyed after ten years, except for (anonymised) files selected for preservation for statistical purposes

(j) The Chairperson of the Committee shall be responsible for the security of the files.

6. The members of the DUTH-GECDG must maintain strict confidentiality regarding any information that comes to their attention while discharging their duties, concerning sensitive personal data of members of the academic community. This obligation shall also extend to any third-party experts or rapporteurs invited to provide expert opinions/proposals regarding specific issues falling under the powers of the Committee. The obligation shall also extend to the Secretary of the Committee, as well as to any involved party providing ancillary work. The obligation shall also extend to the content of the consultations between the members of the DUTH-GECDG for the evaluation of the available information and the decision-making process.

7. The publication of cases or information that must be disclosed for research purposes or the promotion of equality initiatives and policies shall not in any way compromise the identities of members of the academic community.

8. Within the framework of its powers, the Committee may also take ex officio action if information regarding incidents of discrimination and harassing behaviour comes to the attention of its members.

Article 211

DUTH Security and Safety Committee

1. A Security and Safety Committee has been established at the DUTH (DUTH-SSC) with a two-year term.

2. The DUTH-SSC is an advisory body of DUTH. Its mission is to monitor issues of safety and security concerning DUTH, the members of the academic community, and the infrastructure of the Institution, as well as to formulate policy proposals for issues under its powers for submission to the Rector and the competent Vice-Rector. The act of establishment shall be exempt from mandatory publication in the 'DIAVGEIA' programme and shall be communicated to the Ministries of Education, Religious Affairs, and Sports, and Citizen Protection.

3. The Committee shall consist of:

- a) Four (4) Faculty members, each drawn from different schools of DUTH, one (1) of whom shall be appointed Chairperson of the Committee;
- b) the head of the Security and Safety Unit,
- c) the head of DUTH's Technical Services Directorate

The security technician and the Executive Director of DUTH may participate without voting rights in the meetings of the Committee.

3. The purpose of the Committee shall be to submit proposals to the Rector of the DUTH or to the competent Vice-Rector regarding the enactment and implementation of security and safety measures that will apply to indoor and outdoor spaces of DUTH, raising awareness and informing the teaching, administrative, other staff, and students on issues of security, safety, and crisis management in cases of natural, technological, or man-made disasters, and the protection of DUTH infrastructure and equipment from all forms of danger.

More specifically, the Committee shall possess the following powers:

- Formulating comprehensive policy proposals, regulatory interventions, and targeted actions regarding safety and security issues of DUTH;
- drafting a security and safety plan for DUTH in accordance with Article 255 of Law 4957/2022, which shall propose technical and other security measures and the timeframe for their implementation in the spaces of the Institution for the purposes of upgrading the security and safety of DUTH infrastructure, submitting amendment proposals;
- recommending the procurement of goods and the provision of services or the completion of projects or studies to improve the security of DUTH and the effectiveness of the security plan;
- annually planning the overall safety policy for the protection of the indoor and outdoor spaces of DUTH, focusing on buildings and outdoor spaces with increased criminal activity, as well as on spaces requiring special care or protection, for submission to the Senate of the DUTH;
- recommending the organisation and implementation of programmes, initiatives, seminars, events, and other related actions in cooperation with public-sector bodies as defined in case a. of par. 14(1)(a) of Law 4270/2014 (Government Gazette, Series, I, No 143) or social partners, to raise awareness among teaching and administrative staff and students regarding the prevention of misconduct within DUTH, such as bodily and verbal assault, drug use, participation in criminal groups, violence driven by racism, and damage to the buildings and equipment of the DUTH;
- recommending the establishment of special teams entrusted with supporting the work of the Committee and facilitating it in its duties, including crisis and disaster management teams and fire protection teams, in cooperation with the Fire Service or the competent services of the Ministry of Climate Crisis and Civil Protection;
- preparing draft Internal Rules and Regulations to address natural, technological, and man-made disasters and submitting it to the Senate of DUTH for approval;

- preparing active fire safety studies and evaluating the installation of fire safety measures and means in cooperation with the Fire Service or the competent services of the Ministry of Climate Crisis and Civil Protection;
 - preparing and submitting draft controlled access rules and regulations;
 - recommending the hiring of Private Security Services Companies if the corresponding personnel employed directly by DUTH is insufficient to cover security requirements;
 - recommending the appointment of a security technician in accordance with the Code of employee health and safety (Law 3850/2010, Government Gazette, Series I, No 84);
 - planning and organising readiness drills in cooperation with the Rector or the competent Vice-Rector of the DUTH;
 - exercising any other power provided for by the competent bodies of DUTH;
4. In exercising its powers, the Committee shall cooperate with all involved State bodies, representatives of which may be invited to express their opinions at Committee meetings.

Article 212

Committee for Equal Access of Disabled Persons and Persons with special educational needs

1. The mission, composition, term of office, and appointment process of the members of the Committee shall be determined in the applicable legislation governing HEIs. The Committee shall be comprised of five (5) Faculty members drawn from different schools of DUTH, with preference for disabled persons or persons with experience in issues of equal access for disabled persons and persons with special educational needs, the head of the Equal Access Unit, the head of the technical service of DUTH, one (1) student representative with preference for disabled persons, and the head of the DUTH-CTL.

2. The Committee shall be an advisory body of DUTH, entrusted with submitting proposals to the competent bodies for the formulation and implementation of an equal access strategy for disabled persons and persons with special educational needs. The Committee shall possess the following powers:

- drafting and submitting for approval by the Governing Council of an equal access plan for disabled persons and persons with special educational needs of Article 226 of Law 4957/2022, which shall include the technical and other equal access measures proposed and their implementation timeframe, as well as proposals for its improvement,
- submitting recommendations to the Rector for the conclusion of public procurements for the necessary goods or services to implement the aforementioned plan,
- the organisation and implementation of programmes, initiatives, information seminars, events, and other related actions in cooperation with public-sector bodies as defined in Article 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143) or social partners, to raise awareness among teaching and administrative staff and students regarding the equal access of disabled persons and persons with special educational needs to higher education;
- the drafting of studies and the establishment of sub-committees or groups, such as volunteer groups, to support the Committee in its work and facilitate it in the exercise of its powers;
- the drafting of internal regulations to ensure equal access for disabled persons and persons with special educational needs and their submission to the Senate for approval;
- any other power provided for by the competent bodies of DUTH and falling under the scope of the Committee;

Article 213

Digital Governance Committee

1 The mission, composition, term of office, and appointment process of the members of the Committee shall be determined by the applicable legislation governing HEIs. The DUTH-DGC is an advisory body of the DUTH. Its mission shall be to monitor issues of digital governance of the Institution and utilised information and communication technologies to streamline DUTH and Special Account for Research Funds processes.

2. The Committee shall be comprised of five members of the (5) Faculty, Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff specialised or experienced in issues of information technology and digital governance, and the Executive Director of DUTH. The Head of the DUTH Digital Governance Unit and the Head of the FASU-SARF shall participate without voting rights in the meetings of the Committee.

3. The purpose of the Committee shall be to submit proposals to the Rector of DUTH or to the competent Vice-Rector regarding the formulation of the Institution's strategy in issues of information and communication technologies and digital governance. The Committee shall possess the following powers:

- drafting and submitting for approval by the Rector of DUTH of a digital transformation plan for DUTH services, and monitoring the implementation of the plan;
- developing and managing the digital infrastructure of DUTH;
- submitting recommendations to streamline procedures and services of DUTH through digitisation;
- submitting recommendations to the Rector of DUTH regarding the necessary measures to ensure the digital transformation of DUTH and the development of digital skills among the academic community;
- organising and implementing programmes, initiatives, information seminars, events, and other related actions in cooperation with public-sector bodies, as defined in Article 14(1)(a) 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143) or social partners, to improve the digital skills of the teaching and administrative staff of DUTH;
- developing new methods of distance learning to organise and operate formal education study programmes, as well as lifelong learning and training programmes of the Centre of Continuing Education and Lifelong Learning, based on distance learning;
- formulating the personal data protection policy of the DUTH;
- any other power delegated by the competent bodies and falling under the scope of the Committee.

4. In exercising its powers, the Committee shall cooperate with the heads of all academic units, the heads of the study programmes, the DUTH-CTL, the Centre of Continuing Education and Lifelong Learning, as well as all involved State bodies.

Article 214

Technology Transfer, Innovation and Startup Entrepreneurship Committee

1. The mission, composition, term of office, and appointment process of the members of the Committee shall be determined in the applicable legislation governing HEIs. The Committee is an advisory body of DUTH. Its mission shall be to monitor issues of technology transfer, innovation, and the connection of DUTH and the members of its academic community with society and the market, as well as to formulate policy proposals for issues under its powers.

2. The Technology Transfer, Innovation and Startup Entrepreneurship Committee shall be appointed for a two-year term.

3. The Committee shall consist of eight (8) members. Committee members may be drawn from the Faculty, Special Teaching Staff, Laboratory Teaching Staff, or Visiting Professors or researchers under Article 148, and Contract Researchers under Article 149 of DUTH, who shall be specialised or experienced in issues of transfer of technology, innovation, and startup entrepreneurship. The head of the Technology Transfer and Innovation Unit shall participate in the meetings as a Committee member without voting rights.

4. The purpose of the Committee is to submit proposals to the Rector of DUTH or to the competent Vice-Rector regarding issues of transfer of technology, innovation, and the connection of DUTH academic community members with society and the market.

The Committee shall possess the following powers:

- submitting proposals for the formulation of DUTH's policy on issues of transfer of technology, innovation, and startup entrepreneurship;
- supporting the administrative bodies of DUTH in drafting the strategic plan and programmatic agreements of DUTH for the areas under its powers;
- monitoring useful research results produced by research groups within DUTH;
- submitting proposals to protect the intellectual property of research groups within DUTH and bringing to market any research, technology, know-how, and innovations they produce;
- drafting the Internal Rules and Regulations of the Technology Transfer and Innovation Unit or submitting proposals for its amendment;
- submitting opinions on the establishment of spin-off companies upon requests by the administrative bodies of DUTH;
- cooperating with the Research Committee on issues falling under its powers;
- undertaking initiatives for planning and implementing actions, seminars, workshops, events, summer schools or holiday schools, and other related initiatives, in cooperation with the Centre of Continuing Education and Lifelong Learning of the DUTH and public- and private-sector bodies, on issues relating to transfers of technology, innovation, startup entrepreneurship and the connection of DUTH and its academic community, with emphasis on its students, with Greece's productive entities;
- providing know-how, transferring good practices, identifying innovative ideas, developing creativity and innovation and connecting students with Greece's productive entities;
- organising mentorship actions and supporting the drafting of business plans by the students and research group members of DUTH
- attracting funding to produce industrial research within DUTH;
- holding competitions to promote excellence and strengthen healthy competition between the members of the academic community on issues of research and innovation;
- cooperating with the Société Anonyme under the name 'Greek National Startup Registry S.A.' of Article 72 of Law 4914/2022 (Government Gazette, Series I, No 61) on matters falling under its powers;
- submitting recommendations to the administrative bodies of DUTH on issues regarding the formulation of the Institution's strategy related to the National Smart Specialisation Strategy and the National Research, Technological Development and Innovation Policy;
- supporting the establishment of a startup business incubator and an innovation hub at DUTH, to foster an environment of interaction between the Institution and Greek and foreign

enterprises;

- finding business angels and venture capital companies to facilitate the establishment of startups by DUTH students and research group members, and bring to market the innovative ideas and technologies they produce;
- any other power delegated by the competent bodies of the DUTH and falling under the scope of the Committee.

Article 215

Sustainable Development Committee

1. By decision of the Governing Council, a Sustainable Development Committee has been established at DUTH.
2. The Committee is an advisory body of DUTH. Its mission is to monitor issues of sustainable development, as well as to formulate policy proposals for issues under its powers.
3. The Sustainable Development Committee shall be comprised of five members of (5) Faculty, Special Teaching Staff, Laboratory Teaching Staff or Laboratory Teaching Staff, appointed for a two-year term, and specialised or experienced in issues of sustainability.
4. The scope of the Committee shall be to document the current situation at DUTH, submit proposals for the drafting or revision of the Institution's comprehensive sustainability plan under Article 228 of Law 4957/2022, which shall describe the objectives, the relevant educational and research initiatives to be implemented, as well as their timeframe, to foster a suitable environmental and economic ecosystem and develop the Institution into an exemplar of a modern EHI at the forefront of sustainable development. More specifically, the sustainability plan shall:
 - Integrate the principles of sustainable development;
 - include environmental protection measures for the management and energy efficiency of DUTH infrastructure;
 - incorporate measures to manage waste produced by the Institution
 - encompass measures to manage the procurements and investments of DUTH
 - include measures to promote sustainability in the conducting of research projects/programmes and the overall operation of DUTH
 - determine all the technical and other measures necessary to implement the plan.
5. The sustainability plan shall be approved by decision of the Governing Council following a relevant proposal by the Rector.

Chapter 31: Other Operational Matters

Article 216

Protection of DUTH facilities

1. The main purpose of the buildings and other infrastructure of the DUTH shall be to support the educational process; its uses shall be determined by the competent bodies of the Institution.
2. Students shall use the lecture halls, laboratory facilities, and equipment of the Departments exclusively for the purposes of the study programme, in accordance with the instructions and under the supervision of the member of the teaching staff. The members of the academic community may use the facilities of the Institution in accordance with the decisions of the relevant University bodies. The Institution must ensure access to the facilities (shelter, office equipment, laboratory space, etc.)

for all Faculty members, Special Teaching Staff, Laboratory Teaching Staff, Laboratory Teaching Staff, and Administrative Staff.

3. Educational activities shall be conducted in the spaces and at the times defined in each Department's study programme.

4. Previous notification and approval from the member of the teaching staff and the Department Head shall be required for unscheduled use of a lecture hall which may obstruct educational activities.

5. Post-graduate students and doctoral candidates may utilise the laboratory, clinical, and other facilities of their Department in accordance with the specific requirements of their research programme.

6. In case of destruction or loss of educational or laboratory material, the Faculty member entrusted with said material shall report the incident to the Head of the Department.

7. Persons or bodies unaffiliated with DUTH shall only use the facilities and equipment of the University with permission of the competent bodies.

8. Student associations may use the facilities of the Institution upon approval by the Head of the Department to which the facilities, lecture halls, or spaces belong, if such use does not impede the educational process. Events held in spaces falling under the responsibility of the Deans or the Rector shall require prior written approval from the competent body.

9. Halls provided must be returned after use in the same condition they were received.

10. The protection of the outward appearance of the University's spaces and facilities, and the observance of the relevant regulations and decisions of the academic units and their competent bodies shall be the responsibility of all members of the academic community.

11. Faculty members who retire or resign shall empty the spaces provided to them within a reasonable period not exceeding one (1) semester. More specifically, Faculty members who retire or resign shall, within three (3) months from their departure, deliver any non-consumables and fixed equipment to the competent body (Laboratory Director, Division Head, Chairperson). Furthermore, in each case of resignation, retirement, end of term etc. of Faculty members, Directors of Laboratories, Clinics, Museums, and other related units of the School or Department, the Dean or the Head of the Department respectively shall appoint a Receiving Committee entrusted with receiving the non-consumables and fixed equipment, and delivering them to the new head of the relevant unit. The materials and equipment shall be delivered and received in accordance with the item sheets maintained at each unit. Copies of the hand-over reports with notes and any observations regarding identified losses shall be communicated to the competent Directorate of the Institution.

Article 217

Donations-bequests

1. DUTH and its units may accept all forms of donations in cash, items, services, scientific or other equipment, or real property offered for the benefit of the Institution by any Greek or foreign private-sector or public-sector natural or legal entity as defined in Article 14(1)(a) 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143), as well as sponsorships, provided that the associated reciprocal benefits do not contravene the University's purpose. The above shall be accepted or rejected by decision of the Governing Council as follows:

a) If the donation concerns an academic unit, by proposal of a member of the Academic Community accompanied by an application of the donor clearly describing the type/object of the donation, the purposes of the donor, and the terms and conditions of acceptance. The proposal shall be submitted to the relevant academic unit, the competent body of which shall produce a reasoned opinion

accepting or rejecting the donation, clearly stating the purposes served under the terms and conditions set by the donor, and the obligations which arise for DUTH. The relevant decision shall be submitted for approval to the Governing Council upon a proposal of the Executive Director, with the consent of the Deanery of the School, if it concerns a Department belonging to it.

b) If the donation is to the Institution as a whole, by the Governing Council upon a proposal of the Executive Director, after an audit of the purpose of the donation or sponsorship, if any has been specified by the donor or sponsor, to ensure that it does not contravene the mission of DUTH and that it serves the educational, research or operational needs of the Institution.

c) The competent services of the Institution shall check and issue the decision of the Governing Council approving or rejecting the donation.

d) Donations concerning real property shall fall under the powers of the Property Development and Management Company of the DUTH, in accordance with its operating rules and regulations, and through its competent Board of Directors; the relevant decision shall be approved by the Governing Council, which shall compose the General Meeting of the Company as per the applicable provisions.

e) If the donation/sponsorship concerns cash or research/scientific equipment, the decision of the Governing Council shall be forwarded to the competent Research Committee of the DUTH which shall manage the donation for its purposes and as per the relevant decisions.

2. For the purposes of the donation, the Governing Council may appoint committees composed by Professors of DUTH.

3. Any issues not included under these rules and regulations shall be addressed by Senate decisions in accordance with the applicable legislation and the Rules and Regulations of DUTH.

Article 218

E-mail correspondence

1. Undergraduate and post-graduate students and doctoral candidates shall be entitled to an e-mail address with the following form: @XXX.duth.gr; the address shall be provided by their Department upon enrolment. Other members of the institution shall also be entitled to such an e-mail address.

a. Sending e-mails with content that may be flagged as unlawful according to Greek and EU legislation is prohibited. Furthermore, e-mails must not include content which may offend, threaten, defame, or otherwise provoke third parties.

b. Sending e-mails which contain viruses or any other files which may cause software or hardware issues is prohibited.

c. Users shall protect and restrict third-party access to their e-mail accounts. Accounts should be password-protected; the password should only be known to the account holder and not be saved to shared computers.

All forms of e-mail correspondence between members of the Academic Community, the services and organisational or academic units of the Institution, or between them and the members of other Institutions, bodies etc. on issues concerning DUTH, shall be conducted through Institution e-mail accounts.

Article 219

Protection of Personal Data

1. Democritus University of Thrace complies with the General Data Protection Regulation and has implemented effective measures to protect the personal data of students, employees, partners, and other stakeholders.

2. In the framework of meeting its legal obligations, an appropriate Privacy and Personal Data Protection Policy has been developed and is being implemented, which is available in hard copy and electronic form. This Policy has been posted on the University's website and has been communicated both within the University and to all involved third parties or interested parties. DUTH's commitment to Personal Data Protection is proven through the implementation of a Personal Data Protection Programme and the provision of necessary resources for the implementation and development of effective technical and organisational measures to ensure the appropriate level of protection for personal data. DUTH shall also ensure that the performance of its protection programme is reviewed on a regular basis, and that all relevant policies and procedures are appropriately reviewed, to ensure goals are met and new hazards are identified.

Compliance with the Rules and Regulations shall also require consent to the policies which ensure security of communications through the determination of all lawful procedures.











Chapter 32: Academic ceremonies/protocol

Article 220

Formal Attire

1. Members of the academic community and the Central Administration of DUTH, the Deans of the Schools, and the Heads of the Departments shall wear the appropriate formal attire of the University, namely the blue robe, during all official ceremonies, such as the awarding of honorary titles, or the welcoming of foreign leaders or other official guests.

2. During ceremonies awarding Honorary Doctorates or Professorships, the robes shall be decorated with ribbons of different colours depending on the School:

School	Colour (% RGB - Hex #)	
Law	purple (169.2.4 - A90204)	
Engineering	yellow (254.252.26 - FEFC1A)	
Education	cyan (9.186.255 - 09BAFF)	
Health Sciences	red (228.8.10- E4080A)	
Social, Political & Economic Sciences	aquamarine (0.255.241-00FFF1)	
Humanities	grey-green (135.161.128 - 87A180)	
Physical Education & Sport Science	light blue (65.118.255 - 4176FF)	
Agricultural & Forestry Sciences	yellow-green (23.215.4 - 17D704)	
Sciences	dark yellow (227.169.56 - E3A938)	
Management Science & Accounting	violet (155.119.255 - 9B77FF)	

Article 221

Awarding of Undergraduate Degrees/Diplomas - Graduation Ceremony

1. Students who successfully complete their studies in accordance with the Undergraduate Study Rules and Regulations shall swear an oath before the Rector or one of the Vice-Rectors and/or the Dean and or the Head of the Department, in a public ceremony held for each Department of DUTH after the end of each examination period or at minimum twice annually, once per academic semester, at a time and place determined by the Rector and the Heads of the Departments.

2. The awarding of degrees- graduation ceremony shall be held in a hall or auditorium of the relevant School of DUTH. If the number of graduates is notably large and there are no appropriate

halls/auditoriums at the relevant School to hold the ceremony, the ceremony may be held in another space at a different School or outside DUTH, following a decision of the Assembly and the approval of the Rector of DUTH.

3. The graduation ceremony shall be conducted by the competent employees of the relevant Secretariat.

4. Each graduate may be accompanied at the ceremony by up to four (4) individuals, whose names shall be declared to the Secretariat of their Department at least one week before the ceremony. The exact number of guests shall be determined by the Assembly of the relevant Department.

5. The ceremony must be held in accordance with academic decorum. The use of mobile phones or items which cause noise, confetti, and generally any items which cause pollution or may endanger those attending (fire, short-circuit risk), or cause disturbances and are not in line with academic decorum, is strictly prohibited during the ceremony.

6. Graduates shall be at the Auditorium where the ceremony is to be held at least half an hour before its commencement. The spaces should be set up to accommodate seated guests only. Any guests shall enter the Auditorium after the graduates have been seated and have received their instructions.

7. Entry to and exit from the auditorium shall be orderly and gradual, directed by the personnel responsible.

8. The ceremony shall begin with a welcome speech by the Rector or the Vice-Rector, followed by remarks by the Dean and the Head of the Department or their alternates in case of absence. If the Rector or Vice-Rector or the Dean is unable to attend, the ceremony shall be adjusted accordingly.

9. Taking the student oath is not required for the successful completion of studies, but it is a prerequisite for the awarding of the Degree. Prior to taking the oath, students may receive a certificate of successful completion of studies if they fulfil the criteria set out in the Undergraduate Study Rules and Regulations.

10. Following the remarks, the graduate who earned the highest marks shall recite the oath or assurance, correspondingly, and shall be awarded the degree. Graduates shall then be called in alphabetical order to receive their degree.

Subsequently, the graduate who earned the highest marks and all students who earned "Excellent" marks shall be awarded excellence merits.

11. The ceremony shall conclude with a commemorative photograph of the class of new graduates with the University Authorities.

12. After the ceremony, the graduates shall sign the relevant document together with the Diploma Supplement in Greek and English.

13. The content of the oath shall be determined by the Departments of DUTH in the relevant Undergraduate Study Rules and Regulations.

Indicative undergraduate student oath:

"I swear and attest to my professors and the Greek state that, now that I am a graduate of the Department of of the School of Democritus University of Thrace, I will conscientiously serve Science to the utmost of my dedication, always in life will I be guided by the law and truth, I will assist those of my fellow humans in need, and I will make every possible effort to ensure peace and justice in society".

14. Indicative undergraduate student assurance:

"I swear on my honour and conscience and assure my Professors and the Greek state that, now that I am a graduate of the Department of Of the School of Democritus University of Thrace, I will conscientiously serve Science to the utmost of my dedication, I will be guided by the law and truth,

I will assist those of my fellow humans in need, and I will make every possible effort to ensure peace and justice in society.”

15. The degree or diploma recipient upon graduating shall receive:

- a) A degree.
- b) A transcript.
- c) A Diploma Supplement in Greek and English.

Documents (a) and (b) shall be issued during the graduation ceremony, whereas (c) may be issued no later than one month from the date of the graduation ceremony.

The Undergraduate Study Rules and Regulations of each Department may determine further certificates/certifications if it is deemed necessary (e.g. specialisation certificate, certificate of pedagogical & teaching proficiency, Integrated Master certificate etc.).

16. Graduates may receive copies of their degree or transcript of records in addition to the above by applying to the Secretariat of their Department.

17. Graduation ceremonies may be held and degrees/diplomas may be awarded remotely in exceptional cases (e.g. force majeure).

Article 222

Awarding of Master's Degrees - Proclamation ceremony

1. Post-graduate students who successfully complete the obligations arising from their Study Programme shall be awarded a Master's Degree at a public ceremony attended by one of the Vice-Rectors and/or the Dean and/or the Head of the Department.

2. A special ceremony shall be held at the relevant Department, confirming that the student completed the Study Programme and awarding them the Master's Degree.

3. The awarding of the Master's Degree shall be held in a hall or auditorium of the relevant School of DUTH. If the number of graduates is notably large and there are no appropriate halls/auditoriums at the relevant School to hold the ceremony, the ceremony may be held in another space at a different School or outside DUTH, following a decision of the Assembly and the approval of the Rector of DUTH.

4. Each diploma recipient may be accompanied at the ceremony by up to four (4) individuals, whose names shall be declared to the Secretariat of their Department at least one week before the ceremony. The exact number of guests shall be determined by the Assembly of the relevant Department.

5. The ceremony must be held in accordance with academic decorum. The use of mobile phones or items which cause noise, confetti, and generally any items which cause pollution or may endanger those attending (fire, short-circuit risk), or cause disturbances and are not in line with academic decorum, is strictly prohibited during the ceremony.

6. Diploma recipients must be at the Auditorium where the ceremony is to be held at least half an hour before it commences. Any guests shall enter the Auditorium after the graduates have been seated and have received their instructions.

7. Entry to and exit from the auditorium shall be orderly and gradual, directed by the personnel responsible.

8. The ceremony shall begin with a welcome speech by the Rector or the Vice-Rector, followed by remarks by the Dean and the Head of the Department or their alternates in case of absence. If the Rector or Vice-Rector or the Dean is unable to attend, the ceremony shall be adjusted accordingly.

9. Following the remarks, the graduate who earned the highest marks shall recite the oath or assurance, correspondingly, and shall be awarded their diploma. Diploma recipients shall then be called in alphabetical order to receive their diploma.

10. After the ceremony, the diploma recipients shall sign the relevant document. Subsequently, the diploma recipient who earned the highest marks and any other diploma recipients shall be awarded with excellence merits or other awards (if so provided by the PGMP).

11. Any excellence merits shall be awarded subsequently.

12. The ceremony shall conclude with a commemorative photograph of the class of new diploma recipients with the University Authorities.

13. After the ceremony, the diploma recipients shall sign the relevant document together with the Diploma Supplement in Greek and English.

14. The diploma recipient upon graduating shall receive:

a) A degree.

b) A transcript.

c) A Diploma Supplement in Greek and English.

Documents (a) and (b) shall be granted upon confirmation, whereas (c) may be granted no later than one month from the date of confirmation.

15. The Post-Graduate Study Rules and Regulations of each Department may provide for further certificates/certifications if it is deemed necessary (e.g. specialisation certificate, etc.).

16. The ceremony shall conclude with a commemorative photograph of the class of new diploma recipients with the University Authorities.

17. Diploma recipients may receive copies of their degree or transcript in addition to the above, by applying to the Secretariat of their Department.

18. Graduation ceremonies may be held and degrees/diplomas may be awarded remotely in exceptional cases (e.g. force majeure).

Article 223

Awarding of Doctorate Degrees - Proclamation ceremony

1. Doctoral candidates who have fulfilled all the requirements for the awarding of a Doctorate Degree in accordance with the relevant Doctoral Studies Rules and Regulations shall be proclaimed Doctors at a meeting of Assembly of their Department, which shall have the proclamation and oath of the Doctor as an item on its agenda. The meeting date of the Assembly or of the competent body at which the proclamation is held, shall be considered the date of proclamation, regardless of the date on which the relevant title is awarded.

2. The awarding of Doctorate Degree shall be held in a hall or auditorium of the relevant School of DUTH. If the number of diploma recipients is notably large and there are no appropriate halls/auditoriums at the relevant School to hold the ceremony, the ceremony may be held in another space at a different School or outside DUTH, following a decision of the Assembly and the approval of the Rector of DUTH.

3. Each doctor may be accompanied at the ceremony by up to four (4) individuals, whose names shall be declared to the Secretariat of their Department at least one week before the ceremony. The exact number of guests shall be determined by the Assembly of the relevant Department.

4. The ceremony must be held in accordance with academic decorum. The use of mobile phones or items which cause noise, confetti, and generally any items which cause pollution or may endanger those attending (fire, short-circuit risk), or cause disturbances and are not in line with academic decorum, is strictly prohibited during the ceremony.

5. Doctors must be at the Auditorium where the ceremony is to be held at least half an hour before it commences. Any guests shall enter the Auditorium after the doctors have been seated and have received their instructions.

6. The ceremony shall begin with a welcome speech by the Rector or the Vice-Rector, followed by remarks by the Dean and the Head of the Department or their alternates in case of absence. If the Rector or Vice-Rector or the Dean is unable to attend, the ceremony shall be adjusted accordingly.

7. The text of the doctor's oath shall be approved by decision of the Senate of the Institution.

8. During the ceremony proclaiming the candidate a Doctor, the Head of the Department shall read aloud the minutes of the Seven-Member Examination Board and subsequently the following:

"....., a graduate of the Department of, prepared a Doctoral Dissertation (DD) titled "(DD title)" which the examining professors found to be in order, and which they successfully defended. I now ask the Department whether there is sufficient demonstration of the candidate's scientific knowledge to rank them among the Doctors of the Department of of the School of of Democritus University of Thrace; I also ask the Rector whether they agree with the will of the Department. Now publicly proclaim that which the law requires of those who achieve the rank of doctor".

9. Subsequently, the doctoral candidate may, if they so wish, take the sworn oath or swear on their honour and conscience.

10. The proclamation shall be read aloud by one of the candidates and repeated by the others.

"The Department of of the School of of Democritus University of Thrace, with the agreement of the Rector, has ranked me among the Doctors of the Institution, and I take the following public oath before it and the Rector's Office:

To care for my science to my utmost in life and to always promote and serve it, never to exploit it for monetary gain or other unworthy pursuit, but instead to spread the light of divine truth and always willingly take any action required in the interests of respect, proper conduct and modesty, not to fatuously work against the other sciences with mindlessness and boasts, or employ sophisms in an effort to outwit them, nor to wish to teach things contrary to what I have learned, nor to basely traffic my science and shame my position as a disciple of the Muses through improper conduct. Having made this oath, may God be my support in life".

11. Candidates who do not wish to take a religious oath may swear on their honour and conscience.

In this case, the doctoral candidate shall swear the following:

"I swear the following, on my honour and conscience: "The Department of of the School of of Democritus University of Thrace, with the agreement of the Rector, has ranked me among the Doctors of the Institution, and I take the following public oath before it and the Rector's Office:

To care for my science to my utmost in life and to always promote and serve it, never to exploit it for monetary gain or other unworthy pursuit, but instead to spread the light of divine truth and always willingly take any action required in the interests of respect, proper conduct and modesty, not to fatuously work against the other sciences with mindlessness and boasts, or employ sophisms in an effort to outwit them, nor to wish to teach things contrary to what I have learned, nor to basely traffic my science and shame my position as a disciple of the Muses through improper conduct.

12. The Head of the Department shall then recite the following text:

"You have acquitted yourself satisfactorily in the customary examinations of your science and in the defence of your doctoral thesis, which you drafted and duly defended before the Department of, which the Rector confirmed, and as such you are hereby proclaimed worthy of the title of

Doctor; for this reason I,, the Head of the Department of, by the power vested in me by the Laws of the University and the Regulations of the Department, hereby publicly proclaim you,, doctoral candidate of the Department of, Doctor of the Department of of Democritus University of Thrace and vest in you all the privileges arising from this title, raising you to a colleague and fellow member in science, and I exhort you always to dutifully serve your science throughout your life".

13. The Doctor shall then receive their Doctorate Degree.

14. The ceremony shall conclude with a commemorative photograph with the University Authorities.

15. If the Doctor is unable to attend the award ceremony, the doctorate degree may be awarded by the Assembly as described in par. 7-13.

16. Proclamation ceremonies may be held and degrees/diplomas may be awarded remotely in exceptional cases (e.g. force majeure).

Article 224

Announcement and publicity of the proclamation-confirmation-conference ceremonies

1. During proclamation-confirmation-conference ceremonies, limited professional photography or video coverage by certified professionals shall be permitted, within the framework of the General Data Protection Regulation (EU 2016/679) and the applicable national legislation and in accordance with the directives regarding personal data protection in events of DUTH, for the purposes of promoting and publicising these events. Any person attending these ceremonies who wishes to take a photograph shall do so discreetly, without standing up or moving from their position. Attendees shall be notified accordingly before the start of the ceremony.

Graduates wishing not to be photographed/video-taped/screened live shall inform the Secretariat of the Department or the person responsible for the event in a timely manner.

2. The Department Secretariats shall issue announcements informing graduates regarding their personal data, privacy, and rights protection policies.

3. Due to personal data restrictions, access to the photographs from the graduation ceremonies taken by certified professionals shall be permitted exclusively through a user code, provided to the graduates attending the ceremonies by the professional.

Article 225

Graduation ceremonies of DUTH Departments held under extraordinary conditions

In cases where extraordinary conditions arise (indicatively: pandemics, etc.), ceremonies shall be held in accordance with the decisions of the competent bodies of the state and DUTH.

Article 226

Remote graduation ceremonies of DUTH departments held under extraordinary circumstances

1. By exception only, degrees may be awarded to graduates of the Departments of Democritus University of Thrace, if the graduate sends a written oath accompanied by sufficient documentation demonstrating the insufficiency of the certificate of completion of studies and their need for the degree or diploma.

2. The relevant process shall be as follows:

- a) Submission by the student of an application to the Secretariat of their Department which shall lay out the reasons demonstrating the insufficiency of the certificate of completion of studies and why the student needs the degree or diploma. These reasons must be substantiated.
- b) Applications shall be evaluated by the Head of the Department and approved or rejected on a case-by-case basis.
- c) Interested parties shall receive notification regarding the approval or rejection of their application.
- d) Interested parties shall then submit a written oath. More specifically, parties shall submit a Solemn Declaration of Law 1599/1986, which shall include the instituted religious oath of their Department, should they wish to take a religious oath, or a personal assurance-oath on their honour and conscience, should they choose a civil oath. The Solemn Declaration must bear the signature of the interested party verified by any administrative authority or the Citizen Service Centres; otherwise, the Solemn Declaration may be sent electronically after being issued online via the gov.gr portal.
- e) The confirmation date shall be the date recorded in the Solemn Declaration.
- f) Following submission of the written proclamation as per the above, the Secretariat of the Department shall send the degree to the interested party.
- g) The Secretariat shall draft the minutes of the graduation ceremony with the respective content.
- h) The Senate of DUTH shall approve the outlining of this special process, the flow charts for the remote graduation ceremony for DUTH students, and the remote awarding of degrees, as well as the relevant annexes with model announcements and documents.

Article 227

Types of Degree Diploma

1. The Departments of the Schools shall award degrees, except for the Departments of the School of Engineering, which shall award diplomas (Annex 4).
2. The form of the doctorate degrees and master's diplomas shall be approved and published by decision of the competent bodies of Democritus University of Thrace (Annex 5).
3. The type of degrees and diplomas awarded by the Departments of Democritus University of Thrace (title size and shape, emblem size and layout, decorative elements and text, spacing, font, etc.) shall be binding.
4. Degrees and diplomas shall be stamped with the embossed seal of Democritus University of Thrace.

Article 228

Reissuing - Revocation of Degrees

1. Degrees or diplomas may be reissued by decision of the General Assembly of the relevant Department, only in cases of incorrect details (e.g. name, final grade). In this case the interested party shall return the initially issued degree to their Department, attached to the relevant application for reissue. The new degree shall bear the annotation, "in replacement of".
2. Degrees or diplomas may be revoked in accordance with the law. 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. The revocation shall be effected by the body which issued the degree.

Article 229

Awards for Excellence in University Teaching

The DUTH Award for Excellent University Teaching aims to

a) highlight those members of the university teaching staff who go above and beyond in their teaching, serving as examples for students and their colleagues, and doing justice to Democritus University of Thrace as well as their Department; and

b) improve the quality of teaching and encourage the adoption of innovative teaching approaches and methods in a framework of student-oriented learning in the wider academic community.

The concept of Excellence in University Teaching encompasses more than interesting and comprehensible teaching; it emphasises teaching which, through multifaceted educational activities guides, inspires, and broadens the horizons and perspectives of students, instilling academic ethos in them.

The award - commemorative plaque and diploma- shall be awarded annually by the Rector of DUTH at a public ceremony held on the feast of the Three Holy Hierarchs.

The Rules and Regulations for the Excellent Academic Teaching Award of Democritus University of Thrace (Annex 30) shall state the requirements and process to be followed.

Article 230

Criteria and processes for awarding the titles of Honorary Doctor and Honorary Professor at DUTH and for awarding the University Medal

The institutions of Honorary Doctor and the Honorary Professor are considered distinguished academic honours awarded by the University. As such, each Department of DUTH may declare up to one Honorary Doctor or Honorary Professor per academic year. In exceptional cases, in which the work of the honoured person covers the academic subjects of Departments belonging to a specific School, the School may decide to make them an Honorary Professor of the School upon a proposal by one or more of its Departments. Up to one person may be thus honoured per academic year.

Article 231

Conference of Honorary Doctorate Degree

1. Overview

Assemblies of DUTH Departments may decide by 2/3 majority of all members to propose to the Senate the awarding of an Honorary Doctorate Degree to a Greek or foreign national who has made outstanding contributions to the sciences, arts, or letters, or has provided invaluable services to society, humanity, Greece, or the University, who displays integrity and leads a life in accordance with the status of a member of the academic community, and whose specialisation is associated with a field of study treated by the proposing Department. If the proposed person is a University Professor, they must not be a current or retired Professor of DUTH. Each Department may award one Honorary Doctorate Degree per academic year.

3. Decision-Making Process

At the start of each academic year, the Head of the Department shall call the members to submit proposals for candidates for Honorary Doctorate Degrees. The decision shall be made after a reasoned proposal of at least three (3) Faculty members of the Department, at least one of whom shall be a full Professor. The proposal shall be brought for discussion before the Head of the Department within a deadline not exceeding three (3) months and no later than six (6) months after the submission of the proposal as a separate item on the agenda of the assembly meeting. It shall justify the contribution of the candidate to the sciences, arts, or letters, as well as the connection between their specialisation

and the proposing Department. The decision shall be outlined in a resolution of the Assembly of the Department.

4. Reimbursement of expenses

Expenses incurred by any DUTH Department which holds a ceremony awarding an Honorary Doctorate Degree may be reimbursed after an application by the competent collective body.

Formalities of the Honorary Doctorate Degree conference ceremony.

The ceremony shall be held publicly at the Department, with the participation of the Rector of the Institution, the academic members of the Central Administration, the Dean of the School, and the Head of the relevant Department.

The local officials and members of the Academic Community of DUTH shall be invited to the ceremony. Officials invited shall be seated appropriately, while remarks shall begin by acknowledging the ranking of each city in which DUTH is based, as per the provisions of the applicable legislation. The Rector (or in case of their absence, the Vice-Rectors, in order of rank, unless otherwise agreed) shall address attendees, while the Dean of the School and the Head of the Department awarding the Doctorate Degree shall deliver remarks. One of the Faculty members who proposed the award shall recite the Laudatio, the Dean of the School or the Head of the Department which proposed the award shall read the relevant resolution of the Assembly of the Department, the Act of Approval, and the Diploma (Conference).

The honoured person shall be dressed with the robe and the appropriate ribbon, which shall be fastened by pin to their left shoulder, while the scroll of the Honorary Doctorate Degree shall be delivered to them in a cylinder. The person awarded the Honorary Doctorate Degree shall then deliver a speech.

5. Robe ribbon

The colour of the robe ribbon for each School of DUTH shall be set out in Article 220(2). The Department of Communication and Public Relations shall maintain a special colour catalogue with the codes of the corresponding colours, as well as samples of robe ribbons.

6. Resolution, Approval, Diploma

The scrolls (Resolution, Approval and Diploma-Proclamation) shall be printed in duplicate, with one copy for the honoured person and one for the archive of the Department.

7. Gifts for the Honoured Person

After the proclamation, the person to whom the Honorary Doctorate Degree was awarded shall be gifted the ribbon, the fastening pin, the scrolls, and a commemorative present.

8. Photographing - Video coverage

The ceremony shall be videotaped and covered by a photographer. The Department must create a photo album with printed photographs for its archive, post photographic material to its website, keep a copy of the video of the event, and provide copies of the video and the electronic file with the photographs to the honoured person. A copy of the invitation, the programme of the ceremony, and the electronic file with the photographs from the ceremony shall be forwarded to the Department of Communication and Public Relations of DUTH, which shall post the photographic material to the University website.

9. Rights-Obligations of the Honorary Doctor

The title of Honorary Doctor is honorary and shall not give rise to rights and obligations in respect of teaching or administration of the University.

Article 232

Proclamation of Honorary Professors

1. Overview

A Professor belonging to another HEI in Greece or abroad may be proclaimed an Honorary Professor of a Department or School of DUTH by decision of the DUTH Senate, following a proposal by the relevant Department or Deanery of the School respectively. More specifically, the decision proclaiming a person an Honorary Professor of a Department shall be made by the Assembly of the Department of DUTH by 2/3 majority of all members. The decision proclaiming the person an Honorary Professor of the School shall be made by the Deanery of the School, by 2/3 majority of all members after a proposal of the Assemblies of one or more Departments of the School. Each Department or School may nominate up to one Honorary Professor per academic year, provided that the Department in particular has not awarded an Honorary Doctorate Degree within the same year.

The person nominated must not be a current or retired professor of DUTH.

2. Honorary Professor Decision-Making Process

At the start of each academic year, the Dean shall call the Departments of the School to submit proposals for candidates for Honorary Professorships. The proposal shall be brought for discussion before the Dean within a deadline not exceeding three (3) months and no later than six (6) months after the submission of the proposal as a separate item on the agenda of the assembly meeting. It shall justify the contribution of the candidate to the sciences, arts or letters, their outstanding contributions to society, humanity, Greece or the University, their production and dissemination of knowledge through research and teaching, their contribution to the development of well-trained new scientists with social ethos, their exceptional conduct befitting the role of academic or member of the teaching staff, etc.

3. Expenses incurred by any DUTH Department in proclaiming an Honorary Professor may be reimbursed once per academic term

4. Formalities of the Honorary Professor proclamation ceremony

The ceremony shall be held publicly at the Department or School, with the participation of the Rector of the Institution, the academic members of the Central Administration, the Dean of the School, and the Heads of the Departments of the relevant School.

The local officials and members of the Academic Community of DUTH shall be invited to the ceremony. Officials invited shall be seated appropriately, while remarks shall begin by acknowledging the ranking of each city in which DUTH is based, as per the provisions of the applicable legislation. The Rector (or in case of their absence, the Vice-Rectors in order of rank unless otherwise agreed) shall welcome attendees to the ceremony, while the Dean of the School and the Heads of the Departments (in order of establishment of each Department) shall deliver remarks. One of the Faculty members who proposed the award shall recite the Laudatio and the Dean of the School shall read the relevant Resolution of the Assembly of the Department or the Dean's Office and the Approval.

The honoured person shall be dressed with the robe and the appropriate ribbon, which shall be fastened by pin to their left shoulder, while the scroll of the Honorary Doctorate Degree shall be delivered to them in a cylinder. The Honorary Professor shall then deliver a speech.

5. Robe ribbon

The colour of the robe ribbon for each School of DUTH shall be set out in Article 220(2). The Department of Communication and Public Relations shall maintain a special colour catalogue with the codes of the corresponding colours, as well as samples of robe ribbons.

6. Resolution, Approval

The scrolls shall include the Resolution and the Approval only and shall be printed in duplicate (one copy for the honoured person and one for the file of the Department or School).

7. Gifts for the Honoured Person

After the proclamation, the Honorary Professor shall be gifted the ribbon, the fastening pin, the scrolls, and a commemorative present.

8. Photographing - Video coverage

The ceremony shall be videotaped and covered by a photographer. The Department or School must create a photo album with printed photographs for its archive, keep a copy of the video of the event, and provide copies of the video and the electronic file with the photographs to the honoured person. A copy of the invitation, the programme of the ceremony, and the electronic file with the photographs from the ceremony shall be forwarded to the Department of Communication and Public Relations of DUTH, which shall post the photographic material to the University website.

9. Rights-Obligations of the Honorary Professor

The title of Honorary Professor is an honorary and does not give rise to rights and obligations in respect of teaching or administration of the University.

Article 233

Awarding of DUTH Medal

Overview

Taking into account the need to institute an honorary distinction originating from DUTH as a whole and not by a specific School or Department, which shall be awarded to prominent individuals in Greece and abroad who have made significant contributions to education, culture, science, society, or the University, the University has instituted the above honorary distinction. The distinction may be awarded as the 'Gold Medal of Democritus University of Thrace' or as the 'Medal of Democritus University of Thrace'

2. Award criteria

The criteria for nominating a candidate to be awarded the Medal are contributing exceptional positive services to DUTH, education, science, society overall, or a combination thereof. Candidates may include Greek or foreign individuals with contributions to humanity, science, or university education and research.

The Gold Medal of DUTH shall be awarded to prominent individuals (e.g. the President of the Republic, the Patriarch, former or current Heads of State, Heads of International Organisations etc.).

The Medal of DUTH shall be awarded to individuals whom the DUTH wishes to honour for their contributions (e.g. to the University, society, prominent members of the academic community etc.).

3. Decision-making process

The Senate shall decide by 4/5 majority of all members on the awarding of the Medal or the Gold Medal of the University.

Recommendations for individuals to be awarded the Gold Medal or the Medal shall be signed by at least five (5) Senate members. In extraordinary cases, a Medal may be awarded after a recommendation of the Rector to the Senate of the Institution. The relevant recommendation shall be reasoned and submitted for discussion as a separate item on the agenda.

4. Formalities of the DUTH Medal awarding ceremony

The Medal shall be awarded by the Rector of the DUTH at a special, formal ceremony (public session of the Senate). Awarded Medals shall be accompanied by a scroll recording the relevant Senate Resolution. In exceptional cases, Medals award ceremonies may be held outside Thrace, at the seat of the honoured person if they are unable to participate in an awarding ceremony held in Thrace.

The local officials and members of the Academic Community of DUTH shall be invited to the ceremony. Officials invited shall be seated appropriately, while remarks shall begin by acknowledging the ranking of each city in which DUTH is based, as per the applicable provisions. The Rector shall deliver an address at the Ceremony. One of the Senate members who proposed the award shall recite the Laudatio, and the Rector shall award the Medal. The honoured person shall then deliver a speech-response.

5. Photographing - Video coverage

The Department of Communication and Public Relations of DUTH shall ensure that ceremony is video-taped and covered by a photographer. The Department shall create a photo album with printed photographs for its archive, keep a copy of the video of the event, provide copies of the video and the electronic file with the photographs to the honoured person, and post the photographic material to the website of the DUTH.

Article 234

Revocation of Honorary Doctorate, Honorary Professorship - Removal of DUTH medal

The title of Honorary Doctor or Honorary Professor may be revoked and the medal may be removed if there are serious reasons justifying their revocation - removal, such as a serious infringement of the prestige of Greek HEIs in general and their Faculty by extension, or by offence specifically against the HEI which awarded the distinction. The revocation-removal shall be effected in a corresponding manner to the above awarding processes or after a recommendation of the Rector to the Senate, which shall decide by 2/3 majority of attending members, in accordance with the provisions of Article 190 of Law 4957/2022 shall be repeated according to the same requirements.

Article 235

Awarding of the Title of Emeritus Professor

1. Overview

The Senate, following a recommendation of the Assembly of the relevant Department and the Deanery of the relevant School, shall award the title of Emeritus Professor to any first-rank Professor leaving the service, taking into account their work and contributions.

2. Decision-Making Process

The Assembly of the relevant Department of DUTH, following a written proposal signed by at least three Faculty members documenting the exceptional teaching, research, and administrative contributions and the ethos of the proposed professor, shall recommend to the Deanery of the School the granting of the title of Emeritus Professor by majority of attending members deciding by open vote. The proposed candidate must have outstanding contributions to the Department, exceeding their contractual obligations, and they must have decisively contributed to addressing the social, cultural, and developmental needs of the region. Irrevocable criminal convictions and/or disciplinary convictions for severe disciplinary violations in the course of performing official duties shall be mandatory grounds for exclusion. The proposal must note that the proposed candidate has been informed and consents to the awarding of the title.

Each Department of DUTH may, by regulatory decision of the Assembly, specify the conditions and set additional criteria for awarding the title. The above decision shall be communicated to the Deanery of the School and the Senate.

3. The recommendation of the Assembly of the Department shall be forwarded to the relevant School together with the relevant excerpt from the minutes, which must indicate the number of Assembly members present and the number of votes cast in favour of the proposal. The Dean shall serve as

rapporteur for the matter at the subsequent meeting of the Deanery of the School, which shall decide by absolute majority of attending members to make a positive recommendation to the Senate. The recommendation of the Deanery of the School together with the relevant excerpt from the minutes shall be forwarded forthwith to the Senate with the relevant recommendation of the Assembly of the Department attached. The title of Emeritus Professor shall be awarded by decision of the Senate, by absolute majority of members present.

4. Revocation of the title of Emeritus Professor

The title of Emeritus Professor shall only be revoked on serious grounds and only through the process described above or after a recommendation of the Rector to the Senate, which shall decide by 2/3 majority of members present in accordance with the provisions of article 145 (article 190 of Law 4957/2022).

Article 236

Ceremony annexes

Annex 31 includes a resolution model, an approval model for honorary doctors, a conference diploma model, and resolution model for the awarding the DUTH medal.

Chapter 33: Final provisions

Article 237

Final provisions

1. The applicable regulatory decisions of the Senate shall apply with respect to any issues not regulated by these Rules and Regulations, provided that their implementation does not contravene the provisions of applicable legislation or these Rules and Regulations.
3. The provisions of Chapter 18 regarding the process and conditions for the election of new Faculty members and the advancement of current Faculty members, shall enter into force with the implementation of the relevant provisions of Chapter Q of Law 4957/2022, as per the transitional provisions of Article 463 of Law 4957/2022.
4. The Senate of the DUTH reserves the right to amend these Rules and Regulations and/or the Annexes thereof whenever it may deem necessary.



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ | DEMOCRITUS UNIVERSITY OF THRACE

Annex 1 Democritus University of Thrace Logo Usage Guide

Komotini 2024

The emblem-logo of Democritus University of Thrace

1. The Democritus University of Thrace emblem includes a depiction of the head of the ancient Greek philosopher Democritus facing to the left with the University's name displayed below it in capital letters; in Greek, it reads "ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ" and in English "DEMOCRITUS UNIVERSITY OF THRACE".
2. The DUTH emblem-logo is used without prior authorization by the University:
 - a) in the correspondence of the University, the Schools, the Departments, the Sectors, and other academic units and services and their bodies, as well as members of the University Community;
 - b) in presentations, reports or publications related to educational, research, or development activities of DUTH;
 - c) in the University's Website and websites created by units or other structures of DUTH;
 - d) in DUTH's communication activities, such as cards, press releases, newsletters, social networks, etc.;
 - e) on signs of buildings, units or other DUTH structures, etc.
3. Use of the DUTH logo is permitted to:
 - a) members of the University Community as regards actions related to their academic role;
 - b) DUTH partners (e.g. partners in research programmes) in joint activities;
 - c) journalists, researchers and/or individuals who cite DUTH or reproduce material from DUTH.
4. Use of the DUTH emblem is prohibited for advertising commercial products.
5. Decision no. 26/9/17-1-2019 of DUTH's Senate has assigned the safeguarding and development of DUTH's trademark to the University's Property Development and Management Company.

Technical Information

The logo and specifications for its main colours are as follows:



Colour 1:

CMYK: C72%, M21%, Y2% K1%

RGB: R70, G150, B200

Colour 2:

CMYK: C100%, M100%, Y100% K100%

RGB: R0, G0, B0

The Antique Olive font of the logo is modern and timeless.

Terms of use

1. The DUTH logo may be used without prior authorization by the University:
 - in the correspondence of the University, the Schools, the Departments, the Sectors, and other academic units and services and their bodies, as well as members of the University Community;
 - in presentations, reports or publications related to educational, research, or development activities of DUTH;
 - in the University's Website and websites created by units or other structures of DUTH;
 - in DUTH's communication activities, such as cards, press releases, newsletters, social

networks, etc.;

- on signs of buildings, units or other DUTH structures, etc.
- the University's permission is required for any other use.

2. For all stated uses, the parties involved shall follow the rules for proper use of the logo, as outlined in this User Guide. More specifically:

- The logo is reproduced only from its digital files and under no circumstances from photographic reproductions of any form.
- No design interference to the logo is allowed.
- The colours are used as is (without alterations or variations) in all logo applications.
- The logo in each application is surrounded by a clean area, so that it is not altered or misinterpreted or confused. This is especially true when the logo is combined with other logos (e.g. in the context of research projects).
- The logo should be used at optimal resolution depending on the application. The logo is available on the University's website in two resolutions: one for online use (approximately 150 dpi) and one for large prints (300 dpi). Where a higher resolution is required, please contact the competent DUTH department. Moreover, the interested parties can find the following high-quality materials concerning the University's image and specific templates on DUTH's website:
 - Presentation Template with logo
 - Document Templates with logo
 - Business Card template with logo

The use of presentation, document and business card templates is mandatory for DUTH members.

Right of Use

1. Use of the DUTH emblem is permitted to:

- a) members of the University Community as regards actions related to their academic role;
- b) DUTH partners (e.g. partners in research programmes) in joint activities;
- c) journalists, researchers and/or individuals who cite DUTH or reproduce material from DUTH.

2. Use by non-listed individuals and uses not mentioned above are allowed only with DUTH permission.

3. No commercial use of the logo is permitted without consent from DUTH.

4. Use of the DUTH emblem is prohibited for advertising commercial products.

5. Interested parties can find the following high-quality materials concerning the University's image and the relevant templates on DUTH's website:

- Presentation Templates with logo
- Document Templates with logo
- Business Card template with logo

The use of presentation, document and business card templates is mandatory for DUTH members.



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

Annex 2
Operating Rules and Rules and Regulations of
University Laboratories of the Democritus
University of Thrace

Komotini 2024

Introduction

The present Internal Rules and Regulations for the University Laboratories of the Democritus University of Thrace (DUTH) include, according to the provisions of Article 47(1) of L. 4957/2022, as amended by article 107 of L. 5094/2024, the following:

- a) the mission and main operating principles of university laboratories;
- b) issues related to their establishment, organisation, structure, management and operation;
- c) the terms and conditions for merging, dividing or abolishing university laboratories;
- d) the obligations of the university laboratories to the University;
- e) the services provided under Article 51 of Law 4957/2022;
- f) issues related to the management of their resources, the use of their infrastructure and equipment;
- g) the obligations of lab members, associated members and extraordinary staff;
- h) personal safety and hygiene rules;
- i) the policy on protection of personal data;
- j) books kept;
- k) the policy for using the University logo when exercising their activities;
- l) the maximum number of university laboratories with which Faculty Members, members of the Specialized Teaching Staff, Laboratory Teaching Staff and the Special Technical Laboratory Staff can cooperate and provide their services to them;
- m) any other matter related to the organisation and operation of the university laboratories; and
- n) provisions for transfer of technology through the integration of the Technology Transfer Regulation or Guide into the standard internal rules and regulations for the operation of university laboratories, as an integral part thereof.

Article 1

Definitions

For the purposes of these Rules and Regulations, the following definitions will apply:

1. **«University Laboratory»** is an academic unit that is established and included in a Department or a Sector of a Department. By way of exception, an interdisciplinary laboratory may be established within a School if there is substantiated interest in its establishment by Faculty Members from different Departments of the same School, or within the Institution, if there is substantiated interest in its establishment by Faculty Members from Departments of different Schools.
2. **“Provision of services”** is the provision of scientific, technological and consulting services to third parties, the preparation of special studies, the conduct of specialised

measurements, laboratory examinations and analyses, the provision of expert opinions, the delivery of technical and other related scientific services, the drafting of specifications on behalf of third parties, the provision of cultural and all kinds of artistic services, and any other related work carried out under the responsibility of a university laboratory.

3. **“Programme contract”** is a cooperation agreement concluded between the Institution and entities specified in article 14(1)(a) of Law 4270/2014, as in force, for the purpose of providing services that fall within the scope of the Laboratory. If the type of services requires the use of university laboratory resources, a certificate from its Director shall be submitted.

4. **“Recipients of services”** is any natural or legal person, of any legal form, as well as entities of article 14(1)(a) of Law 4270/2014, as in force.

Article 2

Establishment/Abolition/Merger of University Labs

1. The establishment of university laboratories is regulated by the provisions of Article 46 of Law 4957/2022, as in force. University Laboratories are individual units of the University, which shall be established and incorporated into a Department or the Sector of a Department. By way of exception, an interdisciplinary laboratory may be established within a School if there is substantiated interest in its establishment by Faculty Members from different Departments of the same School, or within the Institution, if there is substantiated interest in its establishment by Faculty Members from Departments of different Schools.

2. By decision of the DUTH Senate, following the recommendation of the Assembly of the Department or of the collaborating Departments and Deanery of the School, where an interdisciplinary Laboratory is established, university laboratories may be established, merged, split, renamed, or abolished. The decision establishing the University Laboratory shall also approve its Internal Operating Rules and Regulations. The same procedure is followed to change its seat.

3. The recommendation of the Assembly of the Department to the Senate for the establishment of a University Laboratory shall include, at minimum, the following: (a) the purposes of the University Laboratory, which shall serve the educational and research needs in the same or related fields of study as those of the academic unit to which the laboratory belongs or collaborating academic units, (b) the activities of the University Laboratory, (c) the staff of the academic unit or collaborating academic units that will be staffing the laboratory, which shall cover a minimum number of faculty members, special teaching and administrative staff; (d) resources and any source of funding; (e) its seat, infrastructure and equipment; (f) the draft Internal Operating Rules

and Regulations of the University Laboratory, which shall regulate all matters related to the organisation and operation of the University Laboratory.

4. Decisions on the establishment, renaming, abolishment, merger or amendment of the Internal Operating Rules and Regulations of university laboratories shall be notified by the University to the Ministry of Education and Religious Affairs.

5. If a university lab is abolished, its instruments and equipment shall be distributed, by decision of the Assembly of the Department, following the recommendation of the Head of the Department, if the university lab belongs to a Department, or of the Deanery of the School following the recommendation of the Dean, if the university lab belongs to a School, or of the Senate, following the recommendation of the Vice Rector to whom the responsibility for research has been transferred, if the university laboratory belongs to the University.

Article 3

Activities of the University Laboratory

Any university laboratory may carry out the following activities in accordance with Article 49 of Law 4957/2022, as in force:

- a) conducts basic and applied research on its fields of study for developing new knowledge and acquiring know-how on both a theoretical and experimental level;
- b) collaborates, following a decision by the competent body of the Institution, with domestic Higher Education Institutions, recognised foreign institutions, and research and technological organisations both in Greece and abroad, provided that their scientific objectives align with or are related to those of the university laboratory;
- c) secures resources and sources of funding to strengthen research in the university laboratory's disciplines;
- d) contributes to the creation of new modern and attractive study programmes for the first and second cycle of the academic unit to which it belongs, as well as to the upgrading of existing study programmes in the context of the academic laboratory's disciplines;
- e) provides scientific and specialised consulting to third parties, whether natural or legal persons, especially through opinions and studies;
- f) provides specialised services to third parties, whether natural or legal persons, in accordance with the applicable legislation and the purpose of the University, and in particular to public sector entities, as set out in article 14(1)(a) of Law 4270/2014, as in force;
- g) undertakes the preparation of research and development projects/programmes, the financial management of which is undertaken by the University's Special Account for Research Funds of the University (hereinafter "SARF"), as well as the organisation and

provision of training programmes through the Training and Lifelong Learning Centre in the fields of study of the university laboratory;

h) undertakes to carry out industrial research, under a cooperation agreement with Greek or foreign enterprises or industries, in accordance with the Rules and Regulations or Guide for Technology Transfer;

i) any other activity defined by the internal rules and regulations of the university laboratory, provided it promotes teaching, science, and research in the fields of study of the university laboratory and aligns with the purposes, mission of the Institution, and applicable legislation.

Article 4

Requirements for providing University Laboratory Services to third parties

1. Each university laboratory may provide services to third parties, provided that it meets the following conditions:

a) it has at least one (1) member of Teaching Research Staff, whose academic field is relevant to the scope of the services provided by the laboratory;

b) it poses no obstacles to the research and educational activities of the University and the academic unit to which it belongs;

c) the activities related to the services do not create any extra costs to University's budget;

d) the pricing of the services provided is reasonable and fair, and each university laboratory applies a cost-oriented pricing methodology to these services;

e) the services provided align with the purpose and scope of the university laboratory, as defined in its establishment decision and internal rules and regulations;

f) the members of its staff are properly trained and capable of providing services to third parties.

2. The Laboratory services provided shall satisfy at least one of the following conditions:

a) demonstrate scientific interest and advance the development of science;

b) enhance the University's openness;

c) benefit society and the economy, respond to the development needs of the University and the country, promote the dissemination of knowledge, the utilisation of research outcomes, innovation, sustainable development, social cohesion, and contribute to the productive restructuring of the country.

3. By decision of the Research Committee, following a recommendation by the Director of the university laboratory, the exact price of any type of similar services provided to an indeterminate number of natural and legal persons is determined. In addition to the elements of paragraphs 1 and 2, the recommendation shall include: a) the type and

description of each service, b) the price per type of service, c) the range of invoicing by third-party economic operators, if any, offering identical services, and d) financial analysis of the cost of the service, including calculation of staff employment costs, consumables and other items, fixed costs and equipment depreciation.

4. The prices of identical services offered by the same or another university laboratory within the University may not differ significantly from one another.

5. If services are provided by university laboratories whose accounting procedure is regulated by the applicable legislation, said legislation applies.

6. The present Rules and Regulations shall apply *mutatis mutandis* to the provision of services by the university clinics and the specialised units of the university clinics.

Article 5

Management - Director of University Laboratory

1. Each university laboratory shall be managed by its Director. A full-time faculty member that has the title of Professor or Associate Professor shall be elected to the position of Director of a university laboratory. If no faculty members that have the title of Professor or Associate Professor serve in the university laboratory, the Senate may, by way of exception, appoint an Assistant Professor serving in the university laboratory, until a faculty member that has the title of Professor or Associate Professor is appointed. In this case, within a period of four (4) months from the exceptional appointment of a Faculty Member holding the rank of Assistant Professor as Director of the university laboratory, elections shall be announced in accordance with the procedure set out in Article 48(8) of Law 4957/2022. Faculty Members holding the rank of Professor or Associate Professor in the same or a related academic field as that of the laboratory, and affiliated with the School, may stand as candidates. The procedure shall be repeated until the position of Director is filled by a Faculty Member that has the title of Professor or Associate Professor (Article 48 of Law 4957/2022).

The Director's term of office shall be three years.

2. The same individual may be re-elected as Director of the university laboratory without any limitation on the number of terms they may serve.

3. Faculty Members who have been assigned to and serve in the university laboratory and whose academic field is the same as or related to the discipline of the laboratory are eligible to run for the position of Director.

Article 6

Procedure for electing a Director

1. The procedure for electing a Director is regulated by the provisions of Article 48 of Law 4957/2022 as applicable. The election shall be carried out by universal, direct

and secret vote, which shall be conducted exclusively electronically using the special information system "ZEUS Digital Ballot Box" of the *société anonyme* "Greek Research and Technology Network S.A." (GRNET S.A.) of the Greek State.

2. Persons who are due to retire upon reaching the maximum age limit during the term for which the position is announced may not be candidates for the position of university laboratory Director, unless there is only one (1) Faculty Member serving in the university laboratory or no other candidate is available. Holding the position of Director of a university laboratory is not incompatible with holding another position in a single-member administrative body of the University or being a member of a collective body of the University.

3. Until the first election is held, and unless there are no candidates or if there is no Director, the Director will be appointed by the Senate, pursuant to the provisions of Articles 16(4)(j) and 48(7) of Law 4957/2022.

Article 7

Powers of a Director of a University Laboratory.

The Director of a university laboratory shall have the following powers:

- a) heads and supervises the operation of the university laboratory;
- b) ensures the implementation of the Standard Internal Operating Rules and Regulations of university laboratories, the Internal Rules and Regulations of the university laboratory, the Internal Rules and Regulations of the University and the decisions of its bodies, as well as compliance with the legislation;
- c) acts as Scientific Coordinator of projects/programmes of the Special Account for Research Funds (SARF), who manages the university laboratory's own resources;
- d) makes recommendations to the Rector regarding the placement or the move of the University's administrative staff for supporting the university laboratory;
- e) makes recommendations to the SARF Research Committee regarding the recruitment of extraordinary research, scientific and other staff for the needs of the university laboratory;
- f) signs contracts concluded by the university laboratory for the provision of services to third parties;
- g) the Director coordinates any work carried out under a research programme or any other project that has been decided upon, and determines the priority regarding the use of consumables, instruments and premises, in the event that there is no other relevant decision. In addition, they are responsible for protecting the instruments and facilities from damage, ensuring the safety of staff, students, and visitors, and, more generally, for the smooth operation of the Laboratory.

h) exercises any other competence specified in the Internal Rules and Regulations of the University and the Internal Operating Rules and Regulations of the university laboratory.

Article 8

Obligations of university laboratories to the University

1. As part of the Laboratory's activities, its staff (regular and collaborating members, extraordinary staff, etc.) shall comply with the University's Internal Rules and Regulations.
2. Staff shall exercise due diligence with regard to the use of the infrastructure and equipment of the Laboratory.
3. The laboratory shall maintain, as a priority, the equipment and the premises where it is housed, from its own revenues.
4. The Laboratory shall make available its premises and equipment (under the supervision and instructions of the Director or another member of the laboratory) to cover the training needs of the relevant Department/School, which in any case are satisfied with priority. The laboratory shall be rational in the use of its infrastructure so that the provision of services to third parties does not adversely affect the public research and educational nature of the laboratory.
5. Reference should be made to any scientific publication or announcement of research results carried out, in whole or in part, in the Laboratory as part of the University.

Article 9

Financial management of resources.

1. The financial management of resources coming from the provision of services through university laboratories is carried out exclusively through the Special Account for Research Funds (SARF).
2.
Revenue from the provision of services through university laboratories is collected by the University's SARF and included in the budget of the Laboratory's project/programme as well as in the SARF budget.
3. By decision of the Governing Council, following a recommendation from the SARF Research Committee, the percentage to be withheld from revenue derived from the services provided by the university laboratories in favour of the University's SARF (as per Article 237(4) of Law 4957/2022) is determined, along with the percentage allocated to the creation of a project to address the research, development, and

operational needs of the laboratory. The Laboratory Director shall act as the Scientific Coordinator of the project.

4. Following the recommendation of the Director of the university laboratory, the Governing Council may decide to entrust the financial management of resources coming from the provision of services by the university laboratory to the University's Property Development and Management Company. A similar decision shall determine the percentage to be withheld from its resources, which shall be allocated in favour of the Company.

5. Resources coming from the provision of services through university laboratories are private resources of the University. Indicatively, they may cover expenses for remuneration of additional research, scientific, administrative, technical, and other staff of the university laboratory; additional remuneration for permanent staff of the Laboratory, teaching staff, Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Staff, and administrative staff; as well as expenses for travel, publications, conference organisation, and public contracts for the procurement of essential items required for the proper and smooth operation of university laboratories and their activities.

Article 10

Procedure for concluding Service Provision Contracts

1. University laboratories may provide services to **private or public sector** entities as specified in Article 14(1)(a) of Law 4270/2014, as in force, following the conclusion of a **service provision contract**, which must be in written form if the amount exceeds ten thousand (10,000.00) euros, excluding Value Added Tax (VAT). Service Provision Contracts shall be approved by the Research Committee of the Special Account for Research Funds (SARF), following a request by the Director of the university laboratory or any other interested faculty member serving in the university laboratory and wishing to provide services through the university laboratory. A summary of these can be found in the DIAVGEIA program. By decision of the SARF Research Committee, a draft contract template for the provision of services may be approved for any university laboratory or another equivalent document, provided that the university laboratory applies a quality assurance system.

2. If the type of services or the type of project to be assigned requires the use of university laboratory resources, such as equipment, infrastructure and human resources already serving in the university laboratory, for the approval of the contract by the SARF Research Committee, a certificate of the Director of the university laboratory is required on the availability of resources required, as appropriate, for the performance of the contract, without adversely affecting the educational and research

activity of the university laboratory and the academic unit to which it belongs (Article 52(2) of L. 4957/2022).

3. Service Provision Contracts for services provided by a university laboratory shall include, at a minimum, the following details: a) the name of the University and the laboratory; b) the type and description of the services; c) the contractual price for the services; d) the term of the contract; e) the proposed Scientific Coordinator in accordance with Article 234 of Law 4957/2022, as in force, for the performance of the physical and financial scope of the contract; f) the obligations and rights of each party; g) the right to promote the scope or the results of the services described in the contract by the party receiving the services, as well as the means of promotion; h) extraordinary research, scientific and other staff, where the employment of extraordinary staff is deemed necessary for the proper implementation of the contract; i) confidentiality clauses, if needed; j) and all other element deemed necessary for the proper implementation of the contract.

4.

Following the completion of the contract conclusion process, the Research Committee of the SARF approves the acceptance and management of the project/programme by the SARF in accordance with the terms of the service provision contract.

5. University laboratories that provide services may, through SARF, enter into partnerships with entities of Article 14(1)(a) of Law 4270/2014 in the form of programme contracts for the purpose of providing services, approved by decision of the University's Governing Council. If the type of services requires the use of university laboratory resources, a certificate of paragraph (2) of this article is required.

6.

University laboratories that provide services may participate, through SARF, as economic operators in any type of tender by contracting authorities for the conclusion of a public contract for the provision of services in accordance with Law 4412/2016 as in force. To this end, SARF may take any necessary action as an economic operator, in accordance with Law 4412/2016, as in force, including the procedure for issuing a letter of guarantee. If SARF is selected as the contractor, by decision of the Research Committee, the conclusion of the public contract is approved, and then acceptance of a project/programme management regarding the provision of the services described in the tender shall be followed; the Director of the university laboratory or another member serving or providing services therein shall be the Scientific Coordinator.

7. In University Laboratories located within hospitals of the National Health System (NHS) or University Hospitals under the jurisdiction of the Ministry of Education and

Religious Affairs, scientific equipment belonging to the Institution or SARF may be installed, following a decision by the Senate or the Research Committee, respectively, and with the approval of the competent body of the hosting institution. The equipment may only be installed in areas of the same hospital where the university clinic or laboratory is located. For the installation of equipment, the conclusion of a programme contract is required between the legal representative of the NHS Hospital or University Hospital, the Director of the University Laboratory or clinic or Director of the Unit in which the equipment has or will be installed and the Rector of the University or the President of the SARF Research Committee, depending on whether the equipment belongs to the University or the University's SARF; the specific terms and conditions of use of the equipment and the obligations and rights of the contracting parties shall be specified therein. Revenue generated from the use of the equipment referenced herein may be managed through SARF in a distinct project/programme, with the Scientific Coordinator being the Director of the University Laboratory, the clinic, or the Unit Head serving at the hospital where the equipment has been installed.

Article 11

Placement of staff in a university laboratory

1. The placement of Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Staff in university laboratories shall be carried out in accordance with the provisions of Article 50 of Law 4957/2022, as in force. Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Staff assigned to university laboratories may offer their services to more than one University Laboratory of the Institution. However, they cannot be simultaneously assigned to a University Clinic, although they may provide their services to it.
2. The decisions of placement in university laboratories located in university hospitals that fall within the remit of the Ministry of Education and Religious Affairs shall be notified, by care of the body responsible for issuing the decision, to the hospital's Board of Directors.
3. In the case of a University Laboratory or a special unit thereof located in NHS hospitals, the placement is approved by the hospital's Board of Directors, following a positive recommendation from the Scientific Council. The decision is based on the relevance of the speciality of the staff being placed to the laboratory's or unit's subject matter and the hospital's operations.
4. Administrative staff of the University may be placed in university laboratories, and the following categories of staff may be employed in University laboratories: a) visiting professors and visiting researchers; b) contract researchers; c) scientific associates of

Article 58(1) of Law 4957/2022 as in force; d) additional research, scientific, administrative, technical and other staff under a works contract or a fixed-term work contract in the case of projects/programmes of the university laboratory e) University staff for performing additional work for a nominal fee f) staff specified in special legislative provisions.

5. The remuneration of the personnel referred to in the above paragraph does not burden the Institution's budget and is covered exclusively by the resources of the University Laboratories, which are managed through the SARF

6. A summary of the contract for the temporary staff referred to in point (c) of paragraph 4 is communicated by the Financial and Administrative Support Unit of the SARF to the Board of Directors of the hospital where the University Laboratory is located, within an exclusive deadline of thirty (30) days from the commencement date of the staff's employment. Scientific associates of the previous paragraph employed for the needs of University Laboratories or their special units may participate in the hospital's on-call programme for the corresponding category of staff, with the consent of the Board of Directors, and a positive recommendation from the scientific council of the Hospital where the University Laboratory or the special unit where they are employed is located.

7. Any staff serving in University Laboratories that are located in NHS hospitals or University Hospitals, with regard to their service at the Hospital, are considered to be organically related to the Hospital and are subject to the jurisdiction and hierarchical control of the relevant hospital bodies, just like other staff of the medical service.

Article 12

Obligations of employees in providing services

1. All Laboratory staff shall show the utmost diligence when performing their service, unreservedly dedicate their knowledge and experience to by applying the rules of art and science, and comply with the Code of Conduct and Good Practice and the Code of Ethics and Conduct for Research of DUTH.

2. Responsibility for non-compliance with the obligations of persons employed in any type of provision of services lies with the Project's Scientific Coordinator, who is responsible for setting up the Working Group and distributing duties among the members of the group.

3. The Director of the Laboratory, in cooperation with the Project's Scientific Coordinator, coordinates the smooth performance of the service provision project and ensures that the services provided by the members of the Laboratory are not performed at the expense of their main duties, which is the educational and research work within the operation of the University in the sense that it is provided outside the

working hours of each staff member at the university.

Article 13

Procedures and conditions for occupational and health safety

1. The Laboratory, under the responsibility of the Director, is obligated to ensure that all conditions for the safety and health of its employees and the proper maintenance of its facilities are met. It shall also provide employees with all means of safety and the means required for maintaining its equipment in excellent condition.
2. Each Laboratory has its own Safety Rules and Regulations, which is an annex to the Laboratory Rules and Regulations. Access to the Laboratory is permitted only to authorised personnel, and clear signage is required.
3. The Laboratory shall consistently ensure compliance with all required hygiene and cleanliness rules, both at its facilities and in the surrounding area.
4. Employees at the Laboratory facilities shall, if the nature of their work so requires, wear appropriate clothing during their work.
5. In the event that the operation of the Laboratory causes significant environmental impact, the Laboratory is obligated to take all necessary measures to protect and restore the surrounding area, in accordance with the recommendations of the competent authorities and the applicable regulations.

Article 14

Intellectual Property Protection Policy

1. Unless otherwise specified in the law, with respect to intellectual property right, the results of programmes and works developed by the University Laboratory shall constitute intellectual property of the staff, associate or group of associates who produced it. In special cases of provision of services to third parties or research, it is possible that intellectual property is negotiated between the contracting authority and the scientific coordinator of the project. This special agreement is approved by the Research Committee at the recommendation of the Scientific Coordinator.
2. Intellectual property rights of the University Laboratory's staff, provided that their awarding is governed by the standard system (e.g. patents) are registered in the Industrial Property Organisation or by International Organisations, at the expense of the University Laboratory, following the approval of the Research Committee. The same applies if the intellectual property is the result of international cooperation.
3. In the event of different provisions by regulations or practices of the EU or other international organisations, under which the Laboratory undertakes the execution of programmes, without the possibility of negotiating the issue of ownership of intellectual property, the above procedure shall not be followed, but the Research Committee shall

be notified, and it may refuse the signing of such a contract.

4. Where a contract for the provision of services is concluded with the University Laboratory as one of the parties, the contract shall include a specific clause regulating the ownership of intellectual property resulting from the service provided. If the University is the beneficiary of intellectual property and the allocation of the right is in accordance with the standard system, said intellectual property shall be assessed by the Committee for the Transfer of Technology, Innovation and Startup Entrepreneurship (art. 222 of L. 4957/2022, as in force), which, after assessing the importance and the potential for industrial application, recommends or does not recommend their registration with a Patent or Utility Model Certificate (UMC).

Article 15

General Principles for Processing Personal Data

1. DUTH complies with EU Rules and Regulations 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Rules and Regulations - GDPR) and national law L. 4624/2019, as in force, on personal data, which it keeps and processes as a controller. DUTH adheres to the GDPR's data protection principles of lawfulness, fairness and transparency of processing, limitation of the purpose of processing, data minimisation, accuracy thereof, storage limitation, integrity and confidentiality and, finally, accountability.

2. More specifically, Laboratories process personal data of their students and employees, complying with the following:

a) Initially collect and subsequently process only the appropriate, necessary and sufficient personal data for training purposes on the legal basis of fulfilling a task carried out in the public interest and, in addition, for employees performance of a contract.

b) Keep personal data of students for a period of six (6) months from the end of the laboratory course and not transmit them to third parties. However, it is possible to keep personal data for a longer period if the processing of said data is necessary (i) either for compliance with a legal obligation that requires processing based on a provision of law (especially under its obligations as implementation beneficiary of co-financed NSRF programmes, etc.), (ii) or for establishing, lodging or supporting legal claims;

c) Take appropriate technical and organisational measures so that personal data are processed in a manner that guarantees appropriate security of personal data, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage; Laboratories also periodically review the adequacy and effectiveness of these measures.

3. Laboratories shall ensure that data subjects can exercise the following regarding their personal data: (i) The right to be informed. (ii) Right of access to data; (iii) Right to rectification of data; (iv) Right to erasure of data (“right to be forgotten”); (v) Right to restriction of data processing; (vi) Right to object to data processing.

4. If data subjects believe their personal data is being infringed, they should contact the University’s Data Protection Officer by emailing: dpo@duth.gr. If they consider that they have not received satisfactory answers to their issues, they may lodge a complaint with the Hellenic Data Protection Authority through the website www.dpa.gr

5. Students and employees of Laboratories shall adhere to policies on security and acceptable use, as well as the policy on protection of privacy and personal data of DUTH.

6. Laboratory employees who have fixed-term contracts or other associates employed by Laboratories shall be bound in writing by confidentiality clauses. The Scientific Coordinator of the laboratories shall monitor and ensure compliance with the above commitment through confidentiality clauses.

7. Users of the Laboratories’ IT infrastructure are prohibited from using the infrastructure for temporary or longer storage or distribution of content that is incompatible with the operation of the Laboratories. DUTH has the right to inspect the Laboratories’ IT infrastructure at any time, through the IT Department and/or the Computer Centre - Network Management Centre, to investigate any breach of this Rules and Regulations and without the presence of users. This prohibition does not apply to employees of Laboratories. DUTH retains the respective right to perform a check on employees; this should be carried out in the presence of the employee.

Article 16

Books Kept

1. For the needs of the University Laboratory, the following records shall be kept **in hard copy or electronic format**:

- ✓ Student gradebook;
- ✓ Protocol register;
- ✓ Minutes and decisions book;
- ✓ Assets book (fixed equipment);
- ✓ Research programme record;
- ✓ Research data record.

2. The Director may decide to keep any other book or record set out in the applicable laws or deemed necessary.

Article 17

University logo use policy.

1. The University's logo may be used **without prior permission** by university laboratories for the following uses: a) Presentations, reports or publications related to educational, research or development activities of the University, b) Websites created by university laboratories, c) All communications of the University such as cards, press releases, newsletters, social networks.
2. The following persons may use the logo: a) Members of the University's academic community (students, academic and administrative staff); b) Associates of the University (e.g. project partners) for the purpose of highlighting the University's participation in joint activities; c) Journalists, researchers and / or individuals who refer to the University or reproduce materials from it.
3. Use by non-listed individuals and uses not listed above are prohibited and require the University's permission.

Article 18

Instrument quality assurance and calibration methodology

The methodology for quality assurance and calibration of the instruments of the Laboratories requires regular inspections of the instruments in accordance with the applicable national, European and international standards.

Article 19

Use of Laboratory infrastructure

1. The use of laboratories is only allowed by individuals belonging to the academic community of the University and, specifically, to individuals falling under the following categories: (a) Faculty Members and other teaching staff; (b) undergraduate and postgraduate students; (c) researchers; (d) technical and educational personnel, (e) students and teachers in educational programmes organised by the University, (f) administrative employees.
2. Persons not falling under the above categories may, by way of exception, use the laboratories only with the permission of the Director of the Laboratory.
3. Every employee or visitor of the Laboratory's facilities shall comply with the health and safety rules established by the Laboratory, the School or the University.
4. The use of laboratory equipment is only allowed by scientific staff of the Laboratory or other researchers who have been trained in the use of the specific instruments and have been authorised by the Director.

Article 20

Procedures and conditions for Information security, maintenance of business secrets

1. For the protection of business secrets and the interest of the counterparty, a special article shall be included in the contract for the provision of services, specifying the confidentiality level of the information that the counterparty shall make available for the completion of the project.
2. The information will be classified as either highly confidential or just confidential or non-confidential. In the first case, the Laboratory will have no right to, directly or indirectly, use the information, other than for the specific project to which the contract relates; in the second case it will be able to use the information indirectly under the terms set out in the contract (publications, statistical studies, University or Laboratory publications, information events, etc.); and in the third case, the Laboratory will be able to use the information in any manner it deems appropriate to serve its purposes.
3. In any case, it is prohibited to include, as a term in the conclusion of a contract for the provision of services with third parties, that the results of the work of the Laboratories are confidential.

Article 21

Management and storage of materials and information

1. Materials purchased for the needs of the projects are tracked through warehouse storage procedures. The Scientific Coordinator of each project will also have the overall responsibility on the part of the Laboratory for stock inspection and order procedures.
2. Laboratory staff are responsible for managing materials and they shall take the appropriate measures for their safe storage in suitable areas and for keeping them in excellent condition.
3. For all services offered by the Laboratory to third parties, it shall keep a complete computerised information file.
4. The information on each project will be managed and stored by the Scientific Director, who will be exclusively responsible towards the counterparty for compliance with the relevant terms of the article on business confidentiality.
5. Hardware or Software may be installed or uninstalled in the Computers of University Laboratories only by competent bodies of the department or by authorised technicians of companies that have undertaken the technical support or the supply of equipment. Moving equipment from laboratories is prohibited, unless approved by the competent bodies of the department or for covering any repairing needs. In the latter case, the relevant documents, as appropriate, must have been issued, by care of the Special Technical Staff.

Article 22

Research Ethics and Conduct Issues

1. The issues in research ethics and conduct that relate to service provision projects that are implemented by the Laboratories, are addressed by the DUTH Research Ethics Committee (DUTH-REC), whose purpose is to provide a guarantee for reliability in projects, in terms of ethics and conduct.
2. The procedure for submitting questions to the Research Ethics and Conduct Committee on issues related with ethics and conduct is based on the provisions of Law **4957/2022** (Articles 277-282) and the Rules and Regulations for Principles and Operation of the Research Ethics and Conduct Committee, which is included in the Funding and Management Guide of the University's SARF. The above Rules and Regulations specifies the documents submitted by the Scientific Coordinators, such as an application, a questionnaire and a suitability report, and the procedure for their submission, the method of operation and decision making of the Research Ethics and Conduct Committee.

Article 23

Title

The titles of the laboratories are listed on every publication they make, along with their distinctive title. This title and the details of the Director of the laboratory are listed at the areas of the University where the laboratory is located.

Article 24

Entry into Force

The present Rules and Regulations shall enter into force upon their publication in the Government Gazette. The internal rules and regulations of the Institution's Laboratories in force at the time of the publication of the present document shall remain valid insofar as they do not conflict with the provisions herein.



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Annex 3

Operating Rules and Regulations Template for University Clinics of Democritus University of Thrace

Article 1
Establishment

Clinic for..... is hereby established in the Department of Medicine of the School of Health Sciences of the Democritus University of Thrace and it is allocated to Sector.....

The Clinic develops the following Units:

- a)..... (Title and brief description)
- b).....
- c).....
- d).....
- e).....

With the Director's approval, these Units may accept medical doctors or other health professionals for further training or for acquiring specialisation in accordance with the applicable provisions and collaborate with Sector or Department Laboratories. They may be developed on Hospital premises or externally as non-hospital structures.

Article 2
Purpose

1. The purpose of the University Clinic forof Democritus University of Thrace is:

- a) to cover the teaching and research needs of the Department of Medicine of DUTH, as well as other Schools and Departments at undergraduate and postgraduate level, on issues that fall within the disciplines of the Clinic, as set out in Article 1 of this Decision;
- b) to cover various social needs when and if specific assistance is requested that falls within the issues the clinic deals with;
- c) to provide a specialisation to doctors, nurses and other healthcare workers and their continuous education and training;
- d) to provide healthcare and hospitalisation to patients with diseases that fall under the Clinic's disciplines;
- e) to carry out clinical, experimental and research programmes for the purpose of studying and to seek new diagnostic techniques and methods of treatment.
- f) to collaborate and exchange scientific knowledge with other domestic or foreign academic research institutions;
- g) to cooperate with European and international organisations for carrying out research, educational programmes and general activities related to the disciplines of the clinic.

h) to organise seminars, symposia, conferences, lectures with the purpose of disseminating knowledge among the clinic's medical and other staff, other hospitals, as well as public information events.

2. The Clinic's work is separated into educational, research and clinical work.

3. Educational work includes:

a) the training of the students of the Department of Medicine of DUTH, which is carried out by the teaching and research staff, includes both theory and practice, and follows the study programme of each academic year;

b) the training of specialist doctors to obtain the specialty of, or to pursue specialisation in, or in this field or in specific subfields where applicable. It is separated into theory and practice. The purpose of practice is to gain experience in diagnosis and patient management. Theoretical training includes clinical and theoretical courses, lectures by Faculty Members and visiting speakers, discussions, presentations of interesting cases, clinicopathological conferences, briefing of literature, teaching visits by the director of the clinic and faculty members, and participation in medical or similar science educational conferences, round tables, and seminars;

c) the training of doctors or other scientists in the context of authoring of doctoral dissertations, post-doctoral research, postgraduate or other scientific papers, following a decision of the Department of Medicine or the School;

d) the training of specialists or specialised doctors in the field of and other specialisations, as set out in the relevant provisions for specialisation training and within the context of continuous medical training;

e) the training of nurses of the Hospital and/or other hospitals, as well as students of nursing departments, in cooperation with the clinic's nursing staff and the respective nursing schools, and the training of health workers in similar fields;

f) the writing and distribution of books or other educational material;

4) The research project comprises the conduct of clinical and experimental studies and the publication of these results by Faculty Members of the relevant clinic independently or in collaboration with other Faculty Members or researchers, as well as original doctoral dissertations.

5) Clinical work includes clinical diagnosis, treatment and management, and overall care of patients hospitalised in the clinic and its units or other clinics of the Hospital as part of a liaison or are monitored at the regular or specialised outpatient clinic.

6) For the performance of the above work, digital means and remote techniques may be used based on the applicable provisions.

7) The clinic may undertake any other activity compatible with common practice and the applicable provisions.

Article 3

Staff

1. University Clinic forof the Democritus University of Thrace is staffed by medical and other personnel serving in the Department of Medicine of the Democritus

University of Thrace as Teaching and Research Staff (Faculty Members), Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff, whose scientific involvement is within the teaching, research and clinical interests of the clinic. Teaching and Research Staff (Faculty Members), Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff are placed in the Clinic in accordance with the provisions of Article 57 of Law 4957/2022, as in force.

Decisions for Placement at the Clinic are notified, by care of the body responsible for issuing the Decision, to the Board of Directors of the University General Hospital of Alexandroupoli. The placement is approved by the hospital's Board of Directors, following a recommendation from the Scientific Council based on the relevance of the specialisation of the placed person with the discipline of the laboratory or unit and the hospital's operation.

2. Administrative staff of the University may be placed in the Clinic, and the following persons may be employed by the Clinic:

- a) visiting professors or visiting researchers;
- b) contract researchers;
- c) scientific associations of article 58 of L. 4957/2022;
- d) Additional research, scientific, administrative, technical and other staff with a works contract or a fixed-term contract for the execution of projects/programmes, prepared by the university clinic through the Special Account for Research Funds (SARF);
- e) University staff to carry out additional work, for a nominal fee;
- f) professors emeriti and retired professors, post-doctoral researchers, doctoral candidates and scientific associates, in accordance with the applicable provisions from time to time;
- g) Extraordinary medical, nursing, research, laboratory, paramedical staff that may be employed for the needs of projects/programmes prepared by the clinic and its units through SARF, based on the relevant selection provisions. The clinical, laboratory or nursing work by the extraordinary staff of paragraph 1 is carried out under the supervision and instructions of the Director of the university clinic or university laboratory and the Scientific Director of the project/programme, in which the staff is employed;
- h) Scientific associates of the previous paragraph may participate in the hospital's on-call programme for the corresponding staff category, with the consent of the Board of

Directors (BoD) and the positive recommendation of the scientist council of the hospital where the clinic is located.

3. Hospital staff, such as specialists and specialised NHS doctors, as well as locum doctors may be placed at the clinic, pursuant to the applicable provisions.

Other staff may include nursing staff and other health workers of another categories (such as.....) and administrative staff that may be made available in accordance with the availability and needs of the clinic from time to time.

4. Any University staff serving in the Clinic, regarding their service in the Hospital, are considered to be organically related to the Hospital and are subject to the jurisdiction and hierarchical control of the relevant hospital bodies, just like other staff of the medical service.

Article 4
Administration–Powers

1. The University of the University General Hospital of Alexandroupoli is managed by a member of the Teaching Research Staff (Faculty Member) of the Department of Medicine of the Democritus University of Thrace, of a similar academic field, which belongs to the Clinic and is placed in accordance with the procedure laid down by the provisions of Article 55 of Law 4957/2022.
2. The Director shall be replaced in the event of absence or impediment in accordance with the relevant provisions.
3. The Director exercises the responsibilities associated with the position, which include: preparing and submitting the annual operating programme for teaching and research activities to the Assembly of the Department of Medicine of DUTH and the Assembly of the relevant Sector; ensuring its implementation; overseeing the execution of decisions made by the collective bodies of the hospital where the clinic operates; supervising the provision of nursing services; managing the clinic’s staffing and financial resources; ensuring the submission of an annual report on the clinic’s activities; making recommendations to the General Assembly of the relevant Sector for the appointment of heads of special units; planning for the clinic’s needs in consumables and mobile equipment; and signing all official documents. The criteria for selecting the heads of special units include scientific expertise, advanced training, extensive experience, and active engagement in the field of the respective unit. Scientific Coordinators ensure the smooth operation of the unit, within the context of the Decisions of the Director and the instructions of the governing bodies of the hospital in which the Clinic operates. The Director shall delegate specific powers to the Scientific Coordinators of the Units and other staff of the Clinic based on their respective fields of expertise. The Director is responsible for the overall operation of the Clinic and its units, the use of the premises and the equipment, and for the employees remaining in the areas where experimental and research studies are carried out. The Director informs and approves the conduct of any experimental research work prior to its conduct, and determines the priority for the use of instruments and premises, where there is no such decision.

Article 5
Establishment - Operation

1. The Clinic is established at the University General Hospital of Alexandroupoli, in accordance with the provisions of Article 52 of Law 4957/2022. It operates throughout the year in accordance with the Rules and Regulations of the Democritus University of Thrace and in areas that have been given for its facilities. The necessary logistical infrastructure (classrooms, libraries) is made available through the existing infrastructure of the Department of Medicine of DUTH. A sign with the Clinic’s title and the Director’s information is placed at the premises. Special Actions, Units and

the Outpatient Department of the Clinic may be supported in non-hospital structures, depending on the nature of the programme and the project being implemented.

2. Scientific equipment of the University or the University's Special Account for Research Funds (SARF) may be installed at the Clinic or its Units, following a decision of the University Senate or the SARF Research Committee, followed by a programme contract with the hospital's legal representative, which shall specify the specific terms and conditions for the use of the equipment and the obligations and rights of the parties.
3. The use of specialised equipment is permitted for clinic staff or researchers who have received specific training on such equipment. Mobile instruments, which are delivered for research experimental work, are returned after their use, at the condition they were delivered.
4. On the recommendation of the Director to the competent bodies of the School, distinguished scientists may be hired in fields related to the teaching, research and nursing activities of the Clinic, in accordance with the provisions of Article 18 of Law 1268/1982.

Article 6 Revenue

The Clinic's revenue come exclusively from own resources and are not included in the University budget, in accordance with Article 60 of Law 4386/2016 (Government Gazette, Series I, No 83) and Article 59 of Law 4957/2022 (Government Gazette, Series I, No 141).

In particular, the resources of the clinic may come from: a. Research programmes carried out for itself or on behalf of third parties. b. Making available research, educational, clinic and in general scientific products or services; c. The funds provided by the Department of Medicine; d. Special contributions, funding, donations and prizes from international organisations, public or private enterprises and legal or natural persons; e. Diagnostic and treatment services provided to natural persons as set out in the applicable provisions; f. Inheritances, gifts and bequests left to the University, as long as there are no conditions that are in conflict with the purposes of the relevant clinic and the Democritus University of Thrace; g. Income from the concession of copyrights or patents, products belonging to or produced in the clinic h) any other source of funding, as long as is provided for by the applicable provisions from time to time and the necessary conditions are met.

Article 7 Books kept

The books and records kept by the clinic in digital form and/or hard copies are:

1. Grades Book
2. Protocol Book
3. Equipment and consumables Book
4. Assets Book
5. Annual Financial Records File
6. List of scientific books, journals and instruments

7. Scientific Activity Book
8. Personnel Changes Book.

The Director may also decide to keep any other books or records deemed necessary or specified in special provisions.

Article 8
Title – Seal

1. The title of the Clinic is: “.....”, which appears on all its official documents. This title, as well as the details of the Clinic's Director, are displayed in the premises of the hospital where the Clinic is established and operates.
2. The Clinic uses for its correspondence a seal which states on the outer margin: DEMOCRITUS UNIVERSITY OF THRACE and inside: UNIVERSITY CLINIC
3. A corresponding seal, with the details in English, is used by the Clinic for its foreign-language correspondence and documents.

Article 9
Entry into force

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



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

Komotini 2024

Article 1

General Principles

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

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

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

Article 2

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

1. Students are admitted to USPs of DUTH Departments:

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

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

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

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

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

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

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

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

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

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

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

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

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

Article 3

Enrolling in a USP

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

Article 4

Enrolling in semesters - Selecting courses

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

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

7. Selection of courses allows the student to:

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

Article 5

Organisation of USP

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

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

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

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

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

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

9. The maximum duration of study in a first-cycle study programme with a minimum duration of eight (8) academic semesters for the awarding of the degree is this time, plus four (4) academic semesters. For a study programme whose minimum duration exceeds eight (8) academic semesters, the maximum duration of study is the minimum study time, plus six (6) academic semesters. The

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

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

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

Article 6

Educational activities

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

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

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

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

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

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

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

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

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

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

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

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

Article 7

Teaching work

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

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

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

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

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

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

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

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

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

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

city;

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

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

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

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

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

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

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

Article 8

Conducting the educational process

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

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

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

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

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

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

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

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

9. Bachelor's/ diploma thesis

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

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

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

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

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

Article 9

Textbooks and Teaching materials

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

Article 10

Attending the educational process

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

Article 11

Assessment of educational activities

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

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

Article 12

Recognition of courses

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

Article 13

Completion of Studies - Degree/Diploma Grade - Graduation Ceremony

1. The maximum duration of study in an undergraduate study programme with a minimum duration of eight (8) academic semesters for the awarding of a degree is the specified time, extended by an additional four (4) academic semesters. For a study programme whose minimum duration exceeds eight (8) academic semesters, the maximum duration of study is the minimum study time, increased by six (6) academic semesters. The Internal Rules and Regulations of DUTH specify the details and required supporting documents for exceptional cases of exceeding the maximum duration of study due to serious health reasons affecting the student, a first-degree relative by blood, a spouse, or a person with whom the student has entered into a cohabitation agreement or civil partnership. They also outline the procedure and conditions for temporary suspension of studies and part-time attendance.
2. Students will have completed their studies and shall be awarded a certificate of study or a degree,

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

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

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

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

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

3. Calculation of Degree Grade

Course grades are taken into account when calculating the degree.

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

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

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

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

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

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

"Excellent" means a grade from 8.50 to 10.

4. Graduation Ceremony

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

Article 14

Rights and obligations of first-cycle students

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

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

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

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

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

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

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

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

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

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

Article 15

Final Provisions

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

ANNEXES

A. Templates for printing certificates for undergraduate students

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

B. Degrees/Certificates

Degree

Diploma

Diploma Supplement (in Greek)

Diploma Supplement(in English)



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

bb) 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*

<i>Brief description of the doctoral dissertation with reference to the goal and the approach taken.</i>
<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



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

Annex 6

Regulations for study visits and field exercises in the framework of the teaching of a course included in the Study Programme of Democritus University of Thrace

Komotini 2024

Article 1

Object

Study visits and field exercises may be carried out in the framework of the teaching of the courses included in the study programme of each Department, for the collective transport of students, to the field, to public or private sector bodies, to enterprises or companies, to cultural reference areas or to any other place that is deemed advisable and appropriate, as the case may be, for the conduct of practical exercises, even during holidays.

Article 2

Procedure

The educational trip must be preceded by a decision of the Assembly of the Department, following a recommendation from the interested teacher.

The decision shall include the following information:

- α. confirmation of the educational nature of the visit;
- β. the teacher(s) who will participate, as accompanying staff, and the members of other categories of staff, as assistant accompanying staff;
- γ. the course (or other educational activity) as part of which the visit is taking place;
- δ. the time and place of the visit;
- ε. the exact time and point of departure;
- στ. any other useful details for the conduct of the exercise and the visit.

Article 3

Provision of a bus service

- α. The request may include the provision of a bus belonging to Democritus University of Thrace, provided that the number of students to be transferred does not exceed fifty (50).
- β. The visit must be scheduled at least two months in advance to ensure that the university bus will be available.
- γ. Initially, interested teachers or the Secretariat of the Department must confirm the availability of the University's bus and driver for the specific trip following communication with the university's Transportation Management Office.
- δ. If the bus and the necessary staff are available, the relevant request for transportation shall be addressed to the Assembly of the Department by the interested teacher(s). The relevant decision of the Assembly shall be forwarded for approval to the Vice Rector of Finance, Planning, and Development, who shall issue a relevant decision on the provision of the bus, and to the Transportation Management Office for further actions.

Article 4

Coverage of expenses

Regarding the coverage of expenses (fuel, tolls, driver's daily wages, etc.) these shall be charged to the regular budget of the institution, only when the transportation takes place within Thrace. As regards possible trips outside Thrace, bus expenses (fuel and tolls) cannot be charged to the regular budget.

Article 5

Special provision

Any matter not regulated by this decision may be regulated by decision of the Vice Rector of Finance, Planning, and Development.



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DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 7
**Examination Rules and Regulations of the Democritus
University of Thrace**

Komotini 2024

The Democritus University of Thrace, through the present Rules and Regulations, defines the procedures for organising and conducting examinations, as well as the rights and obligations of students, teaching staff, and invigilators within its Departments. These provisions aim to ensure the integrity and reliability of the examination process and the equitable treatment of examinees, while respecting their personal and academic dignity.

By decision of the Assembly or the Deanery of the Departments or Schools, respectively, may develop their own Examination Rules and Regulations. These provisions must align with the present Rules and Regulations and address specific matters related to their scientific and academic field.

Article 1

General provisions

1. By enrolling in the Study Programmes of the Democritus University of Thrace, students automatically accept the Internal Rules and Regulations of DUTH, which include the present Institutional Rules and Regulations, as well as the Rules and Regulations of their Department or School (if applicable).
2. Students participate in the examination process of each study programme in accordance with the provisions of the Internal Rules and Regulations of DUTH, the present Rules and Regulations, and the study regulations of the respective programme.

Article 2

Examination Coordinator

1. Examination Coordinator is the member of teaching staff who has been assigned to teach a module during an academic semester and is, by law, the person in charge for the examination of the module or a member of the Department to which the Assembly of the Department has assigned to carry out the examination in a module (e.g., in cases of leaves of absence, retirement etc.). In the event of co-teaching, the Examination Coordinator is the Module Coordinator, as specified in the module allocation. The Examination Coordinator is responsible for the organisation and the smooth, unhindered and fairness of the examination.
2. The Examination Coordinator shall be in the examination room fifteen (15) minutes before it starts, check the adequacy of the number of invigilators and the general conditions for the smooth conduct of the examination, and supplies invigilators with examination forms (questions, blank papers, etc.) to be distributed:
3. The Coordinator shall be present periodically in all exam rooms, to supervise the procedure and to answer clarifying questions from students. Clarification questions shall be submitted to the Examination Coordinator for a period of time set by him at the start of the examination. Questions and answers should be as public as can be, and not in person, subject to disclosure of personal data.
4. The Examination Coordinator enters the grades electronically into the DUTH Student Information System (Universis) no later than the deadline for grade submission set by the Assembly of the Department.
5. After examination procedure is completed and deadline lapses, grades are not allowed to be amended (corrected or/and addition of grades). In exceptional cases only, a partial amendment to

the grade record for an examination period (e.g., correction or addition of a grade) may be permitted with a justified decision by the Assembly of the Department, based on a recommendation from the responsible teaching staff member. Such amendments must be made no later than four (4) months after the end of the respective examination period.

6. Before the results are made public, the teaching examiners, the invigilators and the secretarial staff will protect the confidentiality of the results.

7. Together with the announcement of the results, the Examination Coordinator announces a day and time when students may visit him for questions and queries on their exam results. The Examination Coordinator provides, at his discretion, explanations on the correct answers to the examination questions. No exam paper can be shown to a student before the results are notified.

8. The examination may be stopped only for reasons that render the smooth and/or fair completion of the examination procedure impossible.

9. In exceptional cases (e.g. if widespread copying is found) and following a thorough recommendation of the Examination Coordinator, the examination may be cancelled. The relevant decision shall be taken by the Assembly of the Department.

10. In the event of an impediment (e.g., illness) of the Examination Coordinator, they must promptly notify the Head of the Department and the Department Secretariat, preferably electronically, about their inability to attend the examinations. If there is no co-instructor, they must appoint another Faculty Member, member of the Teaching and Research Staff, Special Teaching Staff, Laboratory Teaching Staff, or adjunct lecturer to substitute for them, providing the substitute with relevant instructions. At the same time, they shall give the questions to the replacement in a safe and timely manner.

11. If a student fails more than three (3) times in the same examination, they may ask, by submitting an application to the Head of the Department, that they be evaluated by a three-member committee, which shall consist of teaching staff of the same or another DUTH Department of the same or a relevant field of study to the module being examined, in which the member of the teaching staff of the module cannot participate. If the Head of the Department does not appoint the members of the committee of the first passage within one (1) month from the submission of the application, the student may request from the Dean of the School, and, in the case of a Single-Department School, from the Rector of the University to appoint them. If no committee is appointed by any of the competent bodies within sixty (60) days of the application's submission, the student shall forward their application to the Ministry of Education, Religious Affairs, and Sports, which shall investigate the Rector for failing to implement the application. The assessment by the three-member committee hereof shall take place at any time during the academic year. If the student also fails the examination by a three-member committee, they shall continue their studies as usual, and this process shall be repeated under the same conditions (Article 65(6) of Law 4957/2022).

12. The written examination scripts, assignments, and all materials used for the assessment of students must be securely stored under the responsibility of the module coordinator for a period of twelve (12) months following the examination. After this period, the assessment materials are no longer valid and are destroyed under the responsibility of the module or educational activity coordinator, unless a related criminal, disciplinary, or other administrative procedure is pending.

13. A serious error in the performance of the duties of Examination Coordinators constitutes a disciplinary offence.

Article 3

Invigilators

1. Supervision duties are carried out by Faculty Members, Laboratory Teaching Staff, Special Teaching Staff, Special Technical Laboratory Staff, all categories of teaching staff (academic fellows, adjunct professors/lecturers, etc.), postdoctoral researchers, teachers seconded from primary and secondary education, as well as doctoral candidates. If their number is not sufficient, a subsidiary role may be assigned to post-graduate students in examination of first-cycle study programmes.
2. If an invigilator cannot attend the examination or is to be delayed, he shall ensure in a timely manner, at his own responsibility, that he finds a replacement among the persons included in the list of invigilators of the Department, and shall notify in writing or by e-mail the Examination Coordinator, as well as the Head of the Department.
3. Invigilators shall be at the exam site at least fifteen (15) minutes before the examination start, and help students find a seat in the manner dictated by the reliability of the written examination procedure and indicated by the Examination Coordinator. If they consider it necessary for having smooth examination, invigilators may, acting at their discretion and in accordance with the instructions of the Examination Coordinator, change at any time the layout and the seating of students in the rooms.
4. Invigilators shall ensure the proper identification of students, either when they enter the room or when they deliver the exam papers. The student shall be identified by showing any official public document (e.g. University ID, national ID, military ID or passport etc.) that shall bear a picture of its owner.
5. During the examination, the invigilators exclusively deal with supervising the procedure.
6. The invigilators announce the start and end times of the examination after distributing the exam papers and ensure adherence to the specified times. They also inform the students every one (1) hour, as well as thirty (30) and fifteen (15) minutes before the end of the examination.
7. A serious error in the performance of the duties of invigilators constitutes a disciplinary offence.

Article 4

Methods and organisation of student assessment

1. The assessment of students may be conducted through written or oral examinations, mid-term progress examinations, written assignments, laboratory or clinical exercises, a combination of different evaluation methods or other evaluation methods that are consistent with the nature of each educational process. The integrity of the procedure as an assessment method must be ensured during written or oral examinations.
2. The member of staff teaching the module (or members of staff in case of co-teaching) is responsible for choosing the method and procedure for evaluating the students, as well as the final grades of the module and for issuing the results.
3. The assessment methods, criteria and procedure (e.g. number of interim exams, assignments, evaluation of performance, weight of individual examinations, etc.) shall be listed in the module Outline and on the e-class asynchronous education platform. In case of amendment, the member of teaching staff shall promptly update the Module Outline and the relevant information on the e-

class platform.

2. If the assessment is carried out through final examinations, the examinations shall be carried out after the completion of the teaching semesters for the first cycle courses of study and with re-sit examination after the completion of the academic year. In second and third cycle courses of study, the assessment may be carried out either after the completion of each teaching semester or after the completion of the teaching work for each module or the completion of each educational activity, in accordance with the provisions of the programme's internal Rules and Regulations.

3. Students may participate in the exam process for each study programme in accordance with the provisions of the present Rules and Regulations, the examination Rules and Regulations, the DUTH internal operating Rules and Regulations and the internal Rules and Regulations of each Study Programme. During the re-sit examination, students shall be entitled to be examined on modules and educational activities irrespective of the academic semester during which they are provided according to the approved study programme, if they have not been successfully assessed in them. Particularly students in first-cycle courses of study who have completed the regular study period, which is equal to the minimum number of teaching semesters necessary for awarding the degree, shall be entitled to be examined during the examination period of both semesters.

4. If a student fails more than three (3) times in the same examination, they may ask, by submitting an application to the Head of the Department, that they be evaluated by a three-member committee, which shall consist of teaching staff of the same or another DUTH Department of the same or a relevant field of study to the module being examined, in which the member of the teaching staff of the module cannot participate. If the Head of the Department does not appoint the members of the committee of the first passage within one (1) month from the submission of the application, the student may request from the Dean of the School, and, in the case of a Single-Department School, from the Rector of the University to appoint them. If no committee is appointed by any of the competent bodies within sixty (60) days of the application's submission, the student shall forward their application to the Ministry of Education, Religious Affairs, and Sports, which shall investigate the Rector for failing to implement the application. The assessment by the three-member committee hereof shall take place at any time during the academic year. If the student also fails the examination by a three-member committee, they he shall continue their studies as usual and the process shall be repeated under the conditions of article 65(6) of Law 4957/2022.

5. The module examination includes the material announced to students on the start of the semester, combined with any clarifications or amendments made during the delivery of the modules by the member of the teaching staff.

6. If the evaluation is carried out by final examination, the examination shall be carried out during the January and June exam period for first cycle study programmes and with re-sit examination after the completion of the academic year.

7. In second and third cycle study programmes, the evaluation may be carried out either after the completion of each academic semester or after the completion of the teaching work for each module or the completion of each educational activity, in accordance with the provisions of the programme's internal Rules and Regulations.

Article 5

Grades

1. For any independent educational activity (e.g. class, thesis, etc.) included in a Study Programme, the evaluation will be numerical (grade) with a value ranging from zero (0) to ten (10). Any grade equal to or greater than 5.00 (five) shall be a passing grade.
2. The final grade of every independent educational activity may be the result of an overall final exam or taking into account individual assessments (of equal or different weighting). The final grade, as well as individual evaluations, may be a result of written or oral examinations or practical exercises or the student's performance from participation in the educational process, especially from the preparation and presentation of projects, or a combination of the above. In the case of non-graded reports, traineeships, or projects, a brief descriptive assessment shall be provided.
3. With regard to independent educational activities where students did not receive a passing final grade and where attendance thereof or part thereof was deemed inadequate, students shall be required to repeat them in whole or in part, in accordance with the provisions of the Rules and Regulations of the relevant Study Programme.

Article 6

Right to participate in examination

Students enrolled in the module and having fulfilled all the obligations that arise from attending the module (e.g. attending tutorials, laboratory exercises, etc.), may participate in the examination. Specifically for examination of first cycle programmes:

- a) only students that have included the module in their module selection for the academic semester to which the current exam period corresponds are eligible to take the examination;
- b) students who do not submit a selection cannot participate in the examination and, if they mistakenly do, their exam paper shall not be graded;
- c) during the re-sit examination, students shall be entitled to be examined on modules and educational activities irrespective of the academic semester during which they are provided according to the approved study programme, provided they have not successfully passed them.
- d) in particular students in programmes that have completed the regular study period, which is equal to the minimum number of academic semesters necessary for awarding the degree, shall be entitled to be examined in all modules during the exam period of every academic semester.

Article 7

Planning of Final Examination

1. The Head of the Department, in collaboration with the relevant Sectors, are responsible for coordinating the examination.
2. The Schedule of final examination and the Schedule of invigilators for exam periods shall be prepared by decision of the Assembly of the Department in accordance with the academic calendar determined by decision of the Senate.
3. In preparing the Examination Schedule, care is taken that the distribution of the modules is rational (e.g., the examination of the semester's obligatory modules is evenly distributed over the exam period, no empty days are left, etc.).
4. The Examination Schedule for the exam period for the winter semester shall be approved by the Assembly of the Department and announced to the students no later than 30 November, the exam period for the spring semester no later than 15 April, and the re-sit September examination no later

than 15 July. The examination schedule is posted on the website of the Department immediately after its approval by the Assembly of the Department.

5. In exceptional cases and, if required, the examination schedule may be approved or amended by decision of the Head of the Department, and validated by the Assembly of the Department.

6. The Invigilators Schedule shall be sent to all members of teaching staff and invigilators no later than fifteen (15) days before the start of each exam period. For the Invigilators Schedule, factors such as the number of students registered for each module, the capacity and specific characteristics of the rooms to be utilised, and the number of available invigilators are taken into account.

7. The Secretariat is responsible for informing teaching staff, invigilators, and students of any changes to the examination dates and times due to emergencies or force majeure circumstances. Additionally, it shall notify teaching staff and invigilators of any potential changes to the supervision schedule

8. Examination may be cancelled or postponed in particularly serious cases through a relevant decision taken by the Assembly of the Department, following the recommendation of the President. At the same time, the Assembly of the Department shall specify when the repeat examination shall take place. In cases of extraordinary circumstances, where there is no sufficient time to convene the Assembly, the relevant decision on postponement and the time for repeat examination shall be taken by the Head of the Department, after consulting with the member of teaching staff.

Article 8

Examination procedure

1. At the start of the examination procedure, invigilators shall call for students to be completely quiet and distribute the exam forms (form with the examination questions, blank sheets, if required) to each student.

2. The student shall fill in his details and sign the list of participants when he delivers his examination paper. If, during the examination, the student requires an additional form, the invigilator shall confirm that the first form has been used and initials the second one, after checking that the details of the student have been filled in. The procedure is repeated for each additional form requested.

3. Prior to the commencement, during or at the delivery of the exam paper – under the care of the invigilators – the student is identified by showing any official public document (student/national/military ID or passport, etc.) that bears the picture of its owner.

4. Invigilators move around the room and exercise their duties discreetly, seriously, responsibly and without making any noise. Loud remarks, comments, or expressions of dismissive behaviour towards students and other related behaviours are not permitted, as they are inconsistent with academic conduct. Invigilators, acting at their discretion and in accordance with the instructions of the Examination Coordinator, shall take measures in the event they find that students do not comply with the rules of the examination procedure.

5. Invigilators are responsible for complying with the examination time. Once the deadline set for the examination has passed, invigilators shall stop the students and receive the exam papers. Upon delivery of his examination paper, each student shall sign the attendance sheet which includes his name and student number.

6. When receiving the exam papers, invigilators shall ensure that the students have entered their details in every exam form they have used. They then deliver the exam papers collected per exam

room to the Examination Coordinator, after counting them and writing down their total number on the examined student list, and they compare them with the total number of signatures they have for the specific exam room from the examined students. The two numbers – per room – should coincide. In the event of a discrepancy between the exam papers and the number of signatures of students, invigilators shall immediately take all appropriate measures to verify the reason for the discrepancy, filling out and signing a relevant protocol.

7. Exam papers are placed in folders with the name of the module, the exam date, the names of the invigilators in the room and the total number of exam papers.

Article 9

Obligations of examined students

1. Students shall be on time in the exam room. If there is a delay of more than fifteen (15) minutes, the student is not allowed to sit the exam. Students who arrive within fifteen (15) minutes are be entitled to an extension of their exam time.

2. The minimum time for delivering the exam paper and for the student leaving the room is thirty minutes (30) from the distribution of the exam questions, unless otherwise specified by the Examination Coordinator.

3. The following are not allowed:

- students cannot attend examination with notes, books, mobile phones or other electronic devices (e.g. smart watch, tablet, headphones, etc.) of any type and method of communication, unless expressly requested by the Examination Coordinator;
- students cannot exit the room during the examination, save in case of an emergency and with the consent of the Examination Coordinator, in which case they will be accompanied by an invigilator;
- a student cannot stay in the room alone, which is why the penultimate student remains in the room, as the last two students leave at the same time;
- students cannot take the exam questions with them, unless otherwise instructed by the Examination Coordinator;
- students cannot exchange notes or items, and they cannot cooperate speak to each other, show their exam paper to other students and in general attempt to use any method of copying and/or obtaining answers in an unlawful and ethically improper manner. The above constitute an attempt to copy and shall lead to the student's exam paper being initialled and receiving a grade of zero. In addition, they constitute a breach of the present Rules and Regulations and, consequently, a disciplinary offence.
- the duration of the exam cannot be exceeded.

4. Any violation of the integrity of the examination, even if it is found at a later time, such as at the stage of marking the exam papers, leads the exam paper to being initialled by the invigilator or the member of teaching staff (depending on who finds the violation of integrity and at what stage of the process). In addition, they constitute a breach of the present Rules and Regulations and, consequently, a disciplinary offence.

5. The examination starts once the exam questions have been distributed. The time the examination will end is announced at the beginning, and after all examination forms have been distributed to

everyone.

6. Students shall respect the teaching staff and the invigilators, and comply with their instructions. Protests, comments, insults, expressions of dismissive behaviour towards invigilators and/or teaching staff, or other related behaviours and actions are inconsistent with academic conduct and are not permitted.

Article 10

Special Provisions

1. Oral examination, interim progress examination, written assignments, examination in laboratory or clinical exercises and other evaluation methods in general are scheduled and communicated by any appropriate means in a timely manner (at least 15 days) to students.
2. Oral examination shall be carried out in groups of students in the presence of the Examination Coordinator and, if in special cases there is only one student being examined, the presence of one invigilator is required.
3. In modules examined through assignments, as well as in laboratory/tutorial exercises, copying or plagiarism results in the assignment or report receiving a grade of zero; in addition, this is also a disciplinary offence. Any means necessary may be used to ascertain whether plagiarism or copying has taken place.
4. The procedures for examining the thesis of the Master's Degree Programmes and the doctoral dissertations are specified in the Rules and Regulations for Second and Third Cycle Study Programmes.

Article 11

Examination for students belonging to vulnerable groups

1. DUTH shall cater to the needs of students belonging to vulnerable groups who may potentially be dealing with issues of integration in the educational process or have some form of disability or special educational need.
2. Participation of students belonging to vulnerable groups takes place in an environment of respect and acceptance, in accordance with the provisions of the legislation in force and the DUTH Internal Rules and Regulations (Article 186).
3. The examination of members of vulnerable groups shall be carried out on the same day and time as regular examination. Due to special circumstances and depending on the severity of their difficulties, a different method of examination to that of the other students can be set, possibly on a different date and time.

Article 12

Online examination

Academic and educational obligations of teaching staff, invigilators and students examined via in-person examination shall apply *mutatis mutandis* to their participation in examination carried out using distance learning, provided that this method of examination is expressly provided for in the applicable legislation.

In addition, the following shall also apply to examination carried out online:

1. The instructions for participation in online examination are posted on the e-class platform by the Examination Coordinator at least seven (7) days prior to the examination and students shall be informed about the manner of their registration and the information related to the examination.
2. To prepare for sitting any type of online examination, students shall make sure to have the necessary technical equipment. They shall check the features of their equipment and their internet connection (computer, camera, microphone, scanner, etc.).
3. Prior to the examination, students shall carefully read the instructions announced by the Examination Coordinator, adhere to them during the examination and must be familiar with the way in which their exam papers are submitted (by carefully reading the relevant instructions), in order to avoid any problems during the examination.
4. Students shall exclusively use their university accounts/e-mail addresses (username, password) to log in and participate in any type of online examination.
5. Students shall be in the predetermined virtual room at least fifteen (15) minutes before the predetermined commencement time of the examination and shall respond to the instructions of the invigilators.
6. Through their presence on an online examination, students declare that:
 - a) they consent to the subsequent examination procedure;
 - b) they participate in this process, respecting all the rules of academic conduct;
 - c) they are not using any improper means for their exam papers; and
 - d) they accept the University's personal data protection framework.
7. Invigilators and the Examination Coordinator shall be connected to the virtual rooms at least 15 minutes prior to the start of the examination and shall assist students to ensure there is no delay in the start time of the examination.
8. During the online examination, students shall have their computer cameras on throughout the exam, and shall be in an isolated and quiet area that allows uninterrupted operation of the camera and microphone throughout the exam.
9. Students sitting online examination accept, with their participation, that at any time they may be asked to share the computer screen with which they participate in the exam.
10. Students shall keep track of the flow of the exam in the system and the messages sent to them by the Examination Coordinator and the invigilators, and follow the relevant instructions. Students shall inform the Examination Coordinator immediately of any problem that may arise by writing a message on the chat area.
11. The Examination Coordinator shall remain connected to the online examination system and coordinate the examination; he may receive from the relevant electronic platform records regarding the presence and activity of the participants in the examination. Participation records provide information about participants' details and their activity during their presence in the specific examination, e.g. time of entry and exit from the electronic platform, disconnection, etc.
12. The Examination Coordinator and the invigilators, if they deem it necessary, may disable microphones in order for the examination to be carried out in a quiet environment (especially in rooms with multiple participants) and send instructions to all or specific participants etc.
13. The Coordinator and the invigilators of the online examination are not responsible for any technical problems the participants may face during the exam or in general for problems related to the operation of the internet or their equipment.

14. The following are prohibited:

- a) the recording and further use (posting on websites) of the examination either by the students or by the examiners, as this constitutes processing of personal data which must comply with the General Data Protection Regulation;
- b) the use of an electronic device other than those used by the student to sit the exam, without the consent of the Examination Coordinator;
- c) leaving the virtual examination room without the consent of the Examination Coordinator and/or the invigilators;
- d) being away from their computer, save for in exceptional cases, with the consent of the Examination Coordinator and/or the invigilators;
- e) any type of cooperation between participants or with other persons.

15. If a student is disconnected during the examination, the student may submit a request for further examination with an application that is submitted via e-mail to the Secretariat of the Department and the Examination Coordinator within eight (8) hours. Within a period of three days, the applicant must provide documents as evidence showing that the reason for the disconnection is not due to his own action, but to events beyond his capabilities (e.g. sudden power outage or internet connection interruption, for which the internet provider is responsible), and that he is not responsible for the disconnection (e.g. produce an official letter by the electricity provider or internet provider) so that his withdrawal from the exam is not deemed to be intentional.

Article 13

Final Provisions

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



ΔΗΜΟΚΡΙΤΕΙΟ
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DEMOCRITUS
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Annex 8
Internship Regulation
of the Democritus University of Thrace

Komotini 2024

Article 1

General

Internships are a key Higher Education activity as they are a fundamental method of linking theory with practice, actively contributing to the utilisation and consolidation of the knowledge, competencies and skills acquired in the framework of the study programmes, as well as to smooth integration into the labour market. The DUTH first and second cycle study programmes may provide internship modules, as a mandatory or optional educational activity. The students' internship takes place in Receiving Entities, such as public services, legal entities governed by public or private law, grade 1 and 2 Local Government Organisations, and enterprises, under the supervision of Faculty Members / Laboratory Teaching Staff / Special Technical Laboratory Staff of the respective DUTH Department. Through the placement of students in agencies and organisations, the aim is to consolidate the collaboration between the Academic Departments and the Business environment. Undergraduate and post-graduate students of the DUTH Departments participate in the internships, based on the procedure described in this regulation.

Article 2

Internship organisational structure

1. Institutional Director

By decision of the DUTH Senate, the Institutional Director and their deputy may be appointed. The Institutional Director and their deputy are responsible for coordinating and organising the DUTH Internship.

More specifically, they are responsible for:

- a) coordinating and organising the DUTH Internship in cooperation with the Academic Departments, in accordance with the relevant legislative framework and the Institute's Internal Rules and Regulations;
- b) signing documents related to the Internship;
- c) ensuring compliance with the Internship Regulation at an institutional level and facilitating its practical implementation;
- d) formulating and putting forward proposals related to ensuring the smooth operation of the Programme; and
- e) drawing up and submitting an annual report to the DUTH Senate.

2. Academic Affairs Directorate

1. The Internship of DUTH students falls under the Academic Affairs Directorate, and its activities are handled by the "Internship Centre".

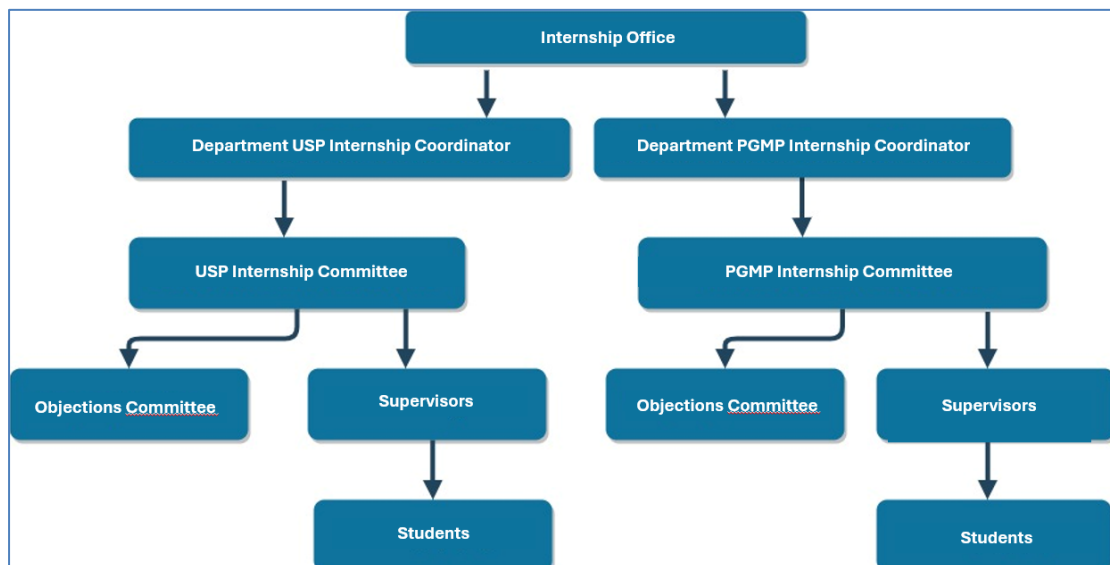
2. The Internship Centre is responsible for the overall coordination of the Internship, cooperates with the DUTH Institutional Director, the Heads of the Academic Departments, it supports participating students on an administrative level, and assists the Receiving Entities on issues related to the Internship.

More specifically, the DUTH Internship Office is tasked with:

- implementing, in collaboration with the Internship Coordinators of the Departments (in case of projects/programmes with the Internship Scientific Coordinators) and the students, the Internship process (from briefing to the payment of interns);

- assisting students in finding or changing a Receiving Entity for the performance of the internship in cooperation with the Internship Coordinators of the Departments;
- collecting and maintaining the data of students and collaborating Receiving Entities for the performance of the internship in the database of its information system (<https://praktiki.rescom.duth.gr/>);
- updating the DUTH Internship integrated management information system with the applicable information required and collecting Internship statistics;
- implementing publicity and promotion actions on the internship website (<http://praktiki.duth.gr>);
- communicating with the Receiving Entities regarding matters pertaining to the performance of DUTH's Internship;
- providing, through the internship website (<http://praktiki.duth.gr>), detailed instructions regarding the actions and procedures to be followed by students, Receiving Entities and DUTH Departments during the organisation and implementation of the Internship;
- maintaining records with the annual reports of DUTH Departments conducting internships;
- managing the account of the Internship Office on the ATLAS platform (<https://atlas.grnet.gr/>);

The legislation currently in force allows for staffing of the Internship Office by DUTH administrative employees and external associates.



3. Internship Coordinator

Each academic year, an Internship Coordinator is appointed in every DUTH Department. The Internship Coordinator is selected from the Faculty Members or the Laboratory Teaching Staff (E.D.I.P.) or the Special Teaching Staff (E.E.P.) or the Special Technical Laboratory Staff (E.T.E.P.) of the Department.

In the case of a co-financed/financed internship, the Internship Coordinator may also be appointed as Scientific Coordinator.

Each Post-graduate Master's Programme (PGMP) may appoint the Internship Coordinator by decision of the body responsible for its programme. The Departments can appoint the same

Internship Coordinator for their Undergraduate Study Programme (USP) and one or more PGMPs.

The Internship Coordinator chairs the Internship Committee.

The Internship Coordinator is responsible for:

- informing students about the Internship;
- contacting the entities to inform them about Internship issues;
- supporting students in finding a Receiving Entity for performing their internship;
- coordinating all activities related to the Internship;
- resolving problems that arise during implementation of the Internship;
- making a recommendation for the appointment of a supervisor for each student;
- signing documents related to the Internship;
- maintaining the records with the student interns.

4. Internship Committee

The Internship Committee shall be appointed by the Assembly of the Department every academic year and shall consist of the Internship Coordinator who chairs the committee, and two other members from the Faculty, Special Teaching Staff, or Laboratory Teaching Staff, along with their respective alternates. The Internship Committee may be the same for all or some study programmes of the same Department. Each PGMP may appoint the Internship Committees by decision of the applicable body responsible for its programme.

The Internship Committee is responsible for:

- resolving problems that arise during implementation of the Internship;
- appointing a supervisor for every student intern;
- assisting the Internship Coordinator in organising and coordinating the Internship;
- preparing an annual report on the implementation and evaluation of the internship programme and submitting it to the Assembly of the Department;
- evaluating the Internship of the study programme and making recommendations on issues related to the internship;
- evaluating the applications and drawing up the ranking table, making a ranking recommendation to the Assembly of the Department and posting the ranking of students based on their credit points on the website of the Internship and the Department, ensuring transparency of the procedure and equal treatment of all candidates, while respecting the personal data protection requirements.

The list of students selected to perform an Internship:

a) in case of a co-financed internship it is forwarded to the Secretariat of the Department and the DUTH Special Account for Research Grants, and is posted by them on Diavgeia (Approval Decision);

b) in any other case it is forwarded to the Secretariat of the Department which posts it on Diavgeia (Approval Decision).

5. Internship Objections Committee

5.1 The Objections Committee consists of three members, along with their alternates, with different members from the Evaluation Committee, and it is appointed by each Department and is responsible for managing the objections for the ranking of students in terms of the internship results within the framework of first and second cycle study programmes. Each PGMP may appoint the Internship Objections Committees by decision of the applicable body

responsible for its programme. The Internship Objections Committee may be the same for all or some study programmes of the same Department. Members of the Committee may include Faculty Members of the Department, as well as members of the Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff. The Department is entitled to appoint the Student Affairs Committee as the Objections Committee. The Student Affairs Committee may exercise the duties of the Internship Objections Committee.

5.2. Objections shall be submitted electronically to the Secretariat within a period of five (5) working days either from the day following the date of publication of the provisional ranking results of the applicant students of each Department or within the time-period specified in the announcement of the provisional results, while maintaining the minimum of five working days for objections.

6. Internship Supervisors

The Supervisors are responsible for guiding and supporting students throughout the internship process, communicating with Receiving Entities in order to achieve the intended learning outcomes, and informing the Coordinator and the Internship Committee. Teaching staff of the study programme may be appointed as Internship Supervisors.

Article 3

ATLAS - Collaborating Entities

1. The registration and provision of internships for students of the first cycle of studies is supported by the special Information System ATLAS of the Greek State's Société Anonyme under the name "Greek Research and Technology Network S.A. (GRNET S.A.)." For the purposes of the General Data Protection Regulation (OJ L 119) and Law 4624/2019 (Government Gazette, Series I, No 137), the Ministry of Digital Governance and the Ministry of Education and Religious Affairs are acting as Data Controllers, and GRNET S.A. as Data Processor. All internships concerning first-cycle University students must be published and recorded in the ATLAS information system.

Especially for financed and co-financed DUTH internship programmes, the collaborating Entities may be private or form part of the country's public sector, with priority given to the private sector due to financing conditions.

2. The activities undertaken by students at the collaborating Entities must be relevant to the field of study of each Department. The Receiving Entities are required to inform students about their obligations, train them to fulfil their duties, ensure suitable working conditions and supervise the Internship. Where it is ascertained by the Receiving Entity that the student is not fulfilling their obligations, it must notify the Internship Coordinator of each programme in writing or electronically in order to resolve the issue.

3. The Receiving Entity is obliged to communicate the commencement/change and suspension of the internship by submitting the corresponding E3.5 forms on the ERGANI Information System, as laid down in the legislation in force on the determination of the terms for electronic submission of forms that fall under the responsibility of the Labour Inspectorate.

4. The Receiving Entity may not be an enterprise belonging to a relative of the student (from second degree and above in a direct line, collaterally and by marriage), and they may not have any marital relationship with the legal representative of the Entity. The supervisor of the Receiving Entity may not be a relative of the student (from second degree and above in a direct line, collaterally and by marriage).

It is expressly stated that:

a) for the performance of a student's internship there must be no family relationship between the student (from second degree and above in a direct line, collaterally and by marriage) and the legal representative of the enterprise;

b) in the event where the Receiving Entity employs a person with kinship of second degree or above or marital relationship, said person cannot be appointed as a supervisor by the Receiving Entity.

For student internships, an internship contract is concluded among DUTH, the student and the Receiving Entity.

Article 4

Academic and Financing Framework

1. Participants

Undergraduate and post-graduate students of the DUTH Departments are eligible to participate in the Internship, provided they meet the criteria set by their Department. Foreign students studying at the Institute through the Erasmus Programme are not eligible to participate in the DUTH Internship. Students may perform an Internship throughout Greece and in foreign entities, in accordance with the provisions of the Internal Rules and Regulation of the study programme.

2. Internship for obtaining professional rights

2.1 By joint decision of the Minister of Education and Religious Affairs and the competent Minister in each case, specific conditions and terms may be laid down for the performance of an internship within the context of first and second cycle study programmes, in cases where successful completion of a study programme leads to obtaining specific professional rights, in accordance with the applicable legislation, and the performance of the internship is a mandatory educational activity of the programme.

2.2 This includes relevance to Special Education fields based on the following: a) Government Gazette, Series II, No 1152, Decision No 52425/Z1/05-04-2019, b) Government Gazette, Series II, No 3777, Decision No 89938/Z1/13-08-2021). Regarding Social Work in particular, the International Association of Schools of Social Work (IASSW) together with the International Federation of Social Workers (IFSW) have established criteria for Social Work training and have set out specific standards and conditions for the performance of internships, which lead to an internationally recognised professional title - licence to practice the Social Worker profession (Professional Social Work Qualification). Consequently, the Study Programmes leading to a license to practice the Social Worker profession, both in the European Union and internationally, have been harmonised with the aforementioned criteria as well as with the directive of the Bologna Declaration.

2. Internship Establishment

2.1 The Establishment of the Internship takes place by decision of the Assembly of each Department for USPs or the applicable body responsible for PGSPs. The establishment decision is sent to the Internship Office and must specify the following:

- The module code, title and category it belongs to: It can be compulsory, compulsory elective, or Free Choice. Compulsory means a module which the student is required to attend and be successfully examined in during their studies in the specific semester provided for by the study programme. Compulsory electives are modules that the

student is required to select at some point during their studies in any order they wish. Free choice refers to a series of modules from which students can choose a specific number determined by the Study Programme. If the module falls within one of the above categories, it must have the same properties as the corresponding module category (with regard to the contribution of the module to obtaining a degree, the total number of ECTS units of the degree, and any other characteristics provided for by the Department).

- The number of credit units (European Credit Transfer and Accumulation System - ECTS) the module receives.
- The deliverables required for completion of the physical subject-matter:
 - i. Certificate of Internship performance by the entity.
 - ii. In case of participation in a co-financed project, the deliverables for completion of the physical subject-matter shall be configured according to its specified requirements.
- The assessment method for the specific module, such as final internship report for the student.
- The performance period, the calendar months during which the internship can be conducted (e.g. July-August or the entire year).
- The duration, the concrete time-period (whole months) students may perform the internship (e.g. 2 months, 1 month).
- The total Internship hours: The possibility of carrying out full-time or part-time internship and the determination of the working hours in accordance with the employee's working hours at the respective post of the Receiving Entity. This decision also determines the compensation amount for students accordingly.
- The Internship Coordinator and their deputy.
- The Internship Committee, along with alternate members.
- The Objections Committee, along with alternate members.
- The Internship Supervisors

2.2 In cases where the Internship is not a compulsory module or is related to a co-financed/financed programme, the decision must also specify:

- The minimum requirements of academic progress that must be met in order to submit an Internship application (such as a specific semester for the performance of the internship, prerequisite modules, required number of successfully examined modules).
- The selection criteria and their relative weighting - award of credit points. The selection criteria may be the average grade, the number of modules successfully examined in compared to all modules of the previous academic year or all modules, the average grade for a set of modules, the level of proficiency in a foreign language, etc. The selection criteria must be measurable (for financed programmes and in case of non-compulsory internships).
- The rate of Internship admission for students of special and vulnerable social groups, as defined by law, for financed programmes and in cases of non-compulsory internships (see annex regarding special and vulnerable social groups).

- Provision for the award of credit points to participants in case of a tie (for financed programmes and in cases of non-compulsory internships).
- Anything else specified by a financing framework.

3. Compensation and Insurance Cost

3.1. First Cycle of Studies Compensation and Insurance Cost

A. The cost of compensation and insurance for students performing internships shall primarily be borne by the Receiving Entities.

B. The cost of compensation and insurance for students performing internships may be fully or partially covered through programmes financed or co-financed by national or European funds, in accordance with the conditions set out in each financing programme.

3.2 Second Cycle of Studies Compensation and Insurance Cost

A. The cost of compensation and insurance for post-graduate students performing internships shall primarily be borne by the Receiving Entities.

B. The cost of compensation and insurance for post-graduate students performing compulsory internships for the successful completion of their study programmes at schools or other public sector bodies is covered by the resources of the DUTH Post-graduate Study Programmes and is determined based on the specific conditions and terms of performance of the internship according to the Joint Ministerial Decisions that enter into force each academic year.

B. The cost of compensation and insurance for post-graduate students performing internships may be fully or partially covered by programmes financed or co-financed by national or European funds, in accordance with the conditions set out in each financing framework.

4. Payment of Compensation

4.1. The amount of compensation is determined by the provisions of the legislation in force. In the case of a co-financed internship, it is calculated based on the available budget and the estimate of the number of students that will participate in it. The monetary amount is determined centrally by the Institute and the monthly compensation is uniform for all students.

4.2. The compensation of student interns shall be paid as a one-off payment upon completion of the internship educational process, after checking all student obligations as set by the Department and in accordance with the applicable financial framework.

5. Insurance Amount and Contract

5.1 For student internships, it is mandatory for an internship contract to be concluded among DUTH, the student and the Receiving Entity, in accordance with the legislative framework in force. Students performing an internship are compulsorily subject to the insurance of the National Organization For Health Care Services (EOPYY) through the Electronic National Social Security Entity (e-EFKA) (former Social Insurance Institute — Unified Insurance Fund for Employees (IKA-ETAM)), in accordance with Article 15(10) of Law 3232/2004 (Government Gazette, Series I, No 48), only for the accident sector, the cost of which is borne exclusively by the Receiving Entity.

5.2 Students are insured each month for 1% of the premium corresponding to the lower insurance category and it is an insurance against an occupational accident. The contributions paid to e-EFKA for persons who are or will be insured with it, only against the risk of an accident, are set at 1% of the presumed daily wage of the twelfth (12th) insurance class, as in force from time to time. Through their participation in the Internship, students do not lose

the right to insurance as directly or indirectly insured (from their parents), nor are they exempt from contributions as directly insured with an insurance carrier.

From 01 Jul. 2019, the compensations and insurance contributions of students performing an internship in businesses of the private sector, where provided, shall be deposited by the businesses through a payment account and shall be transferred respectively and paid by the relevant payment service provider to the accounts of the above beneficiaries and the Social Security Bodies. For this reason, all businesses that have such an obligation shall sign a contract with a payment service provider of their choice. Failure to comply with the obligation referred to in paragraph 1 shall lead to the termination of the internship contract, in accordance with the provisions in force, as well as the exclusion of the businesses from the internship programmes for two years (Article 52 of Law 4611/2019). In addition, as per Article 10(1) of Law 2217/1994, for the insurance of the intern the stipulated insurance contributions are paid, which are borne by the natural person or legal entity (Receiving Entity) in which the internship is performed.

6. Ergani Information System

6.1 As of 1 October 2019, the Entities Receiving the student interns are obligated to post the Internship Contract on the Ergani Information System, in accordance with Decision 40331/D1.13521 (Government Gazette, Series II, No 3520/19-09-2019) of the Ministry of Labour and Social Affairs on Redefining the terms for electronic submission of forms that fall under the responsibility of the Labour Inspectorate (S.EP.E.) of the Public Employment Service (D.YP.A.).

6.2 The commencement and end of the Internship shall be declared through the electronic submission of forms a) E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF COMMENCEMENT OF / CHANGES TO STUDENT INTERNSHIP, and b) E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF TERMINATION OF STUDENT INTERNSHIP respectively on the ERGANI Information System. Along with the submission of the declaration, either the scanned Internship contract or the Internship approval decision posted on DIAVGEIA is attached, as applicable.

The deadline for the submission of the Internship commencement form on the ERGANI Information System is set out by law, at the latest prior to the date of commencement of the students' Internship at the Receiving Entity.

Subsequently, the final deadline for the submission of the form of termination of the Internship on the ERGANI Information System is set as the period of four days from the suspension or termination of the Internship.

In the event of change to the organisation or time-period of the Internship, the representative of the Receiving Entity shall submit the form with regard to the information changed no later than the same day of the change or amendment and, in any case, before the assumption of duties.

The obligation for the submission of the E3.5 forms on the ERGANI Information System lies exclusively with the Receiving Entity. Information on completing the form can be found at the following link: <https://praktiki.duth.gr/guides/>

7. Benefits

The provision of monetary compensation for the performance of an internship shall not constitute grounds for the suspension of other financial benefits granted or special benefits or pensions which DUTH students receive or are entitled to receive. In the case of receipt of

unemployment benefits, they will have to contact the Body from which they receive said benefit in order to be informed whether their participation in the Internship will result in its suspension.

Article 5

Student Obligations

1. Working hours

1.1 Interns performing an Internship must adhere to the approved Internship working hours, as set out in the Internship establishment of each Department.

1.2. At their workplace, students are obliged to follow safety and work regulations, as well as any other regulation applicable to the regular staff of the Receiving Entity's business or service.

1.3. Arbitrary absences or violation of workplace regulations may lead to the suspension of the Internship.

1.4. In the event that the student is not working on matters pertaining to their speciality, they must state so in writing or by email to the Internship Coordinator. The Internship Coordinator and the Internship Committee shall take charge of the matter and if the issue is not resolved, the internship shall be suspended and the Internship Suspension procedures provided for in this Regulation shall be followed.

1.5. With the consent of the Receiving Entity and appropriate settlement of their obligations to the Entity, students who perform an Internship may participate in module exams during the examination periods, on the condition that the coverage of the working hours takes place within the internship time-period provided for in the contract, compulsorily covering the five-day full-time or part-time internship according to the Establishment.

2. Change of Receiving Entity

It is possible to change the Receiving Entity during the implementation of an Internship when special reasons apply that the Internship Coordinator shall ascertain. The change is made in accordance with the procedure laid down in the Department's Regulation and DUTH.

3. Suspension of Internship

In the event that the intern leaves before completion of the Internship or is not present at the Receiving Entity on the days and hours specified or does not properly perform the duties assigned to them during the Internship, the Receiving Entity undertakes to inform in writing or by email the Internship Coordinator of the Department the student studies in and the Internship Office. Subsequently, the Internship Coordinator is required to make the necessary recommendations to the intern, and is entitled to decide on the suspension of their occupation in the framework of the internship. Once the Internship Coordinator certifies the suspension of the intern's occupation at the Receiving Entity, the Internship contract shall also be terminated immediately due to the student's fault.

In the event that the suspension of the internship is due to reasons of health or force majeure or is the fault of the Receiving Entity, the right will be given, in consultation with the Internship Coordinator, to either amend the duration of the Internship contract or to repeat it at a later time, while complying with the overall procedures required and timetables.

In the event that the Internship is compulsory to obtain the degree, each Department shall determine the procedure for completing the specific module.

Article 6

Performance of Internships in Schools (Law 4823/2021/Government Gazette, Series I, No 136 - 03 Aug. 2021 Article 88)

By decision of the Principal or Director of the school it shall be decided whether undergraduate or post-graduate University students can perform internships at the school.

Article 7

Facilitation of Students with Disabilities and Special Educational Needs

DUTH encourages students who experience visual, hearing or other difficulties that hinder their access to education to contact the applicable competent body of the Institute in order to seek support.

This body aims at equal access to educational activities for students with special needs and disabilities, through the adaptation of the educational environment, development of supportive IT technologies and the provision of services facilitating access to spaces and knowledge.

Article 8

Internships for Students from other Institutes where DUTH is the Receiving Entity

1. Students from other Institutes may perform Internships at DUTH Directorates, laboratories, study centres and units in general. Internships with DUTH as the Receiving Entity are implemented under the coordination of the DUTH Institutional Director at the time, the Internship Office, the student's Institute of origin and the DUTH Administrative Support Directorate, which is represented by the Vice Rector for Administrative Affairs.
2. For the implementation of Internships with DUTH as the Receiving Entity, it is mandatory for an Internship contract to be concluded among DUTH, the student and the University Institute of origin, in accordance with the legislative framework in force.
3. The Internship of students at DUTH may be implemented via a financed, co-financed or non-financed programme in accordance with the applicable legislation in force.
4. The procedure followed is described in detail in the relevant Annex hereto.

Article 9

This Regulation is approved by decision of the Senate and shall be adapted in each case to the provisions of the legislation in force.

ANNEXES

ANNEX I

Definition of Educationally Vulnerable Student Groups

1. DUTH must handle with particular sensitivity the needs of students belonging to vulnerable educational groups that may potentially face problems of educational integration due to disability or special educational needs. In the framework of the legislation in force and international practice, DUTH must ensure the necessary infrastructure and support, as well as the necessary conditions, for their unhindered participation in the educational process and the successful completion of their studies and their integration into the labour market.

Both the European and domestic statutory frameworks for the protection of educationally vulnerable persons ensure their equal participation in the educational process, and everyone has a clear obligation to respect this.

The Democritus University of Thrace pays particular attention to students with special educational needs, who have priority in all kinds of benefits and rights deriving from their student status.

According to Law 4430/2016 “Vulnerable social groups or high-risk groups are those groups of the population who have limited or no access to social and public goods and who find it difficult or impossible to have a good quality of life on many levels and in various sectors.”

By analogy, students are included in educationally vulnerable groups if they present difficulties of integration into the educational process and in general of managing their lives within the educational institution. Law 4957/2022 makes provisions for students belonging to vulnerable groups and includes special arrangements for them, particularly with regard to benefits.

Indicatively, the main categories of educationally vulnerable groups are:

- Students with severe pathological diseases (e.g. cancer)
- Students with mobility disabilities
- Students with diagnosed neurological conditions (epilepsy, multiple sclerosis, photophobia, photoepilepsy)
- Students with sensory disabilities (deafness, hearing loss, visual impairment)
- Students with neurodevelopmental disorders (Attention Deficit-Hyperactivity Disorder (ADHD), Specific Learning Disabilities (dyslexia, dysgraphia, dyscalculia), Autism Spectrum Disorder (ASD))
- Students with speech and language problems (Dysarthria, Stuttering)
- Students with mental health problems

In accordance with Law 4074/11-04-12 (Government Gazette, Series I, No 88) on the Ratification of the UN Convention on the Rights of Persons with Disabilities, it is provided that: *“States Parties shall ensure that persons with disabilities are able to access general tertiary education, vocational training, adult education and lifelong learning without discrimination and on an equal basis with others. To this end, States Parties shall ensure that reasonable accommodation is provided to persons with disabilities.”*

2. The participation of students who belong to educationally vulnerable groups takes place in a climate of respect and acceptance of their uniqueness.

3. The General Guidelines include the following:

- a) Upon their enrolment in their Department or in case a condition is diagnosed during their studies, students are required to submit to the Secretariat of their Department a relevant report by a competent public body which certifies the type of condition that includes them in the educationally vulnerable groups that present difficulties in their integration into the educational process.
- b) Prior to the commencement of the educational process or prior to any stage of the process (e.g. workshops, examinations) deemed necessary, students should contact their Academic Advisers and state their special needs, in accordance with the report they have submitted (“right – not obligation – if they wish to be included in a different status).
- c) Academic Advisers-Professors must confirm with the Secretariat of their Department that the student has submitted the necessary report to the Secretariat.
- d) The Advisers-Professors shall inform the teaching staff of the name of the student and their specific needs, based on the report, so that the necessary measures can be designed (e.g. alternative activity, different examination method, etc.).
- e). In regard to the examinations of educationally vulnerable groups, they are generally carried out on the same day and at the same time as those of the other students. Due to special circumstances and depending on the severity of their difficulties, a different method of examination to that of the other students can be set, possibly on a different date and time.

Provisions for Educationally Vulnerable Groups Regarding Internships

Following the above, in the light of the legislation in force and in the framework of incorporating the guidelines of inclusion, respect for diversity and combating discrimination, students with disabilities or special educational needs falling within one of the above categories participate in the Internship Programme, occupying 5% of the positions provided by the Department, by submitting the supporting documents required from time to time. In the event that the number of applications is greater than the number of positions corresponding to 5%, the evaluation among candidates in the special category shall be performed based on the criteria laid down by the Regulation of the Department at the time. Finally, if the number of special category applications is lower than the number of the positions provided, these can be filled by candidates in the general category and vice versa.

ANNEX II

Part I: Department Internship Guide in the Framework of the "DUTH Internship"

The DUTH Internship is implemented in cooperation with the Departments, students and the Receiving Entities under the coordination of the respective Institutional Director and the Academic Affairs Directorate, which is represented by the respective Vice Rector for Academic Affairs, Student Care and Lifelong Learning.

PROCEDURE

More specifically, the steps for the completion of the actions required by the Departments for the commencement of each Internship cycle are:

1. In the event of compulsory Internship, the drawing up of a student list along with the entities where they will perform the internship and the duration thereof, ratification of this list by the Assembly of the Department, and its posting on Diavgeia by the Department's Secretariat (Approval Decision).
2. In the case of non-compulsory internship, students must have selected the corresponding elective course (provided they meet the criteria), and those who are on the module list shall be included in the students' list along with the entities where they will perform the internship and the duration thereof, and this list shall be ratified by the Assembly of the Department.

Commencement of Internship

1. Supervision of students for the smooth performance of the internship at the Receiving Entities.

Termination of Internship

- Ensuring completion of the procedure of submission of the completion certificate by the Coordinators (or Supervisors) of the Receiving Entities, as set out in the Establishment.

DELIVERABLES OF DEPARTMENT COORDINATORS

The deliverable for the Coordinators and the Internship Committees of the Departments participating in the Internship is the "Annual Report of Internship Implementation Evaluation" (see template attached). The Annual Evaluation Reports on the implementation and evaluation of the internship programme are drawn up by the Internship Committee of the Department and a signed copy is submitted by the Internship Coordinator of the Department to the Assembly of the Department. It is sent to the Internship Office along with the approval decision of the Assembly of the Department in October.

Note

A record of all the supporting documents of the students, which must be in electronic format or photocopies, shall be kept by the Department Coordinators for six (6) years after completion of the physical subject-matter.

Please do not hesitate to contact us if any clarification is needed.

DUTH's Internship Office

Commencement of Internship:

- Following approval by the Assembly of the Departmental and the posting of the Internship Approval Decision, I take the necessary steps for the signing of my contract. The obligations and terms for implementation of the Internship are set out in the contract I sign.
- I submit the Internship subject-matter declaration form (in the event that assignment of the position on the ATLAS platform has not taken place).

Termination of Internship

- I ensure that my Certificate has been completed by the Coordinator of the Receiving Entity.
- I submit any information requested by the Internship Coordinator for the evaluation of the module.

I remain informed via:

- ❖ Email
- ❖ Department Announcements
- ❖ Internship Office Announcements: <http://praktiki.duth.gr/>
- ❖ Social media announcements: www.facebook.com/praktikiduth/

Transport

Transportation costs to and from the Entity are not covered by DUTH.

My participation in the “INTERNSHIP FOR DUTH STUDENTS” enables me to:

- Gain a first work experience relevant to the subject of my studies;
- learn about prevailing labour market trends;
- clarify my professional objectives;
- gain valuable knowledge about my professional field;
- develop professional skills;
- develop a professional awareness of the area I will work in;
- become acquainted with the demands of the work environment and labour relations;
- commence a professional collaboration with the Entity, as it is proven that Entities prefer to collaborate with the people they know.



Please do not hesitate to contact us if any clarification is needed!

DUTH's Internship Office

Part III: Detailed Process Guide for Receiving Entities in the Framework of the “DUTH Internship”

The Entities Receiving DUTH students may belong to the country’s private or public sector, with priority given to the private sector.

In summary, the process for the participation of Receiving Entities in the “DUTH Internship” is as follows:

Entity Search

The search for an Entity takes place by the students in collaboration with the Internship Coordinator and the Internship Supervisors.

Conclusion of Contracts

Then follows the approval of the student list who will perform the Internship by the Assembly of the Department. The Approval Decision is then published on Diavgeia, and the contracts are drawn up.

Following the approval of the Internship, the contracts are signed by the Coordinator of the Receiving Entity and the student, and then by the DUTH Vice Rector.

OTHER OBLIGATIONS

ERGANI INFORMATION SYSTEM - ANALYTICAL PERIODICAL STATEMENT

The cost of compensation and insurance for students performing internships shall be borne by the Receiving Entities. Entities are required to prepare the Analytical Periodical Statement of the intern and are obliged to submit the E3.5 form on the ERGANI Information System.

OBSERVANCE OF SAFETY RULES

The Receiving Entity must ensure appropriate working conditions and the equipment necessary for the performance of the interns’ duties, as well as to insure their health and safety throughout their Internship.

GRANTING STUDENT DELIVERABLES

- Immediately after completion of the Internship by the intern students and within a reasonable time limit of one week, the representative of the Receiving Entity or the student’s designated Supervisor shall complete the student’s **Certificate of Performance of Internship**.

Entities can contact the DUTH Internship Office for any clarification. The contact details of the Internship Office and a detailed description of the procedures can be found at the link below: <https://praktiki.duth.gr/guides/>

Please do not hesitate to contact us if any clarification is needed.

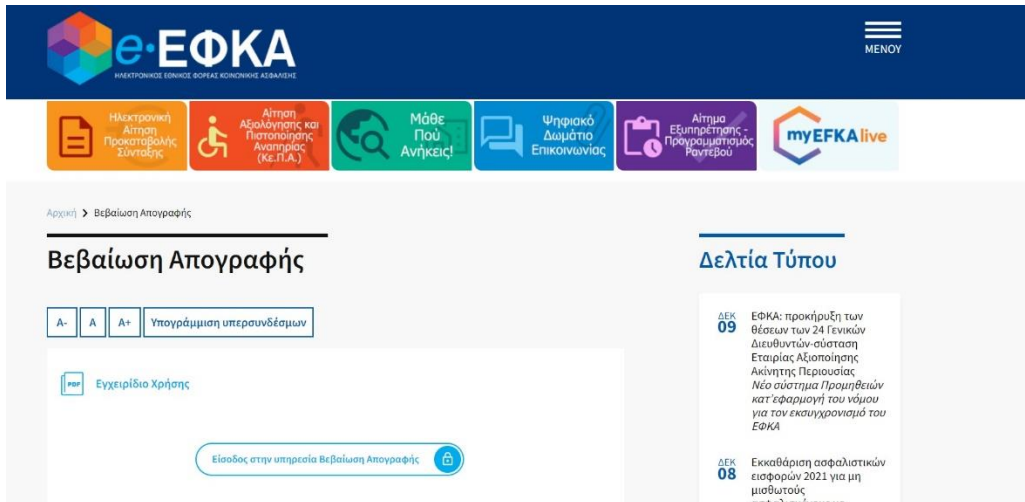
DUTH's Internship Office

TEMPLATES

Issuance of Registration Certificate for the Social Security Member Registration Number (EFKA System Number)

1. To issue the registration certificate please follow the link below:

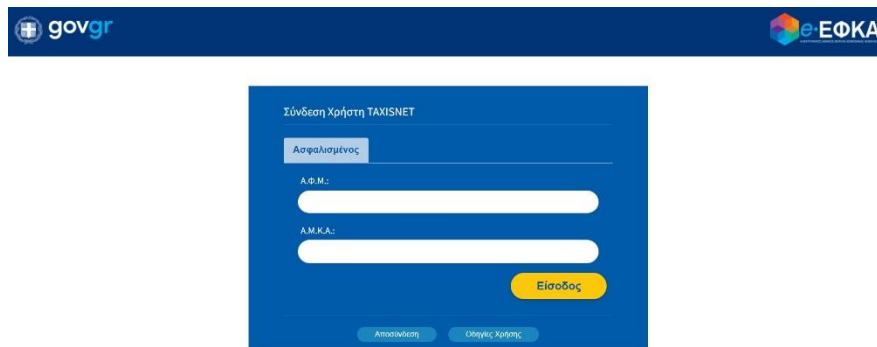
<https://www.efka.gov.gr/el/bebaiiose-apographe>



2. Select "SIGN IN TO THE REGISTRATION CERTIFICATE SERVICE"
3. Sign in with your TAXIS codes.



4. Then you will be asked for Social Security Number



5. Select ENTER

6. Finally, in the usage instructions window click on “here” to save your Certificate.

ΕΦΚΑ
Ενιαίος Φορέας Κοινωνικής Ασφάλισης

Βεβαίωση Απογραφής

Αρχική Σελίδα
Τρέχων Χρήστης
Άλλες εφαρμογές
Αποσύνδεση

Οδηγίες Χρήσης

Καλοσωρίστε στην Ηλεκτρονική Υπηρεσία Βεβαίωσης Απογραφής.
Απαιτείται να έχετε εγκατεστημένο το Adobe Reader.
Πατήστε [Εδώ](#) για την εμφάνιση της βεβαίωσης.

Ηλεκτρονικές Υπηρεσίες ΕΦΚΑ version 1.0

Students who cannot issue a certificate using the above procedure.

- are either **not** directly or indirectly insured.
- or are Cypriot Students

and should proceed as follows:

1. Send an email to: tm.mitr.td.rodopis@efka.gov.gr

A. Greek Citizens who are not indirectly or directly insured:

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

1. Photocopy of ID Card
2. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
3. Certificate of Internship participation by the Department’s Scientific Coordinator

B. Cypriot Students

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

1. Photocopy of ID Card
2. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
3. Certificate of Internship participation by the Department’s Scientific Coordinator

Text of the Solemn Declaration Regarding the Requirements

For the completion of the Solemn Declaration requested regarding the requirements for your participation in the Internship, please sign in to:

<https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/psephiaka-eggrapha-gov-gr/ekdose-upeuthunes-deloses>

- 1) I am not employed via a full-time employment contract, pursuant to Article 9 of Law 5053/2023 on Simultaneous employment (for Departments with full-time Internships).
- 2) I do not work as a civil servant (including law enforcement bodies) or I work as a civil servant (including law enforcement bodies) and if selected, I must notify the Entity I shall be working for, pursuant to the provisions of the Civil Servant Code.
- 3) I am not currently performing my military service (refers to male applicants).
- 4) There is no kinship (from second degree and above in a direct line, collaterally and by marriage) nor any marital relationship with the legal representative of the enterprise. Moreover, in any case of kinship of second degree and above as well as marital relationship with another person employed by the Entity, said person cannot be appointed as the supervisor on behalf of the Collaborating Entity.
- 6) I am aware that if I am receiving an unemployment benefit from the Public Employment Service (D.YP.A.) (formerly Greek Manpower Employment Organisation - O.A.E.D.), it shall be suspended due to my participation in this Programme.
If I am receiving any other kind of benefit (e.g. orphan's allowance, etc.), I assume the responsibility to be informed on this issue by the benefit provider, in order to safeguard all my rights.

You should then print the document and send it along with the other supporting documents as set out in your Department's notice.

DECLARATION OF INTERNSHIP

SUBJECT-MATTER

Academic year 202...202..

Department:	
Student's full name:	
Special Registration No:	
Internship Coordinator of the Department:	
Internship Supervisor of the Department:	
Receiving Entity:	
Implementation time-period:	
Brief description of subject-matter of Internship position:	
Full Name of Student	
.....	
<i>(signature)</i>	

THE DEMOCRITUS UNIVERSITY OF THRACE

DEPARTMENT

SCIENTIFIC COORDINATOR OF THE DEPARTMENT:

**FINAL INTERNSHIP REPORT
FOR MODULE EVALUATION**

Internship Title:
.....

Receiving Entity in which the Internship was performed:

of the student

.....

Internship Supervisor:

.....

City, date

ADMITTED ON

.....

Scope

.....

Detailed description of Internship

.....

Internship Experiences/Benefits

.....

Date: / /202..

CERTIFICATE

In the framework of the “INTERNSHIP OF THE DEMOCRITUS UNIVERSITY OF THRACE” and with the Internship Institutional Director being _____, during the period from __/__/ 202.. to __/__/ 202.. the students of the _____ Department, as set out in detail in the attached list, have successfully completed their internship, which is taken into account for obtaining their degree.

The Scientific Coordinator

(Full name – Signature)



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

**Annual Report of Internship Implementation Evaluation
at the Department
of the Democritus University of Thrace**

The Scientific Coordinator:

(signature)

City,/...../20.....

During the academic year 20.. - 20.., the Internship of the students of the
Department of the Democritus University of Thrace was implemented, as follows:

First Cycle of Internship

Commencement Date:	<input type="text"/>	Termination Date:	<input type="text"/>	Region:	<input type="text"/>
	Number of Entities:		<input type="text"/>		Private:
Number of participants:	<input type="text"/>	NGOs:	<input type="text"/>	Other:	<input type="text"/>
		Males:	<input type="text"/>	Females:	<input type="text"/>
Region(s) of implementation:	Eastern Macedonia and Thrace	<input type="checkbox"/>	Attica	<input type="checkbox"/>	
	Central Macedonia	<input type="checkbox"/>	Peloponnese	<input type="checkbox"/>	
	Western Macedonia	<input type="checkbox"/>	North Aegean	<input type="checkbox"/>	
	Epirus	<input type="checkbox"/>	South Aegean	<input type="checkbox"/>	
	Thessaly	<input type="checkbox"/>	Crete	<input type="checkbox"/>	
	Ionian Islands	<input type="checkbox"/>	Throughout Greece	<input type="checkbox"/>	
	Western Greece	<input type="checkbox"/>	Cyprus	<input type="checkbox"/>	
	Central Greece	<input type="checkbox"/>	Abroad	<input type="checkbox"/>	

Second Cycle of Internship

Commencement Date:	<input type="text"/>	Termination Date:	<input type="text"/>	Region:	<input type="text"/>
	Number of Entities:		<input type="text"/>		Private:
Number of participants:	<input type="text"/>	NGOs:	<input type="text"/>	Other:	<input type="text"/>
		Males:	<input type="text"/>	Females:	<input type="text"/>
Region(s) of implementation:	Eastern Macedonia and Thrace	<input type="checkbox"/>	Attica	<input type="checkbox"/>	
	Central Macedonia	<input type="checkbox"/>	Peloponnese	<input type="checkbox"/>	
	Western Macedonia	<input type="checkbox"/>	North Aegean	<input type="checkbox"/>	
	Epirus	<input type="checkbox"/>	South Aegean	<input type="checkbox"/>	
	Thessaly	<input type="checkbox"/>	Crete	<input type="checkbox"/>	
	Ionian Islands	<input type="checkbox"/>	Throughout Greece	<input type="checkbox"/>	
	Western Greece	<input type="checkbox"/>	Cyprus	<input type="checkbox"/>	
	Central Greece	<input type="checkbox"/>	Abroad	<input type="checkbox"/>	

Positive points during the implementation of the Internship:

Negative points during the implementation of the Internship:

Proposals for improving the Internship Programme:

Other remarks and comments:

ANNEX III

Part I: Internship Guide for Departments in the Framework of Financed or Co-Financed Programmes

This annex concerns Internships implemented in the framework of Programmes financed or co-financed by the European Social Fund.

PUBLICATION OF THE INTERNSHIP TIME-PERIOD

Prior to commencement of the Internship, there shall be an announcement to the students for their participation in the Act, which shall be initially published on the Internship Office website and in all appropriate media (announcements in the Departments' board, posting on the Department's website, notice on e-class). The notice must state explicitly the number of positions available, the duration of submission of applications, the estimated period for the announcement of the results, and the established criteria of the Department according to the Template (See template). Then, the procedure for student applications for the DUTH Internship follows, via the VMS PractISv1.0 Information System:

<https://praktiki.rescom.duth.gr/>

PROCESS OF APPLICATION EVALUATION – NOTIFICATIONS OF RESULTS OF BENEFICIARY STUDENTS

More specifically, the steps for the completion of the actions required by the Departments for the commencement of each Internship cycle are:

3. Notice of commencement of submission of electronic applications on the Information System <https://praktiki.rescom.duth.gr/>.
4. Evaluation of applications by the Evaluation Committee and preparation of the Provisional Results Record.
5. Posting of the Provisional Results Table on the Department's website and on the Internship website.
6. Drafting of the Final Results Report after expiry of the objections period by the Internship Committee if there are no objections; or
7. Drafting of the Final Results Report after expiry of the objections period by the Objections Committee.
8. Ratification of the final results by the Assembly of the Department.
9. Posting of the Final Results Table following its ratification by the Assembly on the Department's website and the Internship's Website.
10. Extraction of Entities from the ATLAS Information System.
11. Notice of commencement of selection of Entities by students on the Practis Information System.
12. Matching students to the Receiving Entities of their preference.
13. Submission of the signed Student List (extracted from the Practis Information System) to the Internship Office within the time-period provided.

14. Submission of all Records by the Evaluation and Objections Committees, digitally signed, as well as the ratification decision by the Assembly of the Department.
15. The supporting documents of students are kept in the file of the Internship Coordinators of the Departments for up to 6 years after the end of each Programme.

Commencement of Internship

2. Collection of form E3.5 “Announcement of Commencement of Internship” and sending it to the Internship Office within 10 days from the commencement.
3. Supervision of students for the smooth performance of the internship at the Receiving Entities.
4. Entry of the details of the supervisors of the Receiving Entities in the Practis Information System.

Termination of Internship

1. Collection of form E3.5 “Announcement of Termination of Internship” and sending it to the Internship Office within 10 days from the termination.
2. Ensuring completion of the procedure of submission of the evaluation and the completion certificate by the Coordinators (or Supervisors) of the Receiving Entities. After the certificates and evaluations are filled in, the documents are time-stamped.
3. Inspection and approval of the above deliverables on the Practis Information System. Each Internship Scientific Coordinator is required to approve them through the Practis v1.0 Information System (by selecting the corresponding command from the menu). After approval by the Scientific Coordinator, the documents become visible to the Information Office.
4. The Scientific Coordinator sends the Completion Certificate form after completion of the student deliverables, and also attaches the student list which contains their full name and Special Registration No (see template attached).
5. All of the Department’s deliverables, as laid down by the Establishment, are sent to the Internship Office digitally.

DELIVERABLES OF DEPARTMENT COORDINATORS

The deliverable for the Internship Coordinators of Departments participating in the Act is the “Annual Report of Internship Implementation Evaluation” (see template attached). The Annual Evaluation Reports on the implementation and evaluation of the internship programme are drawn up by the Internship Committee of the Department and a signed copy is submitted by the Internship Coordinator of the Department to the Assembly of the Department. It is sent to the Internship Office along with the approval decision of the Assembly of the Department.

TIMESHEETS

During the Internship, Department Coordinators are required to fill in the timesheets at the link below, in accordance with the hours stated in their contract:

<https://webrescom.duth.gr/Login.aspx?ReturnUrl=%2f>

The login is performed using each user's personal login details. Upon logging in, there is the option to see instructions for filling out the timesheets correctly. Finally, for any information the competent body is the DUTH Special Account for Research Grants.

IMPORTANT NOTES

- The procedures for publishing and selecting the Act beneficiaries shall be implemented based on the time-frames to be communicated by the Internship Office. The dates on which the meetings of the Special Account for Research Grants are held are posted via the link below:
<https://rescom.duth.gr/el/sinedriaseis/>
- A record of all the supporting documents of the students, which must be photocopies and not originals, shall be kept by the Department Coordinators for six (6) years after completion of the physical subject-matter of the Act.
- Regarding the use of the PractIS v1.0 Information System, please consult its detailed user manual which is posted at the following link:
<https://praktiki.rescom.duth.gr/>

Please do not hesitate to contact us if any clarification is needed.

DUTH's Internship Office

Part II: Internship Guide for Students in the Framework of Financed or Co-Financed Programmes

The Internship of DUTH students is implemented as part of the modules of the study programmes of the respective DUTH Departments as a Programme financed or co-financed by the European Social Fund.



For my **participation** in the above Act, I must:

- Remain up to date regarding: Department Announcements, Internship Office Announcements (<http://praktiki.duth.gr/>, www.facebook.com/praktikiduth/)
- Search for a Receiving Entity on the Atlas Information System: (<http://atlas.grnet.gr/>) or approach the Entity I am interested in, so that if it is not registered on ATLAS, it can carry out this process
- Fill in an application form electronically on the PractISv1.0 Information System for the DUTH Internship (<https://praktiki.rescom.duth.gr/>). For the application/declaration to be correct, I must know:
 - ID Card Number
 - Social Security No.
 - Tax Identification Code
 - Social Security Member Registration Number / EFKA System Number
 - IBAN of my Bank Account
- Meet the criteria of the Department
- Submit to the Internship Coordinator of my Department the supporting documents for my application, digitally or in hard copy, as set out in the notice:
 6. Photocopy of ID Card
 7. Printout of my Social Security No from the Citizens' Service Bureau or the link below: <https://www.amka.gr>
 8. Photocopy of the TIN issuance document from the competent Tax Office or from the personalised information section via my taxis net

9. Printout of the Social Security Member Registration Number or the EFKA Registration Certificate for recently insured persons:
<https://www.efka.gov.gr/el>
 10. Provision of Bank Account: <https://praktiki.duth.gr/dilosi-trapezikou-logarismou/>
 11. Photocopy of the first page of the bank book or a printout via e-banking, where the IBAN number and account beneficiaries are stated
 12. Solemn declaration regarding the Internship requirements
(<https://praktiki.duth.gr/guides/>)
- Select within the PractIS v1.0 Information System:
- a) the period of performance of the Internship; and
 - b) list up to five Receiving Entities in order of preference

Commencement of Internship:

- Following approval by the DUTH Special Account for Research Grants, I take the necessary steps for the signing of my contract. The obligations and terms for implementation of the Internship are set out in the contract I sign.
- I fill out the entry record on the PractIS v1.0 Information System within five days from the commencement of the Internship.
- I send the Receiving Entity's form: E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF COMMENCEMENT to the Internship Coordinator

Termination of Internship

- I fill out the exit record on the PractIS v1.0 Information System within five days from the termination of the Internship.
- I ensure that my Certificate and Evaluation have been completed by the Coordinator of the Receiving Entity.
- I send the Receiving Entity's form: E3.5: UNIFORM FORM FOR THE ANNOUNCEMENT OF TERMINATION to the Coordinating Professor
- I hand over to the Internship Coordinator anything related to the evaluation of the module.

I remain informed via:

- ❖ Email
- ❖ Department Announcements
- ❖ Internship Office Announcements: <http://praktiki.duth.gr/>
- ❖ Social media announcements:
www.facebook.com/praktikiduth/

Entry - Exit Records through the Internship Information System

Timely completion of the two records by all students is mandatory and required for the compensation. Each record is completed through the Information System of the Internship Office and is posted on the Ministry's Information System within specified time-periods. For

the payment of the beneficiary students, their completion is necessary, and responsibility for the correctness of the documents lies with each student personally.

Transport

In accordance with the Ministerial Decision “National rules for the eligibility of expenditure for the 2014-2020 NSRF programmes”, No 110427/EYΘY/1020/1-11-2016 (Government Gazette, Series II, No 3521), for transportation expenses to be considered eligible travel expenses, the Internship Office must receive the expenses receipts no later than ten days after the return of the person travelling. For example, legal receipts of expenses for tickets are the ticket sales receipts. When transportation takes place by car, legal receipts are the toll receipts, as the expense is not compensated per kilometre travelled, but according to the ticket price of intercity buses. Moreover, the receipts must be accompanied by a photocopy of the beneficiary driver’s driving licence, the vehicle’s registration license and the Solemn Declaration of the person travelling (*see attached template*).

Prior to any transport, the transportation order request is submitted for approval by the meeting of the Special Account for Research Grants and it is signed by the Institutional Director of the Act. Students who want to have their transportation expenses reimbursed should notify the Internship Office of this via email at the address praktiki@duth.gr at least one month before the travelling dates.

Expenses for student transportation are considered eligible when the travelling takes place away from the Institute’s headquarters and the permanent residence of the person travelling. The expense pertains to the coverage of a single transportation of the beneficiaries at the commencement of the Internship from the Department’s headquarters to the headquarters of the Receiving Entity and one transportation (return) of the beneficiaries after completion of the Internship from the Receiving Entity to their Department. Covering the interns’ accommodation costs is not an eligible expense.

My participation in the Internship enables me to:

- Gain a first work experience relevant to the subject of my studies;
- learn about prevailing labour market trends;
- clarify my professional objectives;
- gain valuable knowledge about my professional field;
- develop professional skills;
- develop a professional awareness of the area I will work in;
- become acquainted with the demands of the work environment and labour relations;
- commence a professional collaboration with the Entity, as it is proven that Entities prefer to collaborate with the people they know.



Please do not hesitate to contact us if any clarification is needed!

DUTH's Internship Office

Part III: Detailed Process Guide for Receiving Entities in the Framework of financed or co-financed Programmes

The Entities Receiving DUTH students may belong to the country's private or public sector, with priority given to the private sector due to NSRF requirements. A prerequisite for participation in the DUTH Students Internship Programme is the registration of the Receiving Entity on the ATLAS Information System, a central online service that links the Entities providing Internships with all the Academic Institutions in Greece, creating a single base of Internship positions available for selection by the beneficiary students of the Act.

In summary, the process for the participation of Receiving Entities in the "DUTH Higher Education Internship" Act is as follows:

ATLAS Information System

- Navigating to the ATLAS Information System: <http://atlas.grnet.gr/>
- Registration in the registration tab and authentication of the Atlas Information System
Registration and authentication in the Atlas Information System
http://atlas.grnet.gr/Files/PORTAL_Manual_FYPA_Reg.pdf
- Following authentication, enter Internship positions (For detailed instructions see http://atlas.grnet.gr/files/PORTAL_Manual_FYPA_App.pdf)
- The positions for the Departments of the Democritus University of Thrace must be full-time and without a time limit.
- Selection of the Departments they are intended for and most importantly addition of the Democritus University of Thrace as the institute.
- If there is an interview requirement, it should be stated in the position description.
- Following publication by the Receiving Entity's Coordinator on the ATLAS Information System, the positions posted are visible and available to be matched with DUTH students by the Scientific Coordinators and the Internship Office.

Conclusion of Contracts

Following the process of matching students with the available positions, approval by the Special Seven-Member Body of the Research and Management Committee of the DUTH Special Account for Research Grants follows. The Approval Decision is then posted on Diavgeia and the contracts are drawn up.

Following approval of the Internship by the Special Account for Research Grants, the contracts are signed by the Coordinator of the Receiving Entity and the student, and then by the DUTH Special Account for Research Grants.

OTHER OBLIGATIONS

ERGANI Information System

The Receiving Entity is exempt from the obligation to insure and compensate the students, since the Co-Financed Programme covers the total expenses for each student for

the academic years 2022-23 and 2023-24. From the beginning of the academic year 2024-25 onward, the cost of compensation and insurance for students performing internships may be fully or partially covered through programmes financed or co-financed by national or European funds, in accordance with the conditions set out in each financing programme.

The Receiving Entity is the solely responsible party for submitting the E3.5 form on the ERGANI Information System, and it is also responsible for granting the submitted E3.5 forms to the students after the end of the performance of their Internship.

OBSERVANCE OF SAFETY RULES

The Receiving Entity must ensure appropriate working conditions and the equipment necessary for the performance of the interns' duties, as well as to insure their health and safety throughout their Internship.

GRANTING STUDENT DELIVERABLES

- Prior to the commencement of the Students' Internship, the Receiving Entity is required to post an Announcement regarding the Internship on the ERGANI Information System and then send form **E3.5 "Announcement of commencement of / changes to the contract of a student internship"** electronically to the student and the Internship Coordinator of the relevant Department.
- Upon termination of the Students' Internship, the Receiving Entity is required to post the Announcement regarding the termination of the Internship on the ERGANI Information System and then send form **E3.5 "Announcement of termination of student internship"** electronically to the student and the Internship Coordinator of the relevant Department.
- Immediately after completion of the Internship of student interns, within a reasonable one-week time-frame, the representative of the Receiving Entity or the student's designated Supervisor shall receive, via email, a link to enter the Information System* of DUTH's Internship Office, in order to complete the **evaluation** of the student and their **certificate of performance of the Internship**.

*The forms are to be completed and submitted on the PractIS v1.0 Information System. Entry to the Information System is performed by following the link received from the Internship Office, via email, accompanied by the necessary instructions.

The process for using the Information System is as follows:

- Receiving the link via email
- Entering the Information System with the personal code of the recipient (when entering for the first time the Coordinator of the Receiving Entity types the personal code they shall choose)
- Selecting from the list each student they shall evaluate
- Completion of the Certificate and the Evaluation
- **Submission** of the digital forms on the Information System

Entities can contact the DUTH Internship Office for any clarification. The contact details of the Internship Office and a detailed description of the procedures can be found at the link below:
<https://praktiki.duth.gr/guides/>

Please do not hesitate to contact us if any clarification is needed.

DUTH's Internship Office

TEMPLATES

Issuance of Registration Certificate for the Social Security Member Registration Number (EFKA System Number)

7. To issue the registration certificate please follow the link below:

<https://www.efka.gov.gr/el/bebaiiose-apographe>

The screenshot shows the e-EFKA website interface. At the top, there is a navigation bar with the e-EFKA logo and a 'ΜΕΝΟΥ' (Menu) button. Below the navigation bar, there are several service icons: 'Ηλεκτρονική Αίτηση Πρακτικού Σύνταξης', 'Αίτηση Αξιολόγησης και Πιστοποίησης Αναπηρίας (Κ.Α.Π.Α.)', 'Μάθε Πού Ανήκεις!', 'Ψηφιακό Δωμάτιο Επικοινωνίας', 'Αίτημα Εμπιστευτικής Πρόγραμματρίδας Ραντεβού', and 'myEFKA live'. The main content area is titled 'Βεβαίωση Απογραφής' and includes a search bar with 'Υπογράμμιση υπερσυνδέσμων' and a 'Εγχειρίδιο Χρήσης' link. A button labeled 'Είσοδος στην υπηρεσία Βεβαίωση Απογραφής' is visible. On the right, there is a 'Δελτία Τύπου' section with two news items: 'ΕΦΚΑ: προκήρυξη των θέσεων των 24 Γενικών Διευθυντών-σύσταση Εταιρίας Λειτουργίας Ακίνητης Περιουσίας Νέο σύστημα Προμηθειών κατ' εφαρμογή του νόμου για τον εκσυγχρονισμό του ΕΦΚΑ' and 'Εκκαθάριση ασφαλιστικών εισφορών 2021 για μη μισθωτούς ασφαλισμένους με'.

8. Select "SIGN IN TO THE REGISTRATION CERTIFICATE SERVICE"
9. Sign in with your TAXIS codes

The screenshot shows the govgr website interface. At the top, there is a navigation bar with the govgr logo and the e-EFKA logo. The main content area is titled 'Σύνδεση με κωδικούς TAXISNET' and features a yellow button labeled 'Συνέχεια στο TAXISNET'. Below the button, there is a large blue banner with the number '1555' and the text 'Οι Ηλεκτρονικές Υπηρεσίες του e-ΕΦΚΑ χρησιμοποιούν αποκλειστικά cookies που είναι τεχνικά απαραίτητα για τη λειτουργικότητά τους. Επισκεφθείτε τη Δεκάλογό μας'.

10. Then you will be asked for Social Security Number

The screenshot shows the govgr website interface. At the top, there is a navigation bar with the govgr logo and the e-EFKA logo. The main content area is titled 'Σύνδεση Χρήστη TAXISNET' and features a form with fields for 'Ασφαλισμένος', 'Α.Φ.Μ.', and 'Α.Μ.Κ.Α.'. A yellow button labeled 'Είσοδος' is visible. Below the button, there are two links: 'Αποσύνδεση' and 'Οδηγίες Χρήσης'.

11. Select ENTER

12. Finally, in the usage instructions window click on “here” to save your Certificate.

ΕΦΚΑ
Ενιαίος Φορέας Κοινωνικής Ασφάλισης

Βεβαίωση Απογραφής

Αρχική Σελίδα
Τρέχων Χρήστης
Άλλες εφαρμογές
Αποσύνδεση

Οδηγίες Χρήσης

Καλοσωρίσατε στην Ηλεκτρονική Υπηρεσία Βεβαίωσης Απογραφής.
Απαιτείται να έχετε εγκατεστημένο το Adobe Reader.
Πατήστε [Εδώ](#) για την εμφάνιση της βεβαίωσης.

Ηλεκτρονικές Υπηρεσίες ΕΦΚΑ version 1.0

Students who cannot issue a certificate using the above procedure

- are either **not** directly or indirectly insured
- or are Cypriot Students

and should proceed as follows:

2. Send an email to: tm.mitr.td.rodopis@efka.gov.gr

A. Greek Citizens who are not indirectly or directly insured:

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

4. Photocopy of ID Card
5. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
6. Certificate of Internship participation by the Department’s Scientific Coordinator

B. Cypriot Students

“Please issue me with an EFKA System Number. I am hereby attaching the documents required.”

4. Photocopy of ID Card
5. Certificate of TIN Issuance or printout of “Natural Person Details” from the personalised information section
6. Certificate of Internship participation by the Department’s Scientific Coordinator

Text of the Solemn Declaration Regarding the Requirements

For the completion of the Solemn Declaration requested regarding the requirements for your participation in the Internship, please sign in to:

<https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/psephiaka-eggrapha-gov-gr/ekdose-upeuthunes-deloses>

and enter the following text:

- 1) I am not employed via a full-time employment contract (in the case of full-time Internships).
- 2) I do not work as a civil servant (including law enforcement bodies); in the case of a civil servant, a permission is required from the public body that employs them or a notification upon request of the entity I work for
- 3) I am not currently performing my military service
- 4) I have not participated in any other “Human Resources Development, Education and Lifelong Learning, 2014-2020” Operational Programme
- 5) There is no kinship (from second degree and above in a direct line, collaterally and by marriage) nor any marital relationship with the legal representative of the enterprise. Moreover, in any case of kinship of second degree and above as well as marital relationship with another person employed by the Entity, said person cannot be appointed as the supervisor on behalf of the Collaborating Entity.
- 6) I am not registered as unemployed with the Greek Manpower Employment Organisation.

**To: THE SPECIAL ACCOUNT FOR RESEARCH GRANTS
OF THE DEMOCRITUS UNIVERSITY OF THRACE
&
BANK _____**

Date:/...../202..

DECLARATION

I, the undersigned,
son/daughter of with ID Card No,
Issued on, Issued by, hereby provide
a Mandate to the Special Account for Research Grants of the Democritus University of Thrace,
to credit the receivables I am the beneficiary of, to my deposit account with IBAN number:
....., which I hold with _____ Bank.

I, the declarant,

I also submit a copy/photocopy or proof of the first page of my bank book.

DEMOCRITUS UNIVERSITY OF THRACE

DEPARTMENT

SCIENTIFIC COORDINATOR OF THE DEPARTMENT:

**FINAL INTERNSHIP REPORT
FOR MODULE EVALUATION**

Internship Title:
.....

Receiving Entity in which the Internship was performed:

of the student
.....

Internship Supervisor:
.....

City, date

Admitted on

.....

Scope

.....

Detailed description of Internship

.....

Internship Experiences/Benefits

.....

Announcement of commencement of submission of applications for participation in the

..... Act with IIS code

The _____ Department hereby announces the commencement of the procedure of submission of applications for ____ (fill in number) of Internship positions for the academic year 202...-202.., in the framework of the Act entitled "....." and with ISS code ".....", which is part of the "....." Operational Programme which is co-financed by the European Social Fund.

The Internship performance period is set at (one/two/three) cycle(s) during the time-period from X/X/2022 to X/X/2022, in private or public sector Receiving Entities, with emphasis placed on the private sector.

Students who wish to participate have to submit their application electronically, by signing into the Internship Information System at the following address using the details of their institutional account: <https://praktiki.rescom.duth.gr/>

The duration of submission of applications is set from / / to / / at XX:XX

Late submission constitutes grounds for disqualification from the programme.

Following evaluation of the applications by the Internship Committee of the Department, and within a period of (X, TO BE FILLED IN ACCORDINGLY) days, the following shall be announced both on the Department's website (website address is entered here) and on the Internship web page: <https://praktiki.duth.gr/> the provisional results as well as the period for submission of objections, while complying with the measures for protection of the participants' personal data.

Objections are submitted within 5 working days from the date the provisional results are posted by the Department Secretariat and are assigned a reference number.

The exact period for objections shall be specified in the announcement of the provisional results.

Publication of the final results of participation in the Act shall then follow, while complying with the provisions for the protection of the participants' personal data.

The criteria for the award of credit points for participation in the Internship are laid down by the Assembly of the Department. To find what these are, please click on the link below: ----

The Scientific Coordinator of the Department

**Record of the Committee Evaluating the Internship of Students of DUTH’s _____
Department (Provisional Ranking Table)**

On this day, __/__/__, in _____, the Internship Committee appointed on _____ by Assembly No ____ of the Department met,

consisting of:

-
-
-

The Committee took into account the following:

- the criteria established with Decision No. ____/___ of the General Meeting of the Department;
- the announcement regarding the participation of students of the Department in Act “.....”, with IIS code, during the period from __/__/__ to __/__/__, which was posted on the websites of both the Department and the DUTH Internship Office; and decided to draw up the provisional ranking table as follows:

RANKING TABLE

No	STUDENT APPLICATION No	STUDENT’S SPECIAL REGISTRATION No	FULL NAME	1 st CRITERION CREDIT POINTS	2 nd CRITERION CREDIT POINTS	TOTAL CREDIT POINTS	RANKING

As stipulated in the announcement, during the application stage, _____ student applications were submitted.

Of these, ____ were submitted in time and _____ met the criteria.

Students from positions ____ to ____ in the ranking table are considered reserves. If the selected students withdraw, they will be invited to participate as per the ranking order.

The period for the submission of objections was set from ____ to ____

If no objections are submitted, the provisional ranking table shall become final, and the committee shall recommend its ratification by the Assembly of the Department.

The Evaluation Committee

1)	2)	3)
Full name	Full name	Full name
(Signature)	(Signature)	(Signature)

Announcement of the Provisional Ranking Table of DUTH's _____ Department

On this day (**date of announcement**), __/__/__, in _____, the Internship Committee appointed on ____ by Assembly No ____ of the Department met, composed of:

-
-
-

The Committee took into account the following:

- the criteria established with Decision No. ____/___ of the General Meeting of the Department;
- the announcement regarding the participation of students of the Department in Act ".....", with IIS code, during the period from __/__/__ to __/__/__, which was posted on the websites of both the Department and the DUTH Internship Office;

and decided to publish the provisional ranking table as follows:

RANKING TABLE

No	STUDENT'S APPLICATION No	1 st CRITERION CREDIT POINTS	2 nd CRITERION CREDIT POINTS	TOTAL CREDIT POINTS	RANKING

As stipulated in the announcement, during the application stage, _____ student applications were submitted.

Of these, ____ were submitted in time and ____ met the criteria.

Students from positions ____ to ____ in the ranking table are considered reserves. If the selected students withdraw, they will be invited to participate as per the ranking order.

The period for the submission of objections was set from ____ to ____

Objections are submitted electronically to the registry of the Secretariat of the Department protocol@....

If no objections are submitted, the provisional ranking table shall become final and is announced following its ratification by the Assembly of the Department.

The Evaluation Committee

**Record of the Committee Evaluating the Internship of Students of DUTH's _____
Department (Final Ranking Table)**

On this day, __/__/__, in _____, the Internship Committee appointed on _____ by Assembly No ____ of the Department met,

consisting of:

-
-
-

After expiry of the deadline for submitting objections during the period from __/__/__ to __/__/__, as clearly set out in the posting of the provisional ranking table, and after having taken into account the fact that no objections were submitted and therefore the results of the provisional ranking posted on __/__/__ become final as follows:

or

After expiry of the deadline for submitting objections during the period from __/__/__ to __/__/__, and after having taken into account the Record of the Objections Committee and the subsequent final formation of the ranking table as follows:

RANKING TABLE

No	STUDENT APPLICATION No	STUDENT'S SPECIAL REGISTRATION No	FULL NAME	1 st CRITERION CREDIT POINTS	2 nd CRITERION CREDIT POINTS	TOTAL CREDIT POINTS	RANKING

the Committee hereby decides to recommend the ratification of the above ranking table by the Assembly of the Department.

The Evaluation Committee

6)
Full name

(Signature)

7)
Full name

(Signature)

8)
Full name

(Signature)

**Record of Objections Committee for the Student Internship of DUTH's Department X
(Ranking Table)**

On this day, __/__/__, in _____, the Internship Objection Committee appointed on ____ by Assembly No ____ of the Department met,

consisting of:

- 1)
- 2)
- 3)

The Committee took into account the following:

- the criteria established with Decision No. ____/___ of the General Meeting of the Department;
- the announcement regarding the participation of students of the Department in Act ".....", with IIS code, during the period from __/__/__ to __/__/__, which was posted on the websites of both the Department and the DUTH Internship Office;
- objections with ref. numbers (x, x, x,) which were submitted and registered by the Secretariat of the Department during the period from __/__/__ to __/__/__, as clearly defined in the posting of the provisional ranking table;

and recommends to the Assembly of the Department the final ranking table as formed and is displayed below:

No	STUDENT APPLICATION No	STUDENT'S SPECIAL REGISTRATION No	FULL NAME	1 st CRITERION CREDIT POINTS	2 nd CRITERION CREDIT POINTS	TOTAL CREDIT POINTS	RANKING

The Objections Committee

10)
Full name
(Signature)

11)
Full name
(Signature)

12)
Full name
(Signature)

Announcement of the Final Ranking Table of DUTH's X Department

On this day (announcement date), __/__/____, in (city) _____, following expiry of the deadline for submitting objections during the period from __/__/__ to __/__/__, as clearly set out in the posting of the provisional ranking table, the Assembly of the Department at its meeting no __ __/__/____, having taken into account the Final Results Record by the Evaluation Committee or the Record of the Objections Committee, decided to approve the final results and announces the ratified ranking table as follows:

RANKING TABLE

No	STUDENT APPLICATION No	STUDENT'S SPECIAL REGISTRATION No	FULL NAME	1 st CRITERION CREDIT POINTS	2 nd CRITERION CREDIT POINTS	TOTAL CREDIT POINTS	RANKING

Date: / /202..

CERTIFICATE

In the framework of the Programme “HIGHER EDUCATION INTERNSHIP OF THE DEMOCRITUS UNIVERSITY OF THRACE”, with IIS Code and with the Coordinator of the Act being _____, _____ of the DUTH Department _____, which has been included in the “.....” Programme which is co-financed by the European Social Fund, during the time-period from __/__/202.. to __/__/202.., the students of the _____ Department, as set out in detail in the attached list, have successfully completed their internship, which is taken into account for obtaining their degree.

The Scientific Coordinator

(Full name – Signature)

No	Full name	Time-period of Internship		STUDENT'S SPECIAL REGISTRATION No
		From	To	

(Signature)



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

**Annual Report of Internship Implementation Evaluation
at the Department
of the Democritus University of Thrace**

IIS CODE

The Scientific Coordinator:
(signature)

City,/...../20.....

During the academic year 20.. - 20.., the Internship of the students of the
Department of the Democritus University of Thrace was implemented, as follows:

First Cycle of Internship

Commencement Date:	<input type="text"/>	Termination Date:	<input type="text"/>	Region:	<input type="text"/>
	Number of Entities:		<input type="text"/>		Private:
Number of participants:	<input type="text"/>	Males:	<input type="text"/>	Females:	<input type="text"/>
	NGOs:		<input type="text"/>		Other:
Region(s) of implementation:	Eastern Macedonia and Thrace	<input type="checkbox"/>	Attica	<input type="checkbox"/>	
	Central Macedonia	<input type="checkbox"/>	Peloponnese	<input type="checkbox"/>	
	Western Macedonia	<input type="checkbox"/>	North Aegean	<input type="checkbox"/>	
	Epirus	<input type="checkbox"/>	South Aegean	<input type="checkbox"/>	
	Thessaly	<input type="checkbox"/>	Crete	<input type="checkbox"/>	
	Ionian Islands	<input type="checkbox"/>	Throughout Greece	<input type="checkbox"/>	
	Western Greece	<input type="checkbox"/>	Cyprus	<input type="checkbox"/>	
	Central Greece	<input type="checkbox"/>	Abroad	<input type="checkbox"/>	

Second Cycle of Internship

Commencement Date:	<input type="text"/>	Termination Date:	<input type="text"/>	Region:	<input type="text"/>
	Number of Entities:		<input type="text"/>		Private:
Number of participants:	<input type="text"/>	Males:	<input type="text"/>	Females:	<input type="text"/>
	NGOs:		<input type="text"/>		Other:
Region(s) of implementation:	Eastern Macedonia - Thrace	<input type="checkbox"/>	Attica	<input type="checkbox"/>	
	Central Macedonia	<input type="checkbox"/>	Peloponnese	<input type="checkbox"/>	
	Western Macedonia	<input type="checkbox"/>	North Aegean	<input type="checkbox"/>	
	Epirus	<input type="checkbox"/>	South Aegean	<input type="checkbox"/>	
	Thessaly	<input type="checkbox"/>	Crete	<input type="checkbox"/>	
	Ionian Islands	<input type="checkbox"/>	Throughout Greece	<input type="checkbox"/>	
	Western Greece	<input type="checkbox"/>	Cyprus	<input type="checkbox"/>	
	Central Greece	<input type="checkbox"/>	Abroad	<input type="checkbox"/>	

Positive points during the implementation of the Internship:

Negative points during the implementation of the Internship:

Proposals for improving the Internship Programme:

Other remarks and comments:

ANNEX IV

**Internship through the Public Employment Service (D.YP.A.) - formerly Greek Manpower
Employment Organisation (O.A.E.D.)**

The DUTH Internship is implemented in cooperation with the Departments, students and the Receiving Entities under the coordination of the respective Institutional Director and the Academic Affairs Directorate, which is represented by the respective Vice Rector for Academic Affairs, Student Care and Lifelong Learning.

For student internships, it is mandatory for an internship contract to be concluded among DUTH, the student and the Receiving Entity, in accordance with the legislative framework in force.

The following procedure is followed in relation to the Internship of students of the respective Departments of the former Technological Educational Institutes which is implemented through financing from D.YP.A. - formerly O.A.E.D.:

- Application - expression of interest to the Internship Coordinating Professor by students who are enrolled in the internship module and sending the necessary supporting documents to them within a deadline set by the Coordinator.
- The Internship Coordinator prepares a relevant table for recording the details of the students and the Entities of their choice and sends it to the competent employee of the Special Account for Research Grants branch in Kavala, who shall enter in the above table the contract number they have assigned to each student and resends the table to the Internship Coordinator.
- Issuance of a student list and a list of the Receiving Entities – from the data in the above table, approval and ratification thereof by the Assembly of the Department (Approval Decision).
- Following the issuance of the approval decision by the Assembly of the Department, it is posted by the Secretariat of the respective Department on the DIAVGEIA programme.

The information posted shall take the following form:

No	Contract No	Student Party	Insurance contribution of the Internship Entity of 1% against accident risk + compensation	Commencement Date	Termination Date	Contract Type: Internship Contract	Subject Matter INTERNSHIP OF DUTH STUDENTS Deliverable:	Internship Entity

- The Internship contracts are then drawn up by the Secretariats of the Departments in accordance with the contract template they have been given by the DUTH Internship Office, which they hand over to the respective students.

- Students are required to check/confirm their personal data, print four copies (two-sided printing) and sign the copies of their contracts using solely a blue ink pen in the field where their name is stated.
- The four (4) copies are then also signed by the legal representative of their Receiving Entity (placement of seal, signature, name and position of signatory) and (all four) signed copies are submitted to the Secretariats of the Departments, where they are all collected.
- All contracts shall be sent by the Secretariats of the Departments to the Coordinator of the Internship via D.YP.A, namely to the competent employee of the Special Account for Research Grants branch in Kavala, who shall send them to the Central Internship Office (Administration Building - Komotini Campus).
- Pursuant to Article 126 of Law 5078/2023, "Students performing an internship are compulsorily subject to the insurance of the National Organization For Health Care Services (EOPYY) through the Electronic National Social Security Entity (e-EFKA) (former Social Insurance Institute — Unified Insurance Fund for Employees (IKA-ETAM)), in accordance with Article 10(1) of Law. 2217/1994 (Government Gazette, Series I, No 83), only for the risk of accident, the cost of which is borne exclusively by the Receiving Entity. For insurance providing sickness benefits in kind, Article 15(10) of Law 3232/2004 (Government Gazette, Series I, No 48) shall apply.
- Students are insured each month for 1% of the premium corresponding to the lower insurance category and it is an insurance against an occupational accident. The contributions paid to e-EFKA for persons who are or will be insured with it, only against the risk of an accident, are set at 1% of the presumed daily wage of the twelfth (12th) insurance class, as in force from time to time. Through their participation in the Internship, students do not lose the right to insurance as directly or indirectly insured (from their parents), nor are they exempt from contributions as directly insured with an insurance carrier.
- Finally, as regards the compensation for the Internship that will be performed by the students, it is clarified that, pursuant to Government Gazette /Series II/No 1974/29-03-2024 - *"Determining the minimum wage and minimum daily wage for employees and specialised workers throughout Greece"*, the legal minimum daily wage for specialised workers has been increased as of 01 Apr. 2024 from €34.84 to €37.07 and this affects the Internship remuneration as well.
Therefore, the monthly compensation payable for the six-month Internship of Technological Education changes from €696.80 to €741.40 ($€37.07 \times 25 \text{ days} \times 0.8 = €741.40$) starting from 01 Apr. 2024.
In bodies of the Public and the wider Public Sector, when the Receiving Body has approved Student Internship positions (established internship position*), the amount of €176.08 per month is paid.

* Established positions are positions for which there is relevant approval by the supervising Ministry and for which there is an entry in the entity's budget for the remuneration paid.

ANNEX IV

Internship with the Receiving Entity being the Democritus University of Thrace

This annex is a detailed guide for students who wish to perform an Internship at the Departments/Laboratories/Directorates of the Democritus University of Thrace.

For the implementation of Internships with DUTH as the Receiving Entity, it is mandatory for an Internship contract to be concluded among DUTH, the student and the University Institute of origin, in accordance with the legislative framework in force.

In regard to the Internship of students at DUTH, which may be implemented via a financed, co-financed or non-financed programme in accordance with the applicable legislation in force, the procedure below if followed:

- The DUTH services/units (e.g. Library of a DUTH Department, Laboratory of a DUTH Department, etc.) that wish to supervise Internship students communicate with the DUTH employee responsible for the ATLAS system, who, following the relevant approval of the Vice Rector of Administrative Affairs, as well as of the Vice Rector of Finance, Planning and Development, enters the Internship position in the ATLAS system along with its full description (general position details, position subject-matter) and the details of the respective Supervisor (full name, email, phone number).
- Alternatively, students from other Universities who, in the framework of the relevant module, are interested in performing their Internship in a unit or service of the Institute, can contact the Director of the unit/service by phone or email, and if the latter deems that they want to receive the student, the procedure set out in the previous paragraph is followed.
- Following acceptance of the student, the appointed Supervisor sends or submits to the DUTH employee responsible for the procedures of the ERGANI Information System of the Ministry of Labour and Social Affairs the approval decision that is posted on the DIAVGEIA programme by the student's University (is sent by the student's Institute of study). Subsequently, on the basis of this, the E3.5 form regarding the announcement of commencement of / changes to / termination of the student Internship contract is posted on the ERGANI Information System as an attachment, which is then forwarded by the aforementioned employee to the student concerned or the student's Institute of study).
- The Internship contract is then signed manually or digitally by the student, the legal representative of the DUTH Receiving Entity (Vice Rector of Administrative Affairs) and by the legal representative of the University in which the student is studying. The signing of the contract takes place in the same manner by all contracting parties.
- Upon completion of the Internship, the Supervisor of the competent DUTH Department/Laboratory/Directorate where the Internship was performed, issues a certificate to the student.
- As regards to the insurance of the student intern, it is noted that pursuant to Article 126 of Law 5078/2023, *"Students performing an internship are compulsorily subject to the insurance of the National Organization For Health Care Services (EOPYY) through the Electronic National Social Security Entity (e-EFKA) (former Social Insurance Institute — Unified Insurance Fund for Employees (IKA-ETAM)), in accordance with Article 10(1) of Law. 2217/1994 (Government Gazette, Series I, No 83), only for the risk of accident, the cost of which is borne exclusively by the Receiving Entity. For insurance providing sickness benefits in kind, Article 15(10) of Law 3232/2004 (Government Gazette, Series I, No 48) shall apply"*. In any case, however, the possibility of covering the premium from the DUTH budget is examined,

following approval by the Vice Rector of Finance, Planning & Development, or from the financed or co-financed programme, if provided for.



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Annex 9
Internal Rules and Regulations
Erasmus+ Programme of the Democritus University of
Thrace
Mobility of Individuals in Higher Education

1. Context

The Democritus University of Thrace (DUTH) has been awarded the Erasmus Charter for Higher Education (ECHE), which is a pre-requisite for all Higher Education Institutions located in a Programme country and willing to participate in the Programme. The Erasmus Charter describes the general quality framework governing cooperation and mobility activities in higher education through the Erasmus+ Programme and ensures equal access and opportunities to all participants without discrimination. All procedures for the implementation of cooperation and mobility activities are governed by the general rules and terms of the Erasmus+ Programme Guide and the Erasmus Charter for Higher Education. The conditions for mobility are described in detail in each Student or Staff Grant Agreement between the participants and the DUTH. These Rules and Regulations clarify and specify the flow of procedures that govern the operation and activities of Erasmus+ in the DUTH in the context of what is stipulated in the Charter and in the Guide of the Erasmus+ Programme.

2. Bodies and instruments

The National Coordination Unit of the European Erasmus+ Programme is the State Scholarships Foundation (IKY).

At the Democritus University of Thrace, the financial management of the Projects of all Erasmus+ Actions is carried out by the Special Account for Research Funds, while the general supervision of the Programme is carried out by the Rector or by the Vice-Rector appointed by him/her.

2.1 University Coordinator

The Senate of the DUTH appoints a faculty member with his/her deputy as the Coordinator of the Erasmus+ Program. The Erasmus+ Programme Coordinator has the following responsibilities:

- a) to ensure, in cooperation with the Erasmus+ Office and the Academic Departments, that the procedures governing the operation and the activities of Erasmus+ in the DUTH flow smoothly in accordance with the provisions and restrictions set by the European Union, as set out through the National Unit and the programme guide, and the information provided by the Rector who has the general supervision for the Erasmus+ Program;
- b) to sign all documents related to the Erasmus+ Programme (payment orders for mobile staff, certificates, work programmes, etc.), with the exception of the Grant Agreement concluded with the National Coordination Unit (the National Scholarships Foundation) and the individual Agreement of participating students and staff members, which are signed by the legal representative of the University;
- c) to ensure that Erasmus+ Programme regulations are observed at the level of the University and to facilitate the Programme's practical implementation in cooperation with the Erasmus+ Office and the Academic Coordinators of the Departments;
- d) to propose topics to the Erasmus+ Committee;
- e) to present to the Senate proposals related to ensuring the smooth operation of the Programme.

2.2 Erasmus+ Committee

The DUTH Senate appoints the Erasmus+ Committee, comprising 5 members and 5 alternates, with the following powers:

- a) the allocation of spaces for studies and Erasmus+ training per Department, as well as the allocation of spaces for teaching and training;
- b) the definition of criteria related to the allocation of points and the selection of participating staff members;
- c) the definition of the minimum criteria for the selection of students from the Departments of the DUTH;
- d) the final validation of the results of the selection of participating students;
- e) the examination of any objections as well as the settlement of management or other issues.

The Erasmus+ Committee shall meet at the invitation of its Chairman. The invitation shall state the exact time, place and items on the agenda of the meeting. The invitation with the necessary information material shall be distributed at least two working days before the meeting and sent to the members of the Committee electronically. The meetings of the Committee may be held by videoconference in accordance with $\Phi.1221/42/23076/B2$ JMD (Government Gazette 433/vol. B/ 17.3.2011). The Committee is quorate when at least three members are present. If after thirty minutes from the specified meeting time there is no quorum, the meeting shall be cancelled and reconvened within five days at the latest. The person who sets the agenda is the Chairman or the member of the Committee appointed by the Chairman. The order of the items on the agenda may be changed if the absolute majority of members present agrees.

2.3 Academic Department Coordinators

The Coordinators of the Academic Departments of the DUTH and their deputies are appointed by the Assemblies. They are responsible for the supervision, organization and coordination of inbound and outbound mobility at the level of the Academic Department. More specifically: a) they are responsible for communicating with students and staff within their Department;

- b) they handle all matters pertaining to the Erasmus+ Programme in the Department concerned, in the field of mobility for both Erasmus+ study and traineeship, by making relevant recommendations to the Assembly of the Department, where required;
- c) they assist students plan their mobility, they explain the procedures involved, they ensure academic recognition of ECTS credits by the competent Department in cooperation with the ECTS Coordinator of their Department, and generally support and guide them through all mobility stages;
- d) they coordinate the procedures for concluding, updating or repealing bilateral agreements with the Departments of Institutions abroad;
- e) they are responsible for issuing the certificates of incoming students to the Department concerned (for Erasmus+ studies or traineeships);
- f) they are responsible for issuing certificates to incoming staff at the relevant Department (for teaching or training);
- g) they inform, support and encourage student and staff mobility and support the Erasmus+ actions at the level of the University;
- and h) they cooperate with the Erasmus+ Office and the Secretariats of their Department.

The DUTH Departments may establish an Erasmus+ Committee to assist in the work of the Academic Department Coordinator.

2.4 Erasmus+ Office

The Erasmus+ Office undertakes the overall coordination of the Erasmus+/Student Mobility Program. It collaborates with the DUTH Coordinator, the Academic Department Coordinators, the Erasmus+ Committee and the Special Account for Research Funds (SARF), while providing administrative support for participating students and staff members. It sees to the regular update of the relevant DUTH website and to the management of social media for programme promotion purposes.

Students and staff members interested in participating in the Erasmus+/Student Mobility Programme will contact the Erasmus+ Office for:

- a) Information on Programme guidelines;
- b) Submission of the documents necessary for grant payments before and after the mobility period;
- c) Programme Participation Certificates;
- d) Maintaining and updating the Erasmus+ website, which provides detailed information about the program, mobility rates and anything related to the implementation of Erasmus+ in the DUTH.

3. Staff Mobility

The DUTH supports staff mobility, providing broad information on mobility possibilities and its added value at a personal and professional level as well as at the University level, and, acknowledging that the University is located in a remote area and the additional mobility costs that this entails, it finances part of the accommodation and travel expenses arising from mobility from its own resources in addition to Programme funding.

Furthermore, the DUTH encourages Academic Departments and its administrative services and units to develop active partnerships and to accept visits by teaching or non-teaching staff for teaching or training.

3.1 Teaching Staff Mobility for Teaching, Training or Teaching-Training Combination

To participate in Erasmus+ mobility for Teaching, Training or a Teaching-Training combination, the mobile individual must be a member of the DUTH teaching staff (under a permanent or temporary contract).

3.1.1 Procedure

1. Each year, the Erasmus+ mobility places available for Teaching, Training or a Teaching-Training combination are allocated by the Erasmus+ Committee to the DUTH Departments.
2. A call for expression of interest to the University's teaching staff for teaching and/or training shall be published by decision of the Erasmus+ Committee. The call shall specify the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications. Applicants send an application to the Erasmus+ Office which draws up a table of candidates per Department.

Staff members to participate in mobility are selected following scoring according to criteria that are based on the principles of equal treatment and are compatible with the criteria set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

	Criterion	Allocation of Points		Comments
1	Knowledge of the language to be used by the host organization	▪ Excellent (C2)	5	For Laboratory Teaching Staff/ Special Teaching Staff/ adjunct professors
▪ Very good (C1)		3		
▪ Good (B2)		1		

2	Academic rank of the applicant	▪ Professor	5	For faculty members
		▪ Associate Professor	10	
		▪ Assistant Professor	15	
		▪ Lecturer	15	
3	Years of service	▪ 1-10	1	For Laboratory Teaching Staff/ Special Teaching Staff
		▪ 11-20	3	
		▪ over 21 years	5	
4	Prior Programme Membership (STA or STT)	▪ in the last three years	-10	
		▪ in the last five years	-5	
5	Erasmus+ Department Coordinator		5	Added value in establishing, extending and monitoring the agreements
6	Priority to those who have already received incoming staff for Erasmus+ training or participate in any way in the implementation of the Erasmus+ Programme		3	Added value for the Department, the University and the Erasmus+ Programme
7	Course Taught in English for incoming students		5	Added value for the Department, the University and the Erasmus+ Programme

3. The candidates who achieved the highest score are selected from each Department. In all cases of selection, a reserve list is drawn up and it is used in case of cancellation of an approved participation.

4. In the event of a tie between two or more candidates, a lot is drawn in the presence of the members of the Erasmus+ Committee.

5. For participation in virtual mobility or zero grant mobility, approval is automatic.

6. In the event that there is an unallocated place in any Department of the DUTH for any reason, the highest rated member, regardless of Department, is selected for mobility.

7. In case of high demand, the Erasmus+ Committee may decide to allocate more teaching staff mobility places for Teaching, Training or a Teaching-Training combination than the ones set out in the applicable agreement. The relevant additional expenditure may be covered by the DUTH Special Account, in accordance with the rules of the Programme each time in force.

8. After his/her return, the mobile person a) submits to the Erasmus+ Office a certificate of completion of the agreed teaching, training or combination programme by the Host Institution b) submits travel documents (ticket purchase receipt, boarding cards, etc.) to the Erasmus+ Office and c) prepares a final report.

9. Mobile persons in collaboration with the Academic Department Coordinator(s), the Erasmus+ office or other DUTH Units organize and/or participate in actions to disseminate the results of the programme, increasing its added value.

10. For academic staff, the certificate of mobility is added to their service record and constitutes one of the criteria for their development.

3.2 Non-Teaching Staff Mobility

With regard to implementing non-teaching staff mobility, the mobile person must be a DUTH staff member under a permanent or temporary contract).

3.2.1 Procedure

1. Each year, by decision of the Erasmus+ Committee, a call for expression of interest for staff is published.

The call shall specify the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications. Applicants send an application to the Erasmus+ Office which draws up a table of candidates.

2. Staff members to participate in mobility are selected following scoring according to criteria that are based on the principles of equal treatment and are compatible with the criteria set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

	Criterion	Allocation of Points		Comments
1	Knowledge of the language to be used by the host organization	• Excellent (C2)	5	
		• Very good (C1)	3	
		• Good (B2)	1	
2	Position held by the mobile person	• Director General	3	
		• Head of the Directorate	2	
		• Head of the Department	2	
3	Years of service	• 3-10 years	3	
		• 11-20 years	4	
		• over 21 years	3	
4	Prior participation in the programme	• in the last three years	-10	
		• in the last five years	-5	
5	Participation in an organized <i>Staff Training Week</i> in the trainee's area of work, (e.g. library science, information technology, international relations matters, etc.)		5	
6	Priority to staff members who have already received incoming staff for Erasmus+ training or are otherwise serving the Erasmus+ Programme		5	Added value for the University and the Programme (reception of incoming persons, service of outgoing persons, processing of Erasmus+ documents, etc.)
7	Letter of Intent stating the motives and reasons for participation, the programme of activities and its relevance to the area of work of the member of staff		1-3	Assessment by the Erasmus+ Committee
8	Staff of the International Relations Department		3	

3. In the event of a tie between two or more candidates, a lot is drawn in the presence of the members of the Erasmus+ Committee.

4. In case of high demand, the Erasmus+ Committee may decide to allocate more staff mobility places than the ones set out in the applicable agreement. The relevant additional expenditure may be covered by the DUTH Special Account, in accordance with the rules of the Programme each time in force.

5. For participation in virtual mobility or zero grant mobility, approval is automatic.

6. After his/her return, the mobile person a) submits to the Erasmus+ Office a certificate of completion of the agreed further education/training programme by the Host Institution b) submits travel documents (ticket purchase receipt, boarding cards, etc.) to the Erasmus+ Office and c) prepares a final report.

7. The mobile persons in collaboration with the Erasmus+ office or other DUTH Units organize and/or participate in actions to disseminate the results of the programme, increasing its added value.

8. The certificate of mobility for vocational education is added to the staff member's service record and constitutes evidence during the process of his/her evaluation.

3.3 Mobility of incoming Staff

The DUTH Academic Departments and Administrative Services and Units can accept teaching or non-teaching staff for teaching or further education and training.

1. Funding for mobility is offered by the incoming staff's Institution of origin (except for mobility under ICM – KA171 projects).
2. Applications for incoming teaching staff mobility are submitted to the Academic Departments and together with the mobility programme they are communicated to the Erasmus+ office.
3. Applications for incoming mobility for administrative and technical staff are submitted to the Erasmus+ Office. The Unit that will host the incoming administrative/technical staff is responsible for organizing a work plan suitable for the incoming staff member and his/her mobility objectives.
4. The Erasmus+ Office, with the permission of the incoming member, posts visits and results on its website, on the DUTH social media, etc.

4. Student Mobility

The Student's Erasmus Charter describes the obligations and rights of students travelling under the programme. Students may complete long or short-term mobility for study or Erasmus+ Traineeship as described below.

4.1 Long-Term Student Mobility for Study

All DUTH students have the right to long-term mobility for study; in the context of the 2021-2027 program, emphasis is placed on the participation of students with fewer opportunities.

The DUTH Departments, by decision of the Assemblies, shall set selection criteria, which shall be made public to their students, shall appear in the Department's Course Guide and shall be posted on the Department's website. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

The maximum duration of mobility for study is one semester in order to allow mobility to more students of the DUTH. Students who are able to stay for longer (e.g. one academic year), can do so following approval by their Departments, however at zero grant. The procedure for zero grant mobility is the same as for grant supported mobility.

In case the student places offered for mobility are fewer than those demanded based on the applications, the Erasmus+ Committee may decide to reallocate the Programme's available budget, according to the rules of the agreement.

4.1.1 Procedure

1. By decision of the Erasmus+ Committee, a call for expression of interest for students wishing to participate in student mobility for study shall be published by the Departments, under the care of the respective Academic Department Coordinator. The call sets out the study cycle(s) it involves, the places available for the Department, the conditions, the selection criteria, the supporting documents and the deadline for submitting applications.

2. The application and all relevant documentation as specified in the call shall be submitted to the Department Coordinator.
3. The right to submit an application to participate in the programme have students who:
 - a) are duly enrolled in the DUTH Departments as undergraduate, postgraduate or doctoral students;
 - b) are linguistically proficient at the level required by the host institution.
4. For postgraduate students, the application must be accompanied by a certificate from the Coordinating Committee of the Master's Programme they are attending, which includes the following information: a) the title of the Master's Degree Programme; b) a certificate that the programme the candidate postgraduate student will follow will be part of his/her studies in the Postgraduate Programme (with a clear reference to the ECTS credits the student will achieve); and c) that the time he/she spends abroad will be counted towards the total time of his/her studies.
5. Doctoral candidates must submit along with their application a certificate from their three-member committee, indicating: a) the subject of the dissertation; b) a certificate that the Programme the candidate will follow will be part of the process of drawing up his doctoral dissertation; and c) that the time he/she spends abroad will be counted towards the total time of his/her studies.
6. Candidates for student mobility are ranked by the Erasmus+ Coordinator of the Academic Department. The Coordinator of the Academic Department communicates the ranking list to the relevant Assembly and then to the Erasmus+ Office. The Department Secretariat keeps an up-to-date record of Erasmus+ mobile students.
7. After the approval of the mobility, the Coordinator of the relevant Academic Department:
 - a) discusses with the student and finally approves a programme of one quarter (20 ECTS), one semester (30 ECTS) or one year (60 ECTS) on a case-by-case basis. The programme must have similar, complementary or related learning outcomes in relation to the programme of the student's Department of origin, but it does not necessarily need to have the exact same content. The student cannot select courses that he/she has successfully completed in the DUTH. The programme is reflected in the student's Learning Agreement.
 - b) informs the relevant Department's Assembly of the content of the Learning Agreement and recommends that it be ratified by the Department's Assembly, ensuring that the ECTS credits acquired at the Host Institution under the approved programme will be fully recognized, transferred to the study programme of the DUTH Department and used for the purpose of meeting the requirements for obtaining the qualification.
8. After selection, the student selected for a period of mobility abroad for study should visit the website of the host University to which he/she is going to move in order to be informed about the procedures, deadlines and documents required by the Host Institution, the starting dates of the courses, accommodation, etc.
9. After his/her acceptance by the Host Institution, the student submits to the Erasmus+ Office Learning Agreement and any documents required either in paper or electronic form and receives 80% of the amount of his/her scholarship. In addition, he/she must take an online test to assess his/her knowledge of the language used in his/her studies abroad.
10. The student regularly informs the Coordinator of the Academic Department about the progress of his/her studies.
11. The student shall promptly inform the Coordinator of the Academic Department of any academic or other problems that arise during his/her stay abroad.
12. Students who are scholarship holders of the Erasmus+ Programme for studies, do not have the right to participate in the exam period of the semester in which they participate in the program.
13. Students participating in the Erasmus+ Programme for the preparation of their thesis/dissertation or part of it must include in the thesis/dissertation they submit to their Department or in presentations of

their work at conferences, posted publications or papers the following text:

This thesis/dissertation (or Part of this thesis/dissertation) has been carried out in the context of mobility through the Erasmus+ Programme with EU funding.

14. Where an amendment to the Study Agreement is required for academic or other reasons, the student shall submit a relevant request to the Coordinator of his/her Department within five (5) weeks from the start of the courses at the host Institution, expressly stating the reasons for the requested amendment. The amendment is approved by the Assembly of the Academic Department and the procedure is completed by both Institutions (of origin and host) by the request of the interested party.

15. Upon his/her return from the host Institution, the student submits to the Coordinator and to the Erasmus+ Office of the DUTH all the necessary supporting documents they have received from the host Institution regarding his/her mobility.

16. The European Credit Transfer and Accumulation System is based on the workload that each student is required to complete in order to achieve the objectives of a curriculum, depending on the learning outcomes and the knowledge, skills and competencies that are sought to be acquired upon successful completion. The DUTH undergraduate and postgraduate programs have adopted the European Credit Transfer and Accumulation System, assigning ECTS credits to all independent educational elements and activities that compose them so that they can be transferred and accumulated in corresponding programmes of study of the same or another Higher Education Institution on a national and European level. The Department Coordinator handles the transfer of the ECTS credits obtained at the Host Institution through the Learning Agreement during the approved study programme as recorded on the transcript of records in the formal programme followed by the student in the DUTH Department. If the courses in which the student has successfully been examined at the host Institution exceed 30 ECTS points per a six-month period, the additional courses will be listed in the Diploma Supplement provided together with the degree certificate. If the student has covered the number of credits required to obtain a degree prior to his transfer, any courses that have been successfully examined at the host institution will be listed in the Diploma Supplement (Diploma Supplement) provided along with the degree certificate.

17. In courses that the students attended abroad but in the examination of which they were not successful, they can be re-examined at the DUTH during the September resit exam period. In such case, the students must ensure that this examination is declared in consultation with the secretariat of the relevant Department.

18. Upon completion of the mobility, the student receives the remaining 20% of the scholarship. A prerequisite for the award of the entire scholarship is the submission of the necessary documents by the host Institution and the successful evaluation of the student at the host Institution in courses corresponding to 30% of the Programme (6 ECTS credits for a quarter, 10 ECTS credits for a semester of study).

19. Where the actual period of mobility is shorter than the one specified in the Agreement, with a 5-day tolerance, the DUTH is obliged to amend the Student's Agreement reducing the corresponding amount of the agreed upon grant. In such case, either the entire remaining 20% of the grant is not paid, or if the total grant awarded is less than 80% of what the student has received, the corresponding amount has to be returned within one month of the notification the student will receive from the Erasmus+ Office. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students whom the Erasmus+ Committee finds to have outstanding administrative or financial issues with the programme, even if they complete their studies at the University, do not receive a certificate of completion of studies and are not declared graduates before settling the outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

20. Mobile students in collaboration with the student association, the ESN-DUTH, their Department, the

Erasmus+ Office or other DUTH Units organise and/or participate in actions to disseminate the results of the Programme increasing its added value.

4.1.2 Unsuccessful Completion of the Long-term mobility Programme for study

1. In the event that the scholarship student accumulates ECTS credits corresponding to less than 30% of his/her programme (less than 6 ECTS credits for a three-month mobility, 10 ECTS credits for a semester one) he/she does not receive the remaining 20% of the scholarship.
2. In cases where the student could not complete the pre-agreed activities at the host Institution due to force majeure (e.g. health reasons with a hospital certificate), the actual stay abroad is compensated, unless otherwise specified by the National Coordination Unit.
3. Students must submit the Transcript of Records and the Certificate of Attendance at the end of their mobility. If a scholarship student does not produce the documents, he/she must return the 80% of the scholarship they have already received in the form of advance payment, while they do not collect the remaining 20% of the scholarship.
4. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling their outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

4.2 Student Mobility for Erasmus+ Traineeship

All DUTH students have the right to mobility for an Erasmus+ Traineeship up to one year after the completion of their studies. Especially for recent graduates, the approval of applications (“as graduates”) by the Assembly of their Department must be completed during the last year of their studies and before they are declared graduates, and the Erasmus+ traineeship must take place exclusively in the first year after the completion of their studies. The 2021-2027 programme emphasizes the participation of students with fewer opportunities.

The scope of the Erasmus+ Traineeship abroad should be related to the fields of study in the student’s home Department.

The duration of the Erasmus+ Traineeship is 2-4 months and may be extended to the maximum period the student is entitled to, however at zero grant. The procedure for zero grant mobility is the same as for grant supported mobility. The eligibility conditions and grading criteria set out below apply to the selection of students for participation in Erasmus+ Traineeship mobility. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY). The basic criteria and indicative allocation of points are presented below.

Criterion	Allocation of Points	Comments
Letter of acceptance from host organization with description of works	0-20	The letter of acceptance is a condition for participation in the selection process. At the discretion of the Department’s Coordinator
Study level		
Undergraduate	10	
Postgraduate	15	

Doctoral Studies	20	
Application: Motives/reasons to participate in the programme	0-10	At the discretion of the Department Coordinator
Transcript of records (academic performance - grade point average)		
8.50-10	20	
7-8.49	15	
5-6.99	10	
Doctoral Studies		
Linguistic proficiency (based on the language of cooperation at the Host Institution)		
Excellent (C2)	10	
Very good (C1)	5	
Good (B2)	1	
Relevance with the learning outcomes of the curriculum (for undergraduate and postgraduate level) or with the doctoral dissertation	0-10	At the discretion of the Department Coordinator
Interview	0-10	At the discretion of the Department Coordinator
Letter of recommendation from a faculty member of the Department of study	0-10	At the discretion of the Department Coordinator
Second participation in Erasmus+	-20	
Mobility to the country of origin	-20	

The Assemblies of DUTH Departments decide on the exact allocation of points per criterion as well as the introduction of additional criteria related to the subject of the studies.

The selection and distribution criteria are listed in the Department's Course Guide and posted on the Department's website.

In case the student places offered for mobility are fewer than the applications, the Erasmus+ Committee may decide to reallocate the Programme's available budget, according to the rules of the agreement.

4.2.1 Procedure

1. By decision of the Erasmus+ Committee, the call for expression of interest to participate in student mobility (undergraduate and postgraduate) for Erasmus+ traineeship is published by the Departments care of the respective Coordinator. The call shall specify the places per Department, the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications.
2. The application and all relevant documentation as specified in the call shall be submitted to the Department Coordinator.
3. The right to submit an application to participate in the programme have students who:
 - a) are duly enrolled in the DUTH Departments as undergraduate, postgraduate or doctoral students;
 - b) are linguistically proficient at the level required by the host institution.

Especially for recent graduates, the approval of applications ("as graduates") by the Assembly of their Department must be completed during the last year of their studies and before they are declared graduates, and the Erasmus+ traineeship must take place exclusively in the first year after the completion of their studies.

4. Postgraduate students, along with their application, must submit a certificate from the Coordinating Committee of the Postgraduate Studies Programme they are attending, which includes the following information: a) the title of the Master's Degree Programme; b) a certificate that the programme the candidate postgraduate student will follow will be part of his/her studies in the Postgraduate Programme

(with a clear reference to the ECTS credits the student will achieve).

5. Doctoral candidates must submit a certificate from their three-member committee, along with their application, indicating: a) the topic of the doctoral dissertation, b) a certificate that the Programme to be followed by the candidate will be part of the process of drawing up the doctoral dissertation.

6. Candidates for Erasmus+ traineeships are ranked by the Erasmus+ Academic Coordinator based on the criteria set by the DUTH. The Coordinator of the Academic Department communicates the ranking list to the relevant Assembly and to the Erasmus+ Office. The Department Secretariat keeps an updated record of mobile students for Erasmus+ Traineeships.

7. After the approval of the mobility, the Coordinator of the relevant Academic Department:

a) discusses with the student and finally approves the Learning Agreement that includes the 2-4 month work programme, the learning outcomes and the tasks of the mobile person.

8. After selection, the student selected for a period of mobility abroad for an Erasmus+ traineeship should visit the website of the host institution to which he/she is going to move in order to be informed about the procedures, deadlines and documents required.

9. The student submits the Learning Agreement and any documents required on paper or electronically and receives 80% of his/her scholarship. In addition, he/she must take an online test to assess his/her knowledge of the language used in his/her host Institution.

10. The student shall promptly inform the Coordinator of the Academic Department of any academic or other problems that arise during his/her stay abroad.

11. Upon his/hr return from the host Institution, the student submits to the Academic Coordinator and to the Erasmus+ Office of the DUTH the relevant certificate (Traineeship Certificate) from the host institution in order for the recognition of the Erasmus+ Traineeship period to be carried out in accordance with the applicable regulations of the Academic Departments. It is noted that:

a) when the Erasmus+ traineeship is not part of the regular curriculum of the student's Department of origin (it does not count towards the necessary ECTS credits for obtaining a degree) or it is carried out on a voluntary basis, there will be a simple indication of successful completion in the Diploma Supplement;

b) in the case of a compulsory or an elective course for which ECTS credits are given, the corresponding ECTS credits attributed to that course and the score received shall be indicated in the transcript and in the Diploma Supplement;

c) for Erasmus+ traineeship performed after graduation, ECTS credits cannot be given;

12. Students participating in the programme for the preparation of an Erasmus+ traineeship must include in any presentations of the results of the Erasmus+ traineeship at conferences, posted publications or papers, the following text:

This thesis/dissertation (or Part of this thesis/dissertation) has been carried out in the context of mobility through the Erasmus+ Programme with EU funding.

13. Where the actual period of mobility is shorter than the one specified in the Agreement, with a 5-day tolerance, the DUTH is obliged to amend the Student's Agreement reducing the corresponding amount of the agreed upon grant. In such case, either the entire remaining 20% of the grant is not paid, or if the total grant awarded is less than 80% of what the student has received, the corresponding amount has to be returned.

14. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling the outstanding issues.

15. Mobile students, graduates in collaboration with the student/alumni association, the ESN-DUTH, their Department, the Erasmus+ Office or other DUTH Units organise and/or participate in actions to disseminate the results of the Programme increasing its added value.

4.2.2. Unsuccessful completion of Erasmus+ Traineeship mobility

1. A prerequisite for the award of the entire scholarship is the submission of the certificates (Evaluation Form and After the mobility) provided for by the host institution to the Erasmus+ Office and to the Coordinator of the Academic Department. If a scholarship student does not produce the documents, he/she must return the 80% of the scholarship they have already received in the form of advance payment, while they do not collect the remaining 20% of the scholarship.

2. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling their outstanding issues.

4.3 Short-term Student Mobility

Every student, and in particular the ones who cannot participate physically in long-term mobility for Erasmus+ studies or traineeship, has the opportunity to combine short-term mobility with physical presence (lasting from 5-30 days) in combination with mandatory virtual activity. In this case, the student must be given at least 3 ECTS credits. Especially with regard to the mobility of doctoral candidates, virtual activity is not necessarily required.

4.3.1 Procedure

1. By decision of the Erasmus+ Committee, the call for expression of interest to participate in short-term student mobility (undergraduate and postgraduate) is published by the Erasmus+ Office care of the respective Institution Coordinator.

The call shall specify the conditions, the selection criteria, the supporting documents and the deadline for the submission of applications. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

2. The application and all relevant documentation as specified in the call shall be submitted to the Erasmus+ Office.

3. The right to submit an application to participate in the programme have students who:

- a) are duly enrolled in the DUTH Departments as undergraduate, postgraduate or doctoral students;
- b) are linguistically proficient at the level required by the host institution;

3. For postgraduate students, the application must be accompanied by a certificate from the Coordinating Committee of the Master's Programme they are attending, which includes the following information: a) the title of the Master's Degree Programme; b) a certificate that the programme the candidate postgraduate student will follow will be part of his/her studies in the Postgraduate Programme (with a clear reference to the ECTS credits the student will achieve); and c) that the time he/she spends abroad will be counted towards the total time of his/her studies (for a one month short-term mobility).

4. Doctoral candidates must submit along with their application a certificate from their three-member committee, indicating: a) the subject of the dissertation; b) a certificate that the Programme the candidate

will follow will be part of the process of drawing up his doctoral dissertation; and c) that the time he/she spends abroad will be counted towards the total time of his/her studies (for a one month short-term mobility).

6. The eligibility conditions and grading criteria set out below apply to the selection of students for participation in Erasmus+ Traineeship mobility. The criteria are based on the principles of equal treatment and are compatible with those set by the European Commission and the Erasmus+ Greece National Coordination Unit (the State Scholarships Foundation - IKY).

Criterion	Allocation of Points	Comments
Bilateral Learning Agreement (for a Higher Education Institution host organization) or acceptance letter (for host organizations that are not Higher Education Institutions)	-	The bilateral Learning Agreement for organizations that are HEIs or the letter of acceptance for other organizations is a prerequisite for participation in the selection process.
Study level		
Undergraduate	10	
Postgraduate	15	
Doctoral Studies	20	
Transcript of records (academic performance - grade point average)		
8.50-10	20	
7-8.49	15	
5-6.99	10	
Doctoral Studies		
English language proficiency		
Excellent (C2)	10	
Very good (C1)	5	
Good (B2)	1	
Linguistic proficiency (host country language)		
Excellent (C2)	10	
Very good (C1)	5	
Good (B2)	1	
Scholarship related to the subject of study		
1	5	
2	10	
>2	20	
Second participation in Erasmus+	-20	
Mobility to the country of origin	-20	

Candidates for student mobility are ranked by the Erasmus+ Office under the responsibility of the Institution Coordinator. The Coordinator communicates the ranking list and informs the Academic Departments whose students have been selected for short-term mobility.

7. After the approval of the mobility, the Coordinator of the relevant Academic Department:

a) discusses with the student and finally approves the Programme that must have similar, complementary or related learning outcomes in relation to the programme of the student's Department of origin, but it does not necessarily need to have the exact same content. The programme is reflected in the student's Learning Agreement.

b) informs the relevant Department's Assembly of the content of the Learning Agreement and recommends that it be ratified by the Department's Assembly, ensuring that the ECTS credits acquired at the Host Institution under the approved short-term mobility programme will be fully recognized, transferred to the study programme of the DUTH Department and used for the purpose of meeting the requirements for

obtaining the qualification.

8. After selection, the student selected for a period of mobility abroad for study should visit the website of the host University to which he/she is going to move in order to be informed about the procedures, deadlines and documents required by the Host Institution, the starting dates of the courses, accommodation, etc. 9. After his/her acceptance by the Host Institution, the student submits the Learning Agreement, and any documents required either in paper or electronic form and receives 80% of the amount of his/her scholarship before his/her mobility.

10. The student regularly informs the Coordinator of the Academic Department about the progress of his/her studies.

11. The student shall promptly inform the Coordinator of the Academic Department of any academic or other problems that arise during virtual or physical mobility.

12. Upon completion of the mobility, the student receives the remaining 20% of the scholarship. A prerequisite for the award of the entire scholarship is the submission of the necessary documents by the host Institution and the successful examination of the student at the Host Institution in courses corresponding to 30% of the ECTS credits of the program.

13. Students participating in an Erasmus+ short-term mobility for the preparation of their thesis/dissertation or part of it must include in the thesis/dissertation they submit to their Department or in presentations of their work at conferences, posted publications or papers the following text:

This thesis/dissertation (or Part of this thesis/dissertation) has been carried out in the context of mobility through the Erasmus+ Programme with EU funding.

14. Where the actual period of physical mobility is shorter than the one specified in the Agreement, depending on its duration, the DUTH is obliged to amend the Student's Agreement reducing the corresponding amount of the agreed upon grant. In such case, either the entire remaining 20% of the grant is not paid, or if the total grant awarded is less than 80% of what the student has received, the corresponding amount has to be returned within one month of the notification the student will receive from the Erasmus+ Office. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling the outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

15. Mobile students in collaboration with the student association, the ESN-DUTH, their Department, the Erasmus+ Office or other DUTH Units organise and/or participate in actions to disseminate the results of the Programme increasing its added value.

4.3.2. Unsuccessful completion of Short-term Mobility

1. In the event that the scholarship student accumulates ECTS credits corresponding to less than 30% of his/her program, he/she does not receive the remaining 20% of the scholarship.

2. In cases where the student could not complete the pre-agreed activities at the host Institution due to force majeure (e.g. health reasons with a hospital certificate), the actual stay abroad is compensated, unless otherwise specified by the National Coordination Unit.

3. Students must submit the Transcript of Records and the Certificate of Attendance at the end of their mobility. If a scholarship student does not produce the Attendance Certificate, he/she must return the 80% of the scholarship they have already received in the form of advance payment, while they do not collect the remaining 20% of the scholarship.

4. If the scholarship student does not return the sum credited to him/her in time, the matter will be duly referred to the Erasmus+ Committee of the DUTH. Students who have outstanding administrative or financial issues with the Erasmus+ Programme, even if they complete their studies at the University, they do not receive a certificate of completion of studies and are not declared graduates before settling their outstanding issues. The Erasmus+ Office shall notify the Secretariat of the Corresponding Department accordingly.

4.4 Incoming Erasmus+ Students

Incoming students are registered in the information system of the Secretariat of the reception Department with the designation Erasmus+.

1. Incoming students must choose the main volume of courses from the indicative Study Programme of the Department in which they are enrolled, but they can also acquire ECTS credits from courses from other Departments of the DUTH.
2. Incoming students are additionally provided with the Modern Greek Language course, which is taught during the winter and spring semesters. Incoming students who successfully complete the course in question receive three (3) ECTS credits per semester. The relevant certificate of successful completion of the attendance is issued at the end of each semester by the person teaching the course, in order for students to submit it to the Secretariat of the Department in which they are registered, so that the ECTS credits can be awarded and the grade/performance be submitted, which is taken into account in the final transcript of records granted by each Secretariat after the end of the mobility of each incoming student.
3. For incoming students, B1 is proposed as a minimum level of language proficiency for Greek and B2 for English.
4. The Departments draw up a list of courses offered in English for the winter and spring semesters. The list of courses must include for each course the content, the learning outcomes and the ECTS credits, it must be updated and be available at least 3 months before the beginning of the semester.
5. For the convenience of incoming students who wish to attend courses not included in the list of courses offered in English or workshops, it is possible, after consultation with the persons teaching the course which consultation facilitated by the Coordinator of the Academic Department, to cooperate during scheduled meetings with the persons teaching the courses they have agreed to attend, in order to be given supervised assignments so as to achieve the learning outcomes, or to carry out research in fields that will have been agreed upon with their University of origin, under the supervision of faculty members of the Department.

4.5 Preparation of Erasmus+ Bilateral Agreements

1. Each faculty member interested in drawing up a new bilateral agreement shall notify the Erasmus+ Coordinator of their Academic Department accordingly.
2. If the cooperation includes student mobility, the Coordinator checks the compatibility of the study programme of the proposed institution with that of his/her Department.
3. After the signing of the bilateral agreement, the Coordinator informs the Department Assembly, providing all the data, such as the number of participants, the level of studies (undergraduate and/or postgraduate), etc., as well as the contact details of the new institution.
4. The Academic Coordinators monitor the performance of outgoing students and if they find problems in the smooth implementation of the mobility, they request the Department Assembly to terminate the bilateral agreement.
5. A record of the bilateral Erasmus+ agreements of the DUTH is kept at the Erasmus+ Office and is posted on the program's website.

4.6 Erasmus Student Association & Erasmus Volunteer Group

1. For the optimal adaptation of incoming students, a group of Erasmus volunteers at the DUTH (Erasmus buddy) is organized and operates under the supervision of the Institution's Coordinator, in cooperation with the Erasmus Students' Association of the DUTH (ESN-DUTH),.
2. The group of volunteers includes, as a matter of priority, active undergraduate and postgraduate students who have participated in mobility under the Erasmus+ Programme in previous years. In case of insufficient number of volunteers, the group may be supplemented by other students, provided that they are proven to know (at least very good knowledge) the English language.
3. Volunteer students participating in the Erasmus+ buddy system undertake to guide the incoming students of the DUTH and to inform them about its daily operation and the student care services provided, helping them to adapt without delays and difficulties to the academic reality of the Institution.
4. After the end of their term, volunteer students may apply for a certificate of participation in the Erasmus buddy system programme.

5. Mobility of staff and students in the context of the implementation of Intensive Mixed Mobility Programs

Participation of students or of DUTH staff members in Intensive Blended Mobility Activities and the related mobility is implemented in accordance with the provisions of the decision of the DUTH Senate on the operational framework of Blended Intensive Programmes (BIP) (Decision No.: 8/73/22-7- 22).

The criteria for selecting students who will participate in a Blended Mobility Programme are defined by the bodies that organize the programme in question.

6. Mobility of staff and students in the context of International Mobility

In the context of the International Mobility between Programme and Partner Countries, students and staff members are given the opportunity to move with the Erasmus+ Programme for Erasmus+ studies/traineeships or teaching/training respectively. The specific mobility actions concerns specific Institutions and partner countries based on the cooperation plans approved following an Invitation by the State Scholarships Foundation (IKY).

The mobility places of students and staff members are announced separately for each project and Institution and for specific cycle(s) of studies and academic fields, as described in the project positions approved by IKY. The supporting documents for the submission of an application and the specific selection criteria are set out in the respective call. The application and all relevant documentation as specified in the call shall be submitted to the faculty member who is scientifically responsible for the implementation of the Programme and who is tasked with the evaluation, the drafting of the learning agreement and the smooth implementation of the project.

7. Insurance for mobile students and staff members

7.1 Insurance for mobile students

1. The Erasmus+ grant does not provide insurance for mobile students.
2. Before travelling abroad, the student should obtain from his/her insurance body the European Health Insurance Card (EHIC) which covers the entire period of travel and should be informed about the benefits

it provides in the host country. It is noted that the European Health Insurance Card does not cover private care, emergency medical care or repatriation and does not substitute travel insurance. In cases where the EHIC is invalid (as, for example, in countries outside the European Union) private health insurance must be in place.

3. For Erasmus+ traineeships, in addition to the European Insurance Card, students must be insured for third party civil liability for physical injuries and/or property damage and for personal accident insurance, throughout an Erasmus+ traineeship abroad. In the event that third party liability insurance and personal accident insurance are not provided by the Erasmus+ traineeship body, they must take out private insurance. Additional private insurance is also recommended for emergency medical care and repatriation.

7.2 Insurance for mobile staff members

1. The Erasmus+ grant does not provide insurance for mobile staff members.
2. Before travelling abroad, the staff member should have health insurance coverage, i.e. they must have the European Health Insurance Card (EHIC). In cases where the EHIC is invalid (as, for example, in countries outside the European Union) private health insurance must be in place.
3. Depending on the funding agreement of the DUTH with IKY, it may be necessary to take out additional private health insurance for cases of expenses not covered by the EHIC, such as in the cases of emergency medical care or repatriation of a deceased person or civil liability. Staff members must be informed in advance of the host country's health insurance situation.

8. Miscellaneous

1. Issues not regulated by these Rules and Regulations are resolved through decisions of the DUTH Senate following a Recommendation by the Institution's Coordinator.
2. If a contradiction is found between the provisions of this Regulation and the rules of the Erasmus+ Programme, as defined/revised by the competent managing authority and/or reflected in the Programme Agreement, then the provisions of the Programme shall prevail.
3. Amendments to these rules and regulations are made by decision of the Senate of the Democritus University of Thrace.

9. Transitional provisions

1. These Rules and Regulations apply to all student and staff mobility that is under way.
2. The provisions of these Rules and Regulations shall have retroactive effect.



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Annex 10

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

Komotini 2024

Article 1

Maximum duration of study

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

Article 2

Exceptions for exceeding maximum study duration

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

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

a) the student him/herself, or

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

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

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

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

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

Article 3

Part-time study

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

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

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

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

More specifically:

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

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

Article 4

Suspension of study

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

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

4. The application is submitted:

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

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

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

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

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

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

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

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

Article 5

Transitional - final provisions

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

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

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

ANNEX

TEMPLATE 1

APPLICATION
FOR EXCEPTIONAL EXCEEDING OF THE
MAXIMUM DURATION OF STUDY

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

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

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

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

because the following reasons apply:

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

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

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

SIGNATURE
The applicant

TEMPLATE 2

APPLICATION
FOR INCLUSION IN PART-TIME STUDY
REGIME

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

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

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

TEMPLATE 3

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

because I belong to the following student category:

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

B) students belonging to the category of persons with disabilities

C) students belonging to the athlete category.

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

1....

2....

I declare (select A or B as appropriate)

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

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

SIGNATURE

The applicant

APPLICATION
FOR SUSPENSION OF STUDIES

Student's surname:.....

Student's name:.....

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

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

of Democritus University of Thrace

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

because the following reasons apply:
.....

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

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

SIGNATURE

The applicant

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

Note:

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

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



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Annex 11

Internal Mobility Rules and Regulations of the Democritus University of Thrace

Komotini 2024

Article 1

General

1. Definitions:

a) Pursuant to article 77 and paragraph 3 of article 417 of Law 4957/2022 and decision No. 48880/Z1/2.5.2023 (Government Gazette, Issue B', No. 2904) of the Minister and Deputy Minister of Education and Religious Affairs, "Internal Mobility Programme" means the program that enables students who are enrolled in first-cycle of a Department / Single-Department School of a Greek institution of higher education and who have not exceeded the study program's minimum duration of studies to enrol in a similar or different first-cycle study programme –pursuant to the provisions of article 2 of this Annex– of a Department / Single-Department School of another Greek institution of higher education for a period of one (1) academic semester in order to participate in and follow the educational activities of the latter Department / Single-Department School and to be assessed in these activities.

b) "Sending Department / Single-Department School" means the Department or Single-Department School of the institution of higher education in which students who have submitted an application for participation in the internal mobility programme are enrolled.

c) "Receiving Department / Single-Department School" means the Department or the Single-Department School to which students wish to move for one (1) academic semester if their application for participation in the internal mobility programme is accepted.

d) "Scientific field" means the scientific fields into which the Departments or Single-Department Schools of institutions of higher education are classified pursuant to article 4A of Law 4186/2013 (Government Gazette, Series I, No 193).

2. The aim of the internal mobility programme is to promote the pursuit of additional knowledge and skills, as well as interdisciplinary studies, by enabling students to participate in educational activities that are offered within the framework of first-cycle study programmes of a Department or Single-Department School of an institution of higher education other than that in which they are enrolled.

3. All the Departments and Single-Department Schools of the Democritus University of Thrace that organise first-cycle study programmes mandatorily participate in the internal

mobility programme, with the exception of Study Programmes in Foreign Language which are excluded from the programme.

4. The Senate of the Democritus University of Thrace, following a recommendation of the Rector or competent Vice-Rector, appoints one (1) member of the Research Teaching Staff together with their deputy as the Institutional Coordinator of the Internal Mobility Programme. The Coordinator:

a) is responsible for ensuring the smooth flow of the procedures that govern the functioning and activities of the internal mobility programme in accordance with the provisions and restrictions that are provided for under the legal framework that is in force, and for informing the Rector or competent Vice-Rector who is responsible for monitoring the programme.

b) ensures that the programme's regulations are complied with on an institutional level and facilitates the programme's practical application in cooperation with the Academic Affairs Directorate and the Departments' Coordinators.

c) recommends measures and proposals to the Senate that aim at ensuring the programme's smooth functioning.

5. In each Department of the Democritus University of Thrace, a Faculty Member, a Special Teaching Staff, Laboratory Teaching Staff or Special Technical Laboratory Staff is appointed as Coordinator of Internal Mobility, who is responsible for monitoring, organising and coordinating inbound and outbound students on an Academic Department level.

More specifically, the Coordinators of Internal Mobility of each Department and Single-Department School:

a) are responsible for communicating with the students and faculty of the Department / Single-Department School in matters that concern internal mobility;

b) resolve any and all matters that concern the internal mobility programme within the Department / Single-Department School, making recommendations to the Assembly of the Department / Single-Department School wherever this may be deemed necessary;

c) inform and help the students of the Department / Single-Department School plan their mobility, explain the relative procedures to the students, ensure that the ECTS credits (if such exist) that are earned are recognised and, in general, support and guide the students through all the stages of their mobility; and

d) inform and help inbound students in matters that concern the Department / Single-Department School and support and guide students so that they quickly integrate into the

academic community. Moreover, the Directors see to the issuing of any certificates by the Department / Single-Department School.

Article 2

Classification of Study Programmes

1. For the needs of the internal mobility programme's implementation, following a decision of the Senate of the Democritus University of Thrace which is taken following a recommendation of the Assembly of the Department or Single-Department School that is responsible for organising each first-cycle study programme, the first-cycle study programmes of the Department or Single-Department School are classified under one (1) of the following categories:

(a) general category: students who were admitted via examinations of any scientific field, as these are defined under article 4A of Law 4186/2013 (Government Gazette, Series I, No 193) as said law was amended and is in force, may move to the Receiving Department.

(b) scientific field: students who were admitted via examinations of at least the same scientific field and/or additional scientific fields, as these are defined under article 4A of Law 4186/2013 (Government Gazette, Series I, No 193) as said law was amended and is in force, which will be determined with a decision of the Senate, may move to the Receiving Department.

(c) comparability: only students from Departments that are deemed as comparable departments in accordance with the decision of the Minister of Education, Religious Affairs and Sports that is issued every year by means of authorisation of paragraph 5 of article 73 of Law 4692/2020 (Government Gazette, Series I, No 111). Only twenty per cent (20%) of the study programmes of the Democritus University of Thrace may be incorporated into this category.

2. The recommendation of the Assembly of the Department or Single-Department School must include a clear, specific and adequate justification as to the category that is selected, particularly as to the study programme's nature and requirements, the knowledge or skills that students are required to have in order to follow the particular study programme and any special courses in which students are required to be examined in order to be able to enrol in the study programme. As regards study programmes that are classified under point (b) of paragraph 1 above, the decision of the Senate must note the scientific fields that are incorporated into the study programmes of the Departments / Schools from which students can move within the framework of the internal mobility programme. Respectively, point (c) of paragraph 1 above incorporates only first-cycle study programmes whose academic field is so specialised that the programme's educational

activities may be successfully followed only by students who are enrolled in study programmes of comparable Departments / Schools (e.g. Department / School of Medicine, Dentistry). The number of study programmes of point (c) of paragraph 1 above cannot exceed twenty per cent (20%) of the total number of first-cycle study programmes in accordance with paragraph 2 of article 4 of decision No. 48880/Z1/2.5.2023 of the Minister and Deputy Minister of Education and Religious Affairs (Government Gazette, Series II, No. 2904). If, following the recommendations of the Assemblies, the above threshold –namely, twenty per cent (20%) of the total number of the institution’s first-cycle study programmes– is exceeded, the final decision on the incorporation of study programmes into the category of point (c) of paragraph 1 above is taken by the Senate of the Democritus University of Thrace.

3. The decision of the Senate of the Democritus University of Thrace is issued at the latest by 31 May of each year and is forwarded to the Directorate General of Higher Education of the Ministry of Education, Religious Affairs and Sports. Study programmes that are not included in the Senate’s decision are automatically incorporated into the general category of point (a) of paragraph 1 above.

4. The maximum number of students who may move per academic semester to a first-cycle study programme of a Department or Single-Department School of a Greek institution of higher education within the framework of the internal mobility programme is equal to ten per cent (10%) of the total number of students who are admitted in the Receiving Department or Single-Department School, as this is determined per academic year in accordance with the relevant ministerial decisions.

5. A student’s participation in the internal mobility programme has a duration of only one (1) academic semester.

Article 3

Eligibility – procedure for the submission of applications

1. Students who are enrolled in a first-cycle study programme of a Department or Single-Department School are eligible to apply for the internal mobility programme, provided they meet the following conditions:

- a) they have completed at least the first academic semester of their studies;
- b) they have not exceeded the study programme’s minimum duration of studies, as said duration is set in the decision on its establishment;
- c) they need a minimum number of thirty (30) ECTS credits to receive their degree;

d) they have not previously, at any time during their studies, moved to the particular first-cycle study programme within the framework of the internal mobility programme; and
e) they do not have the status of part-time student during the semester for which they are applying for the internal mobility programme.

2. Mobility within the framework of European Programmes or bilateral agreements does not constitute grounds for a student's exclusion from the internal mobility programme.

3. Applications for participation in the internal mobility programme can be submitted only electronically via the special digital platform of the Ministry of Education, Religious Affairs and Sports. The procedure for the submission of applications is carried out two (2) times per year, once for each academic semester, as follows:

a) in May of each year for mobilities that are effected in the winter semester of the following academic year; and

b) in November of each year for mobilities that are effected in the spring semester of the same academic year;

4. The exact dates by which applications must be submitted are announced and posted by the Directorate General of Higher Education on the website of the Ministry of Education, Religious Affairs and Sports.

5. Students can submit an application for mobility to one (1) Greek institution of higher education of their choice and declare, in order of priority, up to three (3) first-cycle study programmes of the same institution of higher education to which they wish to move.

6. Applications must mandatorily be accompanied by the following supporting documents, which are posted on the special digital platform, exclusively on the responsibility and liability of the student:

a) a copy of the student's Student ID card;

b) a certificate of studies issued by the Department or Single-Department School;

c) a brief curriculum vitae which must be prepared based on the Europass CV format;

d) a letter of motivation in which the student must note the reasons why he/she wishes to follow the academic activities of the particular study programmes;

e) the student's transcript.

Students can submit additional supporting documents if they believe these will help towards a favourable review of their application (e.g. letters of reference issued by the teaching staff, certificates of proficiency in foreign languages).

7. Each application receives a unique submission number at the time it is finalised via the special digital platform. Applications that have been submitted can be amended or cancelled, provided they are amended or cancelled prior to the final date that has been

set for their submission. If a submitted application is amended, the contents of the last submitted application are taken into consideration.

8. The applications and supporting documents are forwarded electronically to each institution of higher education and are reviewed by the Assembly of the Receiving Department or Single-Department School.

9. Students of the Study Programmes in Foreign Language as stipulated in Chapter K' of Law 4957/2022 (Government Gazette, Series I', No. 141) are excluded from the internal mobility programme.

Article 4

Review of applications of inbound students

1. The applications of students of other institutions who wish to participate in the internal mobility programme and who have selected a study programme of the Democritus University of Thrace, together with the supporting documents, as they have been submitted to the Ministry of Education, Religious Affairs and Sports, are forwarded electronically to and reviewed by the Assembly of the relative Department or Single-Department School following a recommendation of the three-member Committee that is comprised of members of the Research Teaching Staff (D.E.P.) which is established by the Assembly for this purpose, in accordance with decision No. 48880/Z1/2.5.2023 of the Ministry of Education, Religious Affairs and Sports (Government Gazette, Series II, No. 2904).

2. The decision of the Assembly of the Receiving Department or Single-Department School includes the following:

- a) a list of selected students, which contains the students whose applications are accepted;
- b) a list of reserve students listed in ranking order, which contains the students whose applications were not accepted because the number of positions offered through the internal mobility programme was filled. These students can participate in the programme if a student who has been selected opts out of the programme.

3. Students are assessed on the basis of the following criteria:

- a) the year of their studies;
- b) their formal and essential qualifications as these arise based on the documents that have been submitted;
- c) the reason the students invoke in the accompanying letter of motivation for the acceptance of their application.

4. Applications that have been submitted to the Ministry of Education, Religious Affairs and Sports without the aforementioned supporting documents are deemed incomplete by the Assembly of the Department or Single-Department School and are not reviewed.
5. Candidates who are included in the lists of selected students and reserve students are ranked in order of merit on the basis of the following formula:

$$\frac{\left(\frac{\text{Credits earned}}{\text{Total Credits required}} \right)_{\text{based on the semester attended}} * \left(\text{Number of courses passed} \right)_{\text{in the Department's field of study}} * A}{\text{Year in Study Programme}}$$

where: Credits= ECTS credits, A= the extent to which the reason noted in the letter of motivation and any additional qualifications as these arise from the supporting documents are covered (value from 0-100).

6. The lists of selected students and reserve students who are chosen to participate in the internal mobility programme of first-cycle study programmes of each Receiving Department or Single-Department School are posted without the names of the students, but with the unique submission number that each application has received via the special digital platform of the Ministry of Education, Religious Affairs and Sports. The platform is updated with the result of each application by the Secretariat of the Department / Single-Department School.
7. By a decision of the Assembly of the Receiving Department or Single-Department School, the study programme in which the students are enrolled can be characterised as similar to or different from the study programme of the Receiving Department or Single-Department School. If the receiving study programme is characterised as similar by the Assembly of the Receiving Department or Single-Department School at the time the student's application is reviewed, the student is enrolled in the corresponding semester as that in which he is enrolled in his Department and follows the courses and educational activities of the Receiving Department or Single-Department School regardless of the year in which they are incorporated.
8. If the receiving study programme is characterised as different by the Assembly of the Receiving Department or Single-Department School at the time the student's application is reviewed, the student is enrolled in the 1st semester and attends the courses of the 1st semester of the Receiving Department or Single-Department School.
9. The applications are reviewed and the results are issued by the Assembly of the Receiving Department or Single-Department School of each institution of higher education as follows:

- a) by 31 July of each year, for mobilities that are effected in the winter semester of the following academic year; and
- b) by 15 December of each year, for mobilities that are effected in the spring semester of the same academic year.

Article 5

Duration of mobility – Attendance – Rights of students

1. The duration of a student's mobility/enrolment in a first-cycle study programme of another Greek institution of higher education that is effected within the framework of the internal mobility programme is one (1) academic semester (winter or spring).
2. The right of mobility may be exercised one (1) time until the completion of the first-cycle study programme and the conferral of the degree by the sending institution of higher education.
3. During their mobility/enrolment in the study programme of the Receiving Department or Single-Department School, students are enrolled:
 - a) in the corresponding semester (winter or spring) of the study programme in which they are enrolled if they come from a similar study programme; and
 - b) in the corresponding semester (winter or spring) of the first year of the study programme if they come from a different study programme;
4. The characterisation of the first-cycle study programme of the Sending Department or Single-Department School of each student as similar or different is decided on by the Assembly of the Receiving Department or Single-Department School at the time the student's application is reviewed and is included in its decision.
5. Educational activities that concern internships and bachelor's or diploma theses of the study programme of the Receiving Department or Single-Department School are excluded from the educational activities that students may choose to follow and be assessed in within the framework of the internal mobility programme.
6. During the time of their enrolment in the study programme of the Receiving Department or Single-Department School, mobile students have all the rights and obligations of a student of the receiving institution of higher education in accordance with the institution's Internal Operating Rules and Regulations and the undergraduate study rules and regulations.
7. The Secretariat of the Department or Single-Department School of the receiving institution of higher education provides mobile students with a certificate that may be issued via the special digital platform of paragraph 3 of article 3 to mobile students

certifying the student's movement within the framework of the internal mobility programme, the first-cycle study programme he/she attends and the academic semester in which the student has enrolled. Throughout their participation in the internal mobility programme, students do not receive a new student ID card but use the student ID card that they have received from the Department or Single-Department School of the sending institution of higher education in conjunction with the attestation of the Department / Single-Department School of the receiving institution of higher education.

Article 6

Recognition of courses - educational activities

1. Participation in the internal mobility programme makes it possible for the student's studies in the study programme of the Department or Single-Department School of the receiving institution of higher education to be recognised by the Sending Department or Single-Department School.
2. Mobile students who have been successfully assessed in the educational activities of the study programme of the Receiving Department or Single-Department School can submit an application requesting the recognition of these educational activities (e.g. courses, seminars, laboratories).
3. The application must be accompanied by an attestation of the receiving institution of higher education that notes the titles of the courses or educational activities that the student followed, the grades that the student received following his assessment in each course or educational activity and the corresponding number of ECTS credits (European Credit Transfer and Accumulation System) the student earned.
4. The courses – educational activities in which students have been successfully assessed are recognised by a decision of the Assembly of the Sending Department or Single-Department School within a period of one (1) month of the date the information of the previous paragraph is recorded and the internal mobility programme is completed as follows:
 - a) if the study programme of the Department or Single-Department School of the receiving institution of higher education has been characterised as similar to the study programme of the Sending Department or Single-Department School, then all the courses or educational activities in which the student has been successfully assessed and the ECTS credits that correspond thereto are recognised for the conferral of the degree, provided the student has not already been successfully assessed in the same or corresponding

courses or educational activities by the study programme of the Sending Department or Single-Department School.

b) if the study programme of the Receiving Department or Single-Department School has been characterised as different from the study programme of the Sending Department or Single-Department School, then the courses or educational activities in which the student has been successfully assessed and the credits that correspond thereto, up to ten per cent (10%) of the credits that are required for the conferral of the degree, can be recognised in accordance with the provisions of paragraph 4 of article 66 of Law 4957/2022.

5. The courses and educational activities in which the student has been successfully assessed within the framework of the mobility programme, the grades of the courses and the number of credits that correspond to each course or educational activity are mandatorily noted in the supplement of the degree, regardless of whether or not they are recognised or taken into consideration for the conferral of the degree.

6. Students who have been admitted in first-cycle study programmes of Departments or Single-Department Schools of institutions of higher education via placement examinations may be exempted from the obligation to follow and be assessed in the courses or educational activities of these study programmes if they were successfully assessed within the framework of the internal mobility programme and may request that these courses or educational activities and the ECTS credits that corresponding thereto be recognised regardless of whether or not the courses or educational activities were taken into consideration for the conferral of the degree, provided the material of these courses or educational activities coincides with the material of the courses or educational activities of the first-cycle study programme of the Department or Single-Department School. The recognition of courses and other educational activities is subject to a decision of the Assembly of the Department or Single-Department School that is responsible for organising the programme, following an application that the student must submit to the Secretariat of the Department or Single-Department School. The above decision determines the courses and other educational activities of the study programmes that are recognised, and the student is exempted from the obligation to follow and be successfully assessed in these courses and activities.

Article 7

Protection of personal data

For the purposes of the legislation on the protection of personal data, the Democritus University of Thrace and its Academic Departments are required, throughout the

implementation of the internal mobility programme, to take and continuously maintain any and all technical and organisational measures that are appropriate and necessary for the protection of the data that is received, which are mandatorily noted in the University's policies, and at least to record and monitor any and all accesses to, to ensure the traceability of and to protect any and all personal data that is handled from any breach, as well as from any deliberate or coincidental threat, acting in accordance with European and national law and, in particular, with the General Data Protection Regulation (GDPR) and Law 4624/2019.



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Annex 12

Regulations for Academic Studies Advisors of Democritus University of Thrace

Komotini 2024

Article 1

General Provisions

1. The Academic Studies Advisor (ASA) guides and supports students (both undergraduates and graduates) during their studies. The Supervisor plays this role for doctoral candidates.
2. The ASA has an advisory role regarding the academic progress of the student, is available for emergency meetings to provide assistance and redirection to experts (such as the Center for Psychological and Counseling Support) in cases where the student is facing personal issues that are affecting his/her studies, monitors the student's progress, and encourages him/her to achieve his/her professional goals as best as he/she can.
3. The members of the teaching staff, the administrative staff, the Directors of the Laboratories and Clinics, the Heads of the Departments, the Presidents of the Departments, as well as the responsible departments of the University, cooperate with and support the Academic Advisors in their work.

Article 2

ASA appointment procedure

1. Upon commencement of the academic year and no later than 10 October, the Assembly of each Department shall assign to faculty members, members of the Special Teaching Staff and the Laboratory Teaching Staff the duties of Academic Studies Advisor for each newly admitted undergraduate student of the Department. Students are assigned alphabetically by the Department's Secretariat, and the number of first-year students is equally distributed among faculty members, members of the Special Teaching Staff and the Laboratory Teaching Staff of the Department. Following approval by the Assembly, the Department's Secretariat informs students by all appropriate means (through announcements, e-mails, website) of the ASAs they will be working with. This procedure is repeated after the completion of the admission of students in special categories who are enrolled later in the Departments.
2. For post-graduate students, the proposal for the assignment of the duties of Academic Studies Advisor is carried out by the Coordinating Committee within 10 days from the completion of enrolment and is then validated by the Assembly of the Department. For Interinstitutional or Interdepartmental Post-graduate Study Programmes the assignment is done by the Coordinating Committee and validated by the Study Programme Committee (SPC), while for foreign-language interdepartmental or interinstitutional PGMPs it's done by the responsible body, and teaching staff members from both Universities can be appointed as ASAs.
3. Students shall be assigned the same ASA until their studies are completed. In the event of long-term absence of the ASA (e.g. sabbatical), the Assembly shall assign the students assigned to this ASA to another faculty member of the Department.
4. Following a substantiated request from the student or ASA to the Assembly of the Department, a new ASA may be appointed.

Article 3

Role of the Academic Studies Advisor

1. The ASA plays a primarily advisory role regarding the student's academic career. More specifically, the ASA:

- a) Supports the more effective transition of students from secondary to higher education, in the case of first-year students.
 - b) It provides information on the general operation of the Study Programme, the organization of the Study Guide, the infrastructure offered, the laboratory or other structures and the possibility of students participating in laboratory activities as well as in research programmes that are being developed in the Department and the Programme.
 - c) Informs students about the services offered by Democritus University of Thrace to support their studies and directs them appropriately (e.g. to the Career Office, the Academic Officer for the Erasmus+ Programme or Internships at the Department, etc.).
 - d) Encourages student participation in educational activities, so that their education is supported in the best possible way, as well as their systematic cooperation with the teachers.
 - e) Provides support for identifying the combinations of courses within the offered Study Programme, so that they can choose the appropriate courses, depending on their personal interests, skills and competences.
 - f) Provides support to students with regard to potential problems that arise either due to inadequate attendance or due to the evaluation results of individual courses, which may constitute an obstacle to the smooth progress of their studies.
 - g) Provides support for shaping students' personal planning with regard to both the continuation of their studies and their professional development, based on their interests, and informs them about next level study programmes at the Department, as well as the professional opportunities they may have as graduates of a particular Study Programme.
2. In the event that the ASA becomes aware of any problems or failures which are expressed by the students and relate to the operation of the Department/University, they shall draw up a relevant report to be submitted to the Department/Single-Department Study Programme Committee (for Undergraduate Study Programmes) or to the responsible body (for Post-graduate Study Programmes), and the Internal Evaluation Team, which may recommend to the Assembly of the Department proposals for managing problems or failures.

Article 4

Contacting the Academic Studies Advisor

1. The ASA maintains a list of the phones and institutional e-mail addresses of the students for which he/she is responsible as part of his/her competence and regulates communication with them (either in person, by telephone or online).
2. The Department Secretariat shall post a table of the Academic Advisors' working hours on the Department's website.
3. ASA meetings with students are held both individually, with each student, and on a group basis. For undergraduate students, the first meeting of the group with the Academic Studies Advisor, where they will be briefed about the ASA's role, the Study Programme, the Study Regulations, the obligations and rights of students, and will have a general discussion on issues of common interest, shall take place by November 15th. For post-graduate students, the first meeting shall take place within one month of their enrolment.
4. One-on-one meetings with each student are held at the student's request.
5. The content of the discussions is confidential and the student's personal data is protected by the ASA. The ASA will be notified of the student's personal data (e.g. detailed grades) only with the student's written consent. Discussions with the ASA are of a purely advisory nature and in no

way binding. The decisions made by students regarding their academic career and any specific academic issues that concern them belong exclusively to them and are clearly their choice.

6. Students are invited to use the ASA institution in the best way possible for their studies, requesting the assistance of the ASA whenever they deem it necessary, within the time available to them, without abusing the institution.

Article 5

Entry into force

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



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Annex 13

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

Article 1

Institutional operating framework

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

Article 2

Composition and Responsibilities of the Post-graduate Studies Committee

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

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

Article 3

Secretarial Support of the Post-graduate Studies Committee

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

Article 4

DUTH-PSC Meetings

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

Article 5

Referral back of Recommendation

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

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

Article 6

Institutional operating framework of the Undergraduate Studies Committee

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

Article 7

Composition and Responsibilities of the Undergraduate Studies Committee

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

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

Article 8

Secretarial Support of the Post-graduate Studies Committee

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

Article 9

DUTH-USC Meetings

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

Article 10

Referral back of Recommendation

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

Article 11

Possibility to amend the Regulations-Final provisions

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

Article 12

Entry into force

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



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Annex 14
**Operating Rules and Regulations of the
Training and Lifelong Learning Centre
of Democritus University of Thrace**

Komotini 2024

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Article 1 - Institutional operating framework

With decision No. 77/52/21.12.2017 of the Senate of the Democritus University of Thrace (DUTH) the establishment of the Training and Lifelong Learning Centre of the Democritus University of Thrace (hereinafter TLLC-DUTH or Centre) was approved. Ministerial Decision 63396/Z1/23.04.2018 establishing TLLC-DUTH was published in the Government Gazette in Series II, No. 1600/09.05.2018.

The Centre is an independent academic unit of the Democritus University of Thrace and its governing bodies are distinct from those of the Democritus University of Thrace.

TLLC - DUTH is exclusively governed by the provisions of Chapter L (Articles 112-123) of Law 4957/2022 (Government Gazette Series I, No 141/21.7.2022), as amended by the provisions of Chapter I (articles 68 to 72) of Law 5094/2024 (Government Gazette Series I, No 39/10.03.2024) and the present Operating Rules and Regulations, which all parties involved must accept and comply with.

The Centre is automatically integrated into the Register of Lifelong Learning Centres of article 61(1)(a) of Law 4763/2020 (Government Gazette, Issue I, No 254) of the General Secretariat of Vocational Education, Training, Lifelong Learning and Youth and is excluded from articles 52 – 62, 65 and 66 of Law 4763/2020, with the exception of the obligation to update the information system (article 61) no later than 30 June of each year pursuant to the provisions of article 63 of the same law.

The content of the present Operating Rules and Regulations is harmonised and specifies the provisions of the current institutional framework, and in particular Articles 112-123 of Law 4957/2022 (Government Gazette Series I, No 141), as amended by the provisions of Articles 68-72 of Law 5094/2024 (Government Gazette Series I, No 39). More specifically, it determines the purpose, organisation and operation of TLLC-DUTH and the procedures for coordinating and managing educational and training programmes, that are not related to formal education programmes. It also supplements the applicable financial and administrative management procedures of Special Account for Research Funds-DUTH.

Clause 2 - Purpose

1. The purpose of TLLC-DUTH is to organise all types of educational and training programmes that do not pertain to formal education programmes. To that end, DUTH's scientific human resources and infrastructure are utilised in activities and programmes that target the Greek and international community, aim at the certified education and training of human resources, and either modernise and/or upgrade knowledge, abilities and skills acquired through formal and informal education, vocational specialisation and initial vocational training, or function as a supplement to work experience, facilitating entry or re-entry into the labour market, or by ensuring job security, while enhancing professional and personal development and strengthening the connection between the country's industries and economic sectors, and Democritus University of Thrace.

More specifically, the main actions of TLLC-DUTH are:

α. to organise, develop and provide continuing education, non-formal learning, continuing vocational training, re-gaining of skills, upgrading of skills, general training of adults, counselling and career guidance and lifelong learning programmes in general to DUTH students and graduates, as well as to the general population;

β. to provide modern knowledge and skills based on advancement in science, technology and the economy, as well as the changes brought about by new professions and specialisations in the structure of employment;

γ. to assist in educating and training adults based on teaching objectives and the achievement of specific learning outcomes, in accordance with European and international standards;

δ. to organise, develop and provide programmes in the form of winter and summer schools;

- ε. to organise workshops, conferences and seminars on issues related to the Centre's activities;
 - σ. to develop and produce print and digital training materials;
 - ζ. to enter into agreements for the organisation and implementation of programmes aimed at training personnel from private or public sector entities;
 - η. to prepare studies and opinions on issues related to the Centre's activities;
 - θ. to create proposals for educational policy and the advancement of Lifelong Learning, based on monitoring of developments in the field, the relevant European and national policies and institutional changes and regulations;
 - ι. to conclude programme agreements related to the Centre's activities;
 - α. to collaborate with TLLCs of other Greek or foreign universities, with research and technological entities of Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) and with other research and technological entities for the development of joint educational actions;
 - ιβ. to provide accreditation for Qualifications as part of the development of an accreditation system for the outputs of non-formal and informal education and training.
2. The organisation and development of actions that fall under the purpose of TLLC-DUTH cannot be developed individually by DUTH staff or other DUTH bodies, except as expressly provided by law.

Article 3 - Governing Bodies

1. The governing bodies of TLLC-DUTH are: a. the TLLC-DUTH Council; b. the President of the TLLC-DUTH Council.
2. Following a recommendation from the Rector, the TLLC-DUTH Council is established by decision of the Senate; it consists of the Rector or one (1) of the Vice Rectors, as its President, to whom the field of lifelong learning is assigned, and one (1) representative from each DUTH School, following a recommendation by the Faculty's Deanery. The Deanery of each School, at the request of the President of TLLC-DUTH, proposes one (1) regular and one (1) alternate representative. The Rector recommends the composition of the Council to the Senate.
3. Members of TLLC-DUTH Council may only be members of Teaching Research Staff (faculty members), highest in the priority list are faculty members holding the title of Professor or Associate Professor. Preference is given to individuals with teaching experience as well as expertise in organising and delivering educational and training programmes for lifelong learning, along with experience in project design, administration, and management. Council members represent as much as possible the disciplines covered by DUTH. The term in office of members of the TLLC-DUTH Council shall be three years.
4. A Continuing Education Director is appointed at TLLC-DUTH, by decision of the Senate, following a public invitation to the academic community of DUTH, which is brought forward by the DUTH Rector. The Continuing Education Director participates in the TLLC-DUTH Council without voting rights.

Article 4 – Council

1. TLLC-DUTH Council has the following powers:
 - a) to plan TLLC-DUTH's policies for developing projects and programmes in training, continuing education, vocational training, and lifelong learning in general, in accordance with the DUTH Strategic Plan;
 - b) to evaluate and approve requests for establishing new training and educational programmes by TLLC-DUTH according to article 121 of Law 4957/22, notify the relevant decisions to the Senate and the Governing Council of DUTH, and send them, if necessary, to other bodies such as the Ministry of Education & Religious Affairs or the Hellenic Authority for Higher Education (HAHE);
 - c) to establish expert committees with the purpose of improving the quality, accessibility and efficiency of TLLC-DUTH programmes, and linking them to labour market needs;

- (d) to oversee the operation of training programmes, continuing education, vocational training, and lifelong learning programmes in general.;
- e) to provide an opinion to the Senate on the five-year development planning of TLLC-DUTH and prepare an annual action plan, to be communicated to the Senate and the DUTH Governing Council;
- f) to submit proposal to the Senate regarding the drafting of the Internal TLLC-DUTH Operating Rules and Regulations and the organisational structure of its services;
- g) to assign the preparation of studies and research related to the powers of TLLC-DUTH or to make recommendations on specialised issues related to its powers;
- h) to determine the internal assessment process for TLLC-DUTH programmes in accordance with the requirements of the relevant quality standard of Hellenic Authority for Higher Education (HAHE), and the specific guidelines and instructions of the Quality Assurance Unit (QAU);
- i) to periodically assess TLLC-DUTH educational programmes as regards their accessibility, sustainability and feasibility;
- j) to recommend to the governing bodies of the DUTH Special Account for Research Funds (SARF) topics related to the management of training programmes as SARF projects/programmes and the cooperation of SARF and TLLC-DUTH, as well as cooperation with the DUTH Property Development and Management Company;
- k) to organise TLLC-DUTH workshops, conferences and seminars,
- l) to make recommendations regarding the percentage withheld on the revenue of programmes managed by the Centre to the Governing Council, as a resource for covering the general expenses of TLLC-DUTH;
- m) to provide an opinion to the Senate on the selection of the of the Continuing Education Coordinator of TLLC-DUTH;
- n) to ensure the physical and electronic accessibility of people with disabilities and with special educational needs to TLLC-DUTH programmes;
- o) to make recommendations to the DUTH Governing Council for the approval of the initial budget, and to notify it of any budget amendment during the year, provided that it does not exceed, in total, twenty-five per cent (25%) of the initially approved TLLC-DUTH budget;
- p) to make recommendations to the DUTH Senate to approve the report of TLLC-DUTH, and prepare and send to the Senate an activity report;
- q) to decide on incentives to increase participation in TLLC-DUTH programmes and prepare a fee reduction policy for the participation of members of socially vulnerable groups, people with disabilities/chronic diseases, unemployed, students and other categories;
- r) to approve the expenditures necessary for the operation of TLLC-DUTH in accordance with the approved budget and approve the reform of the budget subject to subparagraph (o);
- s) to decide on the policies for the promotion and publicity of the TLLC-DUTH training programmes and activities, and to that end to prepare a set of publicity rules;
- t) to collaborate with all DUTH services for the proper operation and implementation of the educational programmes it manages;
- u) to approve the registration of the Educators in the Educator Register of TLLC-DUTH;
- v) to collaborate with SARF-DUTH to monitor the collection of its resources;
- w) to recommend to the Governing Council the conclusion of agreements with bodies with which it collaborates, as well as all types of cooperation contracts and programming agreements;
- x) to exercise any other power that relates to the powers of TLLC-DUTH and has not been specifically assigned to any other body.

2. By decision of the TLLC-DUTH Council, part of its powers may be transferred to the President of the Council.

3. The Council of the Centre shall meet in ordinary meetings set at the beginning of the academic year and, exceptionally in the event of an urgent matter, at the invitation of the President to its members, which shall be sent electronically to the members at least 48 hours prior to the date of the Meeting. The invitation shall state the place, date, time of the meeting, the method of holding the meeting - whether in person, by teleconference or mixed- and the items on the Agenda, and shall provide access to the relevant material (recommendations, requests, etc.) on the items to be discussed. The Council meets legally when more than half of the Council members are physically present or participate via teleconference applications. There must be a quorum throughout the meeting. If during the first meeting it is found that there is no quorum, the Council shall be re-convened to a meeting, which shall take place twenty four (24) hours later with the same agenda, with all members present, but no less than three (3). Decisions are made by absolute majority of the members present, and in the case of a tie the President has the casting vote. The meeting is attended, without the right to vote, by the Continuing Education Coordinator, as well as the Head of the Centre's Administrative Support Department, who keeps minutes; said minutes are signed by the President of the Council. The President may invite, in person or electronically, for producing information or evidence, staff or other persons who then leave the discussion of the item for which they were invited, when they are unable to provide additional information. If the President of the Council is unable to attend, then he will be replaced by the most senior member sitting in the Council. The President's signature is sufficient to give effect to every act and/or decision of the Centre. As for the rest, Article 44 of Law 4957/2022 and the Code of Administrative Procedure shall apply.

Article 5 - President of the Council

1. The President of the Council of TLLC - DUTH has the following powers:

- a) to convene the Centre's Council, prepare the agenda and make recommendations on the items, or appoint a rapporteur and preside over the proceedings of the Council of TLLC-DUTH;
- b) to supervise the implementation of the policy and the realisation of the TLLC-DUTH strategic plan;
- c) to ensure that the resolutions and decisions of the Council, the Senate and the Internal Operating Rules and Regulations of TLLC-DUTH are implemented;
- d) to head the services of TLLC-DUTH and make recommendations to any service or competent body of DUTH on matters related to TLLC-DUTH powers;
- e) to recommend to the DUTH Senate, following an opinion from the TLLC-DUTH Council, the selection of the Continuing Education Coordinator;
- f) to sign certificates awarded by TLLC-DUTH, after the Scientific and Academic Coordinator have confirmed the successful completion of every programme;
- g) to monitor and take all necessary measures for the proper operation of the Centre.

2. By act of the President of TLLC-DUTH, another member of the Council may be authorised to exercise part of the powers of paragraph 1.

Article 6 – Continuing Education Director

1. The Continuing Education Director of TLLC-LBB is appointed by decision of the DUTH Senate in accordance with article 3(4) hereof; his term is three years, together with that of the Council of the Centre.

2. A member of the Teaching Research Staff (Faculty Member), Special Teaching Staff or Laboratory Teaching Staff of DUTH with experience in designing, implementing or assessing education, training and vocational training projects may be appointed by the Continuing Education Director. The Director is not entitled to any additional fee or compensation for his duties.

3. The Continuing Education Director has the following powers:

- a) assists the governing bodies of TLLC-DUTH in the implementation of the Centre's policy with regard to lifelong learning;
- b) supervises and coordinates the provision of TLLC-DUTH services, the organisation and implementation of its programmes, and monitors the institutional framework regarding lifelong learning, as well as the national and international developments;
- c) ensures the quality upgrade of training, vocational training, continuing education, and lifelong learning programmes in general, based on adult education theory and techniques;
- d) monitors and ensures the implementation of the resolutions of the administrative bodies of TLLC-DUTH regarding the growth of lifelong learning;
- e) collaborates with the Scientific Coordinators of the programmes and their Academic Coordinators on any necessary matter related to the monitoring of the programmes provided through TLLC-DUTH;
- f) monitors the implementation of the TLLC-DUTH Annual Action Plan and Multiannual Development Plan;
- g) is responsible for the proper maintenance of the Educator Register, the Evaluator Register and the Trainee Register of TLLC-DUTH;
- h) makes recommendations to the governing bodies on matters relating to the operational needs of TLLC-DUTH;
- i) exercises any other power assigned to him by the administrative bodies of TLLC-DUTH.

Article 7 - TLLC-DUTH Administrative Support

1. TLLC-DUTH is administratively supported by the Administrative Support Department, which is staffed with regular DUTH staff and additional scientific, administrative and technical staff to cover its needs following a decision by its Council, which is selected in accordance with Article 243 of Law 4957/2022. The expenses for the salaries of the additional staff are exclusively borne by the budget to which TLLC-DUTH resources are credited and are not borne by DUTH's ordinary budget.

2. The Administrative Support Department of TLLC-DUTH is responsible for the administrative and secretarial support of the Training and Lifelong Learning Centre of DUTH. More specifically, this Department has the following powers:

- Provides administrative support for Council meetings, keeps minutes and ensures the execution of relevant decisions, keeps records and arranges the procurement procedures for necessary materials.
- Keeps the TLLC-DUTH protocol and general archive, produces and reproduces documentation and printed material.
- Cooperates and briefs the Training Director, the President and the members of the Council on the applicable legislation, as well as any legal and general administrative issues that arise under the applicable legislation.
- Cooperates with the competent services on incoming items and draws up the Agenda.
- Sends the invitation with the items on the agenda, the relevant recommendations and information material of every meeting to the members of the Centre's Council, and keeps the minutes of the Council meetings in accordance with the provisions of the University's internal Rules and Regulations and the TLLC-DUTH Regulation.
- Processes all Council decisions and posts the relevant notices on the Centre's website.
- Monitors and ensures that the equipment needs are met and that the existing equipment of the Secretariat is maintained.
- Keeps a record (printed or digital) of the programmes implemented and the certificates granted.
- Keeps a record of documents, decisions and minutes.

- Prepares and processes documents to University agencies and services via e-mail or central Protocol.
 - Complies with the enrolment procedure, matters concerning the organisation of the training programme, the start and end of every training programme, as well as any issue concerning the attendance of trainees.
 - Keeps an electronic personal file of trainees from the date of enrolment until the completion of their training.
 - Grants certificates to trainees.
 - Oversees the Centre's internal and external evaluation procedures.
 - Collects requests related to supplies – services for the needs of TLLC-DUTH.
 - Arranges for the organisation and support of relevant summer schools (with ECTS), training seminars, conferences, workshops and lectures.
 - Studies and implements the institutional framework that pertains to the operation of TLLC-DUTH programmes.
 - Ensures that the TLLC - DUTH Council Meetings are convened, and collects, prepares and processes issues within the remit of the Centre's Council.
 - Keeps a record of the documents, resolutions and minutes of the TLLC-DUTH Council meetings, submits recommendations to the TLLC-DUTH Council, the Governing Council and the Senate of the University, and duly disseminates the relevant decisions.
 - Ensures that the TLLC-DUTH Internal Operating Rules and Regulations is drawn up, updated or amended.
 - Communicates and cooperates with the services of the Ministry of Education on TLLC-DUTH matters and issues.
 - Coordinates the timely preparation and publication of a call for expressions of interest for the programme.
 - Monitors and updates the TLLC-DUTH website.
 - Ensures that TLLC-DUTH produces an annual revenue-expenses statement and report.
 - Hires staff to conclude contracts for TLLC-DUTH.
 - Any other powers provided for by the relevant provisions of the legislation in force from time to time.
- The Administrative Support Department of TLLC-DUTH is headed by an employee that holds a university degree in Administration - Finance, and if there is no such employee, then an employee that holds a degree from a Technological Institute in Administration - Accounting.

Article 8 - Scientific Coordinator - Academic Coordinator

1. By decision of the TLLC-DUTH Council, the Scientific Coordinator (SC) and the Academic Coordinator (AC) for each TLLC-DUTH training programme are appointed and their term of office, which may be fixed or indefinite, depending on the duration of the training programme, is set. The AC and the SC may be the same person.
2. An SC is defined as the natural person who is proposed to assume the role of Scientific Coordinator for the Special Account for Research Funds (SARF) of DUTH in accordance with article 234 of Law 4957/2022. Assumption of the scientific responsibility for a project/programme shall be approved by the Research Committee of Article 231 of Law 4957/2022.
3. The President or another member of the TLLC Council or a natural person who meets DUTH's requirements for the appointment of SCs may be appointed as a SC, in accordance with article 234 of Law 4957/22, as amended and in force.
4. More specifically, in accordance with article 234 of Law 4957/22, as amended and in force, the following persons may be appointed as projects/programmes SCs: a) Faculty Members of Universities, b)

members of DUTH's Special Teaching Staff, c) members of DUTH's Laboratory Teaching Staff , d) members of DUTH's Special Technical Laboratory Staff who hold at least a postgraduate degree, e) visiting Professors and visiting Researchers under article 171 of Law 4957/22, f) Collaborating Professors under Article 169 of Law 4957/22, g) Researchers under contract under Article 172 of Law 4957/22, h) Emeriti Professors and retired Faculty Members, i) postdoctoral fellows and j) external associates who hold a PhD. Faculty Members under suspension of duties in accordance with Article 160(1)&(2), or on scientific leave in accordance with Article 157(1), as well as members of the Special Teaching Staff and Laboratory Teaching Staff who are on sabbatical leave in accordance with Article 33(1)(h) or another lawful leave, may be also appointed as SC. The option to appoint all or part of the categories of the first passage as SCs, as well as the specific requirements for assuming the scientific responsibility for projects/programmes, are set out in the DUTH Financing and Management Guide for the Special Account for Research Funds.

5. The SC is responsible for the proper implementation of the programme, checks the feasibility and eligibility of the expenses associated with its execution and monitors the financial scope of the programme in general.

6. By decision of the Research Committee, following a decision of the TLLC-DUTH Council, a deputy Scientific Coordinator of the programme may be appointed, if deemed necessary.

7. The SC submits to the Centre's Council a proposal for the implementation of an educational/training programme for approval, in accordance with the provisions of the Operating Rules and Regulations and the TLLC-DUTH standard forms, and following completion of the programme:

a) Certificate of completion with the details of the trainees who successfully completed the programme in order to issue a certificate as well as of those who did not successfully complete the programme evaluation process in order to issue a certificate of attendance.

b) Implementation report (per cycle) on a TLLC-DUTH standard form, which must include the relevant programme assessment reports by the trainees.

c) Statistics in accordance with Article 63 of Law 4763/2020 (Government Gazette, Series I, No 254).

8. The following persons may be appointed as AC: a) Faculty Members of Universities in Greece and abroad, b) Emeriti Professors and retired Faculty Members of Universities, c) members of the Laboratory Teaching Staff , the Special Teaching Staff and the Special Technical Laboratory Staff of Universities, d) distinguished scientists, collaborating professors, adjunct professors, visiting professors, visiting researchers, researchers under contract, equivalent staff of research and technological institutions, as well as teachers who are assigned independent teaching work to formal education programmes and e) postdoctoral fellows.

9. The AC may be the same person as the SC provided that they have proven knowledge or experience in the scope of the programme, as is clear from their educational, research and scientific work in general. The AC monitors and ensures the proper conduct of the educational process, approves the educational material, the selection of educators and the allocation of the teaching work, and handles any further academic issues during the implementation of the project in accordance with the TLLC-DUTH Operating Rules and Regulations and the proposal that has been approved by the Centre's Council.

In particular, the AC is responsible for the following:

- Prepares the Call for Expressions of Interest, which includes the Study Guide of the approved programme, in accordance with the TLLC-DUTH Operating Rules and Regulations, and monitors the entire educational process.

- Approves the training material for every programme and checks its distribution in terms of quantity and specifications. The training material provided must cover all topics of every programme, be free from intellectual property rights of others or lawfully licensed for use, under the terms and conditions laid down in the applicable Greek and EU legislation.

- Selects the teaching staff of every programme, the allocation of the teaching work and the completeness of the lesson plan for each hour of training.
- Checks for the accuracy of the presence of educators and trainees, every day of training, both for arrival and departure.
- Checks the suitability of the premises and equipment to be used during the programme.
- Ensures the completion of programme evaluation questionnaires by the trainees and their submission to TLLC-DUTH.
- Promptly informs TLLC-DUTH of any change to the organisational details of the project.
- Cosigns with the Scientific Coordinator the certificate and implementation report of paragraph 7.

Article 9 - Secretarial-Administrative Support for Programmes

Every TLLC-DUTH educational/training programme is administratively supported by its own Secretariat. At the responsibility of the SC, one or more external project partners or the secretarial/administrative support of every programme may be hired in accordance with the applicable legislation; at minimum, they shall be responsible for the following:

- Keeping a record of students, graduates and students removed for the register.
- Keeping a record with the timetable, exam schedule and programme assessment questionnaires of the trainees.
- Keeping a payment record.
- Collaboration with TLLC-DUTH and SARF-DUTH.
- Communication with trainees and provision of information

The records are kept at the responsibility of the SC and the AC for a 5-year period and must be available if requested by TLLC-DUTH.

Article 10 - Educators - Educator Register

1. The following categories may be employed as educators in TLLC-DUTH programmes:

- a) Faculty Members of Universities in Greece and abroad;
- b) researchers of 1st, 2nd, 3rd and 4th rank from research and technology bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) in Greece;
- c) members of the Special Educational Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff of DUTH;
- d) Visiting Professors, visiting researchers, researchers under contract, collaborating Professors and teachers who have been assigned an independent teaching work in formal education programmes;
- e) educators in the Register of paragraph 2.

2. TLLC-DUTH keeps an electronic Educator Register, in which natural persons who do not fall under the paragraph 1(a) to (d) are registered . The Educator Register may include natural persons who hold at least a degree from a Higher Education Institution in Greece or abroad. Those registered in the Register must be certified Adult Educators, if required by law.

3. Inclusion in the Educator Register is carried out as follows:

- a) Interested parties submit an application via an online registration form through the Centre's official website.

The application includes:

- I. Personal & contact information
- II. a) Degrees
- III. Professional experience and related evidence

IV. Experience in adult education and related evidence

V. Certification of IT skills and related evidence

VI. Certification of other knowledge and related evidence

VII. Adult Educator Certificate by the National Organisation for Certification of Qualifications & Vocational Guidance (EOPPEP), if any, and related evidence

VIII. Additional certificates of training.

The above Application serves as a Solemn Declaration of Law 1599/1986 and gives the Centre the right to process the personal data of the applicant.

b) The application is checked by the Continuing Education Director.

c) If it has not been completed in accordance with the above, the Coordinator informs the applicant of any corrections and additional information.

d) If it has been completed in accordance with the specifications, the application shall be forwarded by recommendation of the Coordinator to the Council to be checked and approved or rejected.

e) If the Council decides positively, the application for inclusion of the interested party in the Educator Register is approved and classified in one or more thematic areas of the Register, depending on his or her qualifications and scientific specialisation. If the Council decides negatively, the application is rejected.

Applicants are informed of the outcome of their application. In the event of a negative decision, the applicants have no right to appeal the decision.

Registration in the TLLC-DUTH Educator Register does not automatically entail participation in a training programme, but is a prerequisite for employment in the Centre's programmes.

4. In cases where the institutional framework requires Educators to have an Adult Educator certificate, then this is a necessary additional qualification for their selection.

5. For their employment in programmes managed by TLLC-DUTH, all categories of educators of paragraph 1 are paid exclusively from the resources of TLLC-DUTH projects/programmes or from the resources of TLLC-DUTH. The amount of each educator's remuneration is determined following a recommendation of the Scientific Coordinator of the project to the Research Committee. For the total remuneration of educators under paragraph 1(b) to (e) for their participation in TLLC-DUTH projects/programmes, the threshold of Article 28(1) of Law 4354/2015 (Government Gazette, Series I, No 176) shall apply.

The maximum pay limits per teaching hour for educators of the TLLC-DUTH programmes are set out in the Remuneration Regulation for the provision of teaching work of DUTH

6. Educators' rights and obligations

The Educator of the TLLC-DUTH Programmes has the following rights and obligations:

- Is entitled to use the approved premises and logistical equipment, as well as the TLLC-DUTH services.
- Is supported by the Academic Coordinator throughout the duration of the programme in which he/she participates, for issues pertaining to the educational process.
- Is supported by the Administrative Support Department on matters that fall within the remit of the Department.
- Follows the adult education principles, applies techniques and uses adult education tools.
- Gives the lectures and courses assigned to him/her according to the schedule.
- Posts announcements regarding the course and how it will be conducted on the educational platform.
- Answers questions and instructs the trainees on study-related issues.
- Prepares the training material that has been evaluated and approved by the AC of the programme.
- Follows the AC's instructions regarding the educational process
- Evaluates tasks or other forms of evaluation provided for by the programme guide.
- Notifies the AC of a potential problem that may arise during the educational process.

- Notifies the AC if he/she is unable to participate, no later than five (5) days before the start of the programme, so that he/she can be replaced in a timely manner.
 - Accepts and complies with the TLLC-DUTH Operating Rules and Regulations and the provisions on personal data protection.
7. The regulation of the TLLC-DUTH Educator Register is posted on the TLLC-DUTH website.

Article 11 - Evaluators - Evaluator Register

1. Members of the TLLC-DUTH Council as well as evaluators of the Register of paragraph 2 may be appointed as evaluators of the proposals for the implementation of educational/training programmes submitted to TLLC-DUTH .

2. TLLC-DUTH keeps an online Evaluator Register of the proposals for the implementation programmes submitted, where all Faculty Members, Special Technical Laboratory Staff , Laboratory Teaching Staff, Special Teaching Staff, Scientific Associates, postdoctoral fellows, PhD holders and teaching staff with independent teaching work are registered.

Registration requires possession of a PhD degree, with the exception of the cases set out in Article 143(2) of Law 4957/2022.

Prior educational and professional experience in the field of adult education is desirable, as is experience as evaluators of projects, publications, etc.

2. In order to be included in the Evaluator Register, the following steps are required:

a) Interested parties submit an application via an online registration form through the Centre's official website

The application includes:

I. Personal & contact information

II. a) Degrees

III. Professional experience and related evidence

IV. Experience in adult education and related evidence

V. Certification of IT skills and related evidence

VI. Certification of other knowledge and related evidence

VII. Adult Educator Certificate by the National Organisation for Certification of Qualifications & Vocational Guidance (EOPPEP), if any, and related evidence

VIII. Additional certificates of training.

The above Application serves as a Solemn Declaration of Law 1599/1986 and gives the Centre the right to process the personal data of the applicant.

b) The application is checked by the Continuing Education Director.

c) If it has not been completed in accordance with the specifications, the Director informs the applicant of any corrections and additional information.

d) If it has been completed in accordance with the specifications, it shall be forwarded by recommendation of the Director to the Council to be checked and approved or rejected.

e) If the Council decides positively, the applicant will be included in the Evaluator Register of the Centre.

f) The final result for the inclusion or not in the Register is sent to the applicants, who do not have the right to appeal in case of a negative decision.

3. DUTH Faculty Members log into the electronic registration system with the credentials of their university account and apply for registration without the need to submit/post further documentation.

4. The President assigns the evaluation of every programme to an evaluator at his/her discretion. The names of the evaluators are not communicated to the SC or the AC of the programme.

Article 12 - TLLC-DUTH Education/Training Programmes

1. The programmes of the Training and Lifelong Learning Centre aim at promoting knowledge, scientific training and meeting the general educational and development needs of the country. They are governed by scientific cohesion, refer to specialisations related to the scientific fields of the University's other courses of study and meet conditions that guarantee a high level of education and training.

2. More specifically, TLLC-DUTH organises programmes in the following scientific fields:

- 1. LANGUAGE AND LITERATURE SCIENCES**
 - 1.1. General and Comparative Literature
 - 1.2. Linguistics
 - 1.3. Classical Literature
 - 1.4. Less taught languages
 - 1.5. Translation, Interpretation
 - 1.6. Non-community languages
 - 1.7. Other fields
- 2. NATURAL SCIENCES**
 - 2.1. Astronomy, Astrophysics
 - 2.2. Biology
 - 2.3. Biochemistry
 - 2.4. Microbiology, Biotechnology
 - 2.5. Nuclear Physics and High-Energy Nuclear Physics
 - 2.6. Physics
 - 2.7. Chemistry
 - 2.8. Oceanography
 - 2.9. Other fields
- 3. MATHEMATICS, INFORMATICS**
 - 3.1. Mathematics
 - 3.2. Informatics, Computer Science
 - 3.3. Statistics and Insurance Science
 - 3.4. Statistics
 - 3.5. Artificial Intelligence
 - 3.6. Other fields
- 4. SOCIAL SCIENCES AND HUMANITIES**
 - 4.1. Development Studies
 - 4.2. Anthropology
 - 4.3. Archaeology
 - 4.4. International Relations, European Studies, Regional Development Studies
 - 4.5. Psychology and Behaviour Sciences
 - 4.6. Theology
 - 4.7. History
 - 4.8. Social Work
 - 4.9. Sociology
 - 4.10. Economy
 - 4.11. Political Sciences
 - 4.12. Philosophy
 - 4.13. Other fields
- 5. LAW**
 - 5.1. Civil Law
 - 5.2. International Law
 - 5.3. Administrative Law
 - 5.4. Community Law
 - 5.5. Criminal Law, Criminology
 - 5.6. Comparative Law, Law and Languages
 - 5.7. Constitutional, Public Law
 - 5.8. 8 Other fields
- 6. GEOGRAPHY, GEOLOGY**

- 6.1. Geography
- 6.2. Geodesy, Cartography, Photogrammetry and Remote Sensing
- 6.3. Geology
- 6.4. Soil and Water Resources Sciences
- 6.5. Environmental Sciences, Ecology
- 6.6. Meteorology
- 6.7. Paleontology
- 6.8. Other fields
- 7. AGRICULTURAL SCIENCES**
 - 7.1. Agricultural Economics
 - 7.2. Agriculture
 - 7.3. Forestry
 - 7.4. Food Technology Science
 - 7.5. Animal Science
 - 7.6. Fish Farming / Fishing
 - 7.7. Horticultural Crops
 - 7.8. Tropical / Subtropical Agriculture
 - 7.9. Other fields
- 8. MEDICAL SCIENCES**
 - 8.1. Public Health
 - 8.2. Medicine
 - 8.3. Medical Technology
 - 8.4. Veterinary
 - 8.5. Nursing, Midwifery, Physiotherapy
 - 8.6. Dentistry
 - 8.7. Pharmaceutics
 - 8.8. Psychiatry and Clinical Psychology
 - 8.9. Other fields
- 9. ENGINEERING, TECHNOLOGY**
 - 9.1. Aeronautics
 - 9.2. Materials Science
 - 9.3. Science of Electrical and Computer Engineering
 - 9.4. Telecommunications
 - 9.5. Mechanical Engineering Science
 - 9.6. Production and Industrial Administration
 - 9.7. Civil Engineering
 - 9.8. Chemical Engineering
 - 9.9. Other fields
- 10. ARCHITECTURE, URBAN PLANNING AND SPATIAL PLANNING**
 - 10.1. Architecture
 - 10.2. Landscape Architecture
 - 10.3. Interior Design Architecture
 - 10.4. Transportation & Transportation Studies
 - 10.5. Urban Planning
 - 10.6. Spatial Planning
 - 10.7. Other fields
- 11. TEACHER EDUCATION, TRAINING**
 - 11.1. Secondary Education
 - 11.2. Special Education
 - 11.3. Adult Education
 - 11.4. Vocational and Technical Education
 - 11.5. Teacher Training
 - 11.6. Pedagogy and Comparative Education
 - 11.7. Pedagogical Psychology
 - 11.8. Primary Education
 - 11.9. Other fields
- 12. FINE ARTS**
 - 12.1. Art History
 - 12.2. Fine Arts (Painting, Sculpture, Engraving)

- 12.3. Music and Musicology
- 12.4. Photography, Cinema
- 12.5. Other fields
- 13. COMMUNICATION AND INFORMATION SCIENCES**
 - 13.1. Library Science
 - 13.2. Public Relations, Advertising
 - 13.3. Journalism
 - 13.4. Communication and Information Sciences
 - 13.5. Museology, Maintenance
 - 13.6. Radio / TV
 - 13.7. Documentation, Archival Science
 - 13.8. Other fields
- 14. OTHER SCIENTIFIC AREAS**
 - 14.1. Physical Education & Sports Science
 - 14.2. Home Economics, Nutrition
 - 14.3. Other fields

3. The educational or training programmes are implemented exclusively by the Centre, or in collaboration with TLLCs of other universities, University Research Institutes (URIs), research centres, technological bodies and institutes in Greece under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258), as well as with recognised equivalent foreign institutions. In addition to these organisations, TLLC-DUTH may collaborate with other higher education organisations, academies and private or public sector organisations to provide non-formal education and lifelong learning services. In order to organise and provide educational and training programmes for lifelong learning in collaboration with more organisations, a Cooperation Agreement must be concluded between the organisations that cooperate, which sets out at minimum the provisions of Article 121(2) of Law 4957/2022, the body that undertakes the financial management of the programme, the allocation of resources between the organisations that cooperate, as well as the obligations and rights of each organisation.

4. The methods for implementing the programmes may differ depending on the case and are carried out in whole or in part in person or by using methods of modern and asynchronous distance learning. Parts of a TLLC-DUTH programme or even the entire programme may also be delivered outside the headquarters of DUTH.

5. The structure and duration of the TLLC-DUTH programmes are determined by the AC in collaboration with the programme's SC

6. TLLC-DUTH programmes are organised all year round.

7. TLLC-DUTH programmes are organised either in Greek or other languages.

8. The duration of programmes may not be less than 30 hours of lectures or other type of educational method.

9. The training materials (notes, presentations, etc.) is developed in the language of the programme and/or another language, if required by the programme.

Article 13 - Approval procedure for implementing the educational/training programme

1. The proposal for the development of an educational/training programme is submitted by the programme's SC to the TLLC-DUTH Council.

2. The proposal shall include at least the following information:

- a) the title of the programme, which must correspond to its content;
- b) the language of the programme;
- c) the duration of the programme and the total training hours;
- d) the scientific field in which it belongs;
- e) a summary description of the programme and the objectives pursued;

- f) its structure into separate modules-courses and their number and scope, if any;
- g) the Academic Coordinator of the programme;
- h) the details, titles and a brief CV of the educators according to the TLLC-DUTH standard;
- i) the implementation method of the programme (in-person, distance learning or mixed);
- j) the training material;
- k) the location of implementation and/or platform where the programme will be conducted;
- l) the minimum qualifications required for the participation of candidates;
- m) any sources of funding for the programme and its attendance fee;
- n) whether or not the TLLC-DUTH discount policy shall be used;
- o) the estimated programme budget;
- p) the minimum number of trainees for the implementation of the programme and the maximum number of trainees;
- q) the learning outcomes of the programme and the professional outcomes (microcredentials) and/or the number of ECTS credits acquired from the successful completion of the programme or each module of the programme, if structured in modules;
- r) the evaluation method of trainees;
- s) any partner organisations for the implementation of the programme;
- t) additional staff and logistical needs of the programme for its operation, if any.

Submission of the proposal must be accompanied by a study on the feasibility and sustainability of the programme.

If the use of premises and equipment is needed, approval by the respective academic/administrative unit is required, at the latest before the programme starts, where it is noted that the educational, research and administrative work of the unit is not hindered.

The proposal for the implementation of a TLLC-DUTH educational/training programme is written in a special form which is posted on the TLLC-DUTH website.

Everything that is stated in the programme proposal is subject to the framework set out by this Regulation.

Non-compliance of a proposed programme with these Rules and Regulations is grounds for its rejection by the TLLC-DUTH Council. The TLLC-DUTH Council may request improvements or corrections to the proposal in relation to the criteria listed in the Regulation.

3. To decide on the approval of an educational/training programme, the Centre's Council shall take into account, in addition to the aforementioned formal information, the information that solidifies the necessity of the implementation and the quality of the Programme. Such is the following:

- i. The innovative nature of the Programme.
- ii. Its response to the current social, technological and economic needs of the working environment.
- iii. The suitability and adequacy of the proposed educational framework (relevance of the scientific team to the scope of the programme, educational staff, content, training materials, implementation areas and logistics)

4. The TLLC-DUTH Council, having regard to the proposal and the recommendation of the appointed evaluator, approves the implementation of the programme and its main components: title, scientific field, Scientific Coordinator, Academic Coordinator, duration and total hours of training, repeat cycles, implementation methods (In-person, distance learning or mixed), credit units, brief description and purpose-objectives, sections/subsections, learning outcomes, minimum qualifications required for candidate participation, tuition fees, minimum and maximum number of trainees for the implementation of the programme, evaluation method of trainees. The approval decision can be found in the DIAVGEIA programme.

5. When the decision approving the programme is posted on the DIAVGEIA programme, the Administrative Support Department of TLLC – DUTH notifies the SC and AC. The SC submits a request for the management of the project to be accepted to the Special Account for Research Funds (SARF)-DUTH. At the same time, the SC informs the educators that the proposal has been approved and arranges for them to sign their contracts in collaboration with the Special Account for Research Funds (SARF)-DUTH.
6. If the Centre's Council does not approve a Programme, the SC has the right to appeal in accordance with the applicable provisions (of the Administrative Procedure Code).
7. Under the supervision of the TLLC-DUTH Council, a list of the educational and training programmes implemented through the Centre is communicated to the Ministry of Education and Religious Affairs and the Hellenic Authority for Higher Education (HAHE) biannually.
8. Any educational or training programme, as well as the summary details thereof, ("identity" of a programme) as set out in the relevant TLLC-DUTH standard, must be posted on the official website of TLLC-DUTH after its approval.

Article 14 - Start-Implementation of educational/training programme

A) Call for expressions of interest – Study Guide of educational/training programme

Trainees are admitted to a Centre programme following a call for expressions of interest that includes the programme Study Guide and is prepared, after the proposal is approved, by the AC according to a TLLC - DUTH standard form.

At a minimum, the programme Study Guide states: the title of the programme, its topics, the duration, the teaching method and hours, the minimum number of trainees for the implementation of the programme, the maximum number of admissions, the individual criteria and the requirements for the selection of candidates that may apply for the specific programme, such as knowledge of foreign languages, computer use, work experience, etc. as well as the minimum documentation required, the attendance fee and the provision of discounts if provided for by the programme, the method of evaluation and the possibility of repeat examination under the terms provided for in every programme, the type of certificate to be granted after its successful completion, the application period and the contact person details.

The AC sends the call accompanied by the Study Guide to the Administrative Support Department of TLLC – DUTH for mandatory posting on its website and optional posting on any other appropriate platform.

At the same time, the programme is being prepared on the application platform by the Administrative Support Department of TLLC-DUTH and the programme Secretariat is being given access to the application management system.

B) Filing Applications- Registration procedure

Prospective trainees submit an application for every programme via the TLLC-DUTH website. Submission of the application requires complete acceptance of the terms set forth in the call-study guide, the Study Programmes Regulations, the TLLC-DUTH Operating Rules and Regulations and the DUTH Rules and Regulations.

In order for trainees to participate in the Centre's programmes, access to the internet is required for the application and/or attendance of the programmes and the reception of the training material, as well as having of a personal email address.

The call/study guide for every programme specifies the conditions for the participation of the trainees and the required supporting documents that the candidate must submit to participate in the programme, which are, at minimum, the required academic degree and a copy of the ID card/passport.

C) Trainee Evaluation-Selection Procedure

The evaluation of applications - candidates selection procedure is carried out under the responsibility of the programme's AC within twenty (20) days from the application submission deadline. A period of 5 days is provided for any appeals in case the application is rejected. The AC of the programme sends a list with the selected trainees, the runners-up as well as those rejected to the Administrative Support Department of TLLC-DUTH. The list is posted on the Centre's website. Any appeals shall be examined by a three-member committee which is appointed for a two-year term by the Centre's Council and composed of faculty members and their deputies.

Upon acceptance of the project by SARF, the programme Secretariat informs the selected trainees, sends them an electronic link to the TLLC-DUTH Regulation, the Programme Study Guide, the TLLC-DUTH Studies Regulation, the DUTH Regulation, and information on the tuition fees payment procedure and the completion of their registration.

In a programme where the acceptance by SARF has preceded the call for expressions of interest, the deadline for submitting applications and paying the tuition fees may be the same.

Prior to the commencement of the programme, the selected trainees must settle their financial obligations in accordance with the provisions of every programme.

After the end of registrations, the Programme Secretariat sends a list with the details of the registered trainees and educators to the Administrative Support Department of TLLC-DUTH to be given access to the TLLC-DUTH Distance Learning Platform for the period during which the programme is implemented. At the same time, the Programme Secretariat sends the timetable to the educators, the trainees and TLLC-DUTH and informs them of any amendments.

D) Programme implementation

1. The competence and responsibility for the implementation of the programme belongs to the Scientific and Academic Coordinators in accordance with the provisions of this Regulation and the relevant provisions.

In any case, full compliance with the applicable provisions is required and special care is taken to observe the rules of transparency and academic ethics. Furthermore, all necessary actions are taken to ensure the financial independence, quality and effectiveness of the Programme.

2. If the Council finds that the terms for implementing the programme towards DUTH or third parties are not complied with or that any other action or omission on the part of the SC and/or the AC creates serious problems to the implementation of the programme, in accordance with the approved proposal and the Operating Rules and Regulations, it has the right to:

- Discontinue the programme.
- Exclude the SC and/or the AC from participating in educational programmes or any other TLLC-DUTH activity for up to two years.

The Council shall impose sanctions by absolute majority of its members present.

3. The programmes are implemented if the necessary number of participants is reached. If not enough trainees are registered and the programme is not implemented, the tuition fees are refunded upon the request of the SC to SARF-DUTH.

4. The SC, in collaboration with the AC, reserves the right to change the start date of the programme, adjust the course schedule or cancel the programme, by notifying the trainees and the Administrative Support Department of the Centre in a timely manner through the programme Secretariat.

E) Programme completion

Upon completion of the programme, the SC/AC submits to the Administrative Support Department of TLLC-DUTH the following:

a) Certificate of completion with the details of the trainees who successfully completed the programme in order to issue a certificate as well as of those who did not successfully complete the programme evaluation process in order to issue a certificate of attendance.

b) Implementation report (per cycle) on a TLLC-DUTH standard form, which must include the relevant programme assessment reports by the trainees.

c) Trainee evaluations.

d) Statistics in accordance with Article 63 of Law 4763/2020 (Government Gazette, Series I, No 254).

Submission of the above (a, b, c, d) is a prerequisite for the issuance of the certificates.

Following submission of the above to the Administrative Support Department of TLLC-DUTH, the certificates will be sent to the trainees electronically.

Article 15 – Certificates

1. The types of certificates granted by the Centre shall be determined by decision of the Council and signed by the President of the TLLC-DUTH Council in accordance with article 5(f).

The Centre shall award the following certificates:

- Certificate of Training
- Certificate of Specialised Training

2. A certificate is awarded when the participants have successfully completed the attendance of the programme. Completion is considered successful when the absenteeism rate does not exceed 15% of the prescribed training hours, the participants have succeeded in the evaluation process of the programme, and have paid all tuition fees. Please note that all tuition fees must have been paid in order to participate in the exams.

3. The certificates must indicate the full name and father's name of the participant, the awarding body, the date of issue, the title of the programme, the method of training, the implementation dates and the number of ECTS credits.

4. A certificate of attendance is issued when the participants have attended the programme and the absenteeism rate does not exceed 15% of the prescribed training hours, have paid all tuition fees, but have not succeeded in the evaluation process of the programme.

5. The certificates are issued and sent electronically. The Greek and English versions of certificate templates are laid down by decision of the Centre's Council.

6. A Certificate Supplement is also provided, indicating at least the individual topics with the respective hours and ECTS units as well as the participant's evaluation method.

Article 16 – Tuition fees - Discount and Social Policy

1. The tuition fees are determined by the SC of every programme and approved by the TLLC Council. The tuition fees are paid to the SARF-DUTH bank account. The method of payment – lump sum or in instalments – is determined by the SC. Payment of tuition fees or of the 1st instalment, in instalments are provided for, is a prerequisite for participation in the programme.

2. Tuition fees shall be refunded only in the following cases:

a) Cancellation of the project;

b) If the trainee submits a relevant request to the SC by the starting date of the educational programme. In these cases the SC is responsible for sending a relevant request to SARF-DUTH.

No tuition fees will be refunded after the programme has started.

3. The discount policy of TLLC-DUTH is determined by the Centre's Council and the terms are posted on its website.

If the programme provides for discounts on tuition fees, interested parties must submit, along with their application, the respective supporting documents proving that the discount has been granted.

4. TLLC-DUTH may, by a decision of its Council, offer free educational activities, such as one-day/two-day workshops and educational programmes, as part of connecting TLLC-DUTH with society. Moreover, at the request of the SC and with the consent of the Council, discounts or tuition donations may be granted to special categories of trainees which are not included in the general discount policy of TLLC-DUTH.

Article 17 - Use of DUTH premises and infrastructure

1. The training or administrative unit to which the premises belong decides on the availability of classrooms, laboratories and other equipment that may be considered necessary for the implementation of a programme. The programmes may also be carried out in locations other than DUTH, if deemed necessary by the SC in collaboration with the AC. The programme site will be approved by the Centre's Council, while the suitability of the programme site and its laboratory equipment will be under the responsibility of the AC. The AC of every Programme, along with the respective educators, is responsible for the proper use of the spaces and equipment.
2. The premises must have the necessary logistical equipment and comply with all the specifications that ensure the smooth operation and quality of the educational process, as well as with the conditions of accessibility, safety and hygiene.
3. TLLC-DUTH cooperates with the relevant DUTH units for a number of support services, including:
 - a. Promotion and support of the operation and publicity of the programmes. For this reason, the Centre shall maintain a website with information on the programmes, links to the respective websites of the Programmes, links to social networks, instructions for users, announcements, news, etc.
 - b. Enhancement of educational design based on open and distance e-learning and support of teaching through a modern and/or asynchronous distance learning platform.
 - c. Management of an online request management system, trainee register, educator register and evaluator register.

Article 18 - Quality Assurance of Programmes

The TLLC-DUTH Quality Policy is posted on its website. To Ensure the Quality of its Programmes, TLLC-DUTH applies a number of measures, such as:

- The TLLC-DUTH Council supervises the operation of training,, continuing education, vocational training and lifelong learning programmes in general, in accordance with Article 115(1)(d) of Law 4957/2022.
- The Continuing Education Director supervises and coordinates the organisation and implementation of TLLC-DUTH programmes, in accordance with article 117(3b) of Law 4957/2022;
- The Academic Coordinator selects the educators in accordance with the provisions of Article 10 hereof, ensuring that they have the appropriate qualifications and experience required for the implementation of the learning outcomes.
- During the implementation of the programmes, attendance books are kept based on the posted timetable.
- In programmes implemented remotely, the methodology is designed to ensure the understanding and consolidation of teaching modules.
- The training material, printed or electronic, shall cover all topics of every programme, be free from intellectual property rights of others or lawfully licensed for use. In addition, it has been evaluated and approved by the Academic Coordinator, is organised according to the programme's objectives and includes in each section questions or exercises or problems or task for understanding and self-evaluation.

- Upon completion of every programme cycle, the trainees make an anonymous evaluation based on a standard questionnaire. The evaluation results shall be communicated to the Director of the Centre and to the Council and shall also be included in the SC/AC Report.
- The SCs and ACs of the projects notify the TLLC-DUTH Council of the progress and completion of the project.
- Immediately after the end of the current cycle of every programme, the SC and the AC of every programme shall submit a programme implementation report to the Centre's Council, which certifies that the programme was carried out properly and in accordance with the regulation and includes notes/proposals for improvements/revisions aiming at improving the quality of the programme in a repeat cycle.
- TLLC-DUTH has a complaint management mechanism, which is posted on its website.
- In accordance with Article 115 of Law 4957/2022, the TLLC-DUTH Council recommends that the Senate approve the TLLC-DUTH's report and prepares and communicates to the Senate an activity report.
- If the TLLC-DUTH Council deems it necessary, it may issue a decision laying down additional arrangements for monitoring the organisation and provision of its programmes.

Article 19 - Trainee Register

TLLC - DUTH keeps an online Trainee Register where every trainee registered into its programmes is recorded. The trainee register shall record the necessary details of the trainees, the programmes in which they participate and which they successfully complete, as well as any other necessary information related to the participation in the Centre's programmes.

Article 20 - Trainees' Rights and Obligations

A. Trainees' Obligations:

1. Participation in TLLC-DUTH programmes entails complete acceptance of the programme Study Guide, the TLLC-DUTH Studies Regulation and this Operating Rules and Regulations.
2. Attendance at the educational activities of programmes is mandatory. In programmes requiring physical presence, as well as those implemented by synchronous distance learning, attendance is generally mandatory and the absenteeism rate cannot exceed 15% of the prescribed training hours. Attendance at asynchronous education is implemented according to the study schedule as set out by every programme.
3. In order to successfully complete a programme and, consequently, to be granted the relevant certificate, trainees must have successfully completed all their educational and, if any, financial obligations.
4. Trainees must adhere to the ethical conduct due during the evaluation process of their knowledge, in accordance with the Anti-Plagiarism Guide which is posted on the Centre's website.
5. Trainees must maintain the rooms they use and the common areas in good condition, complying with the instructions of the programme coordinator, provided that they attend an in-person educational programme.
6. Trainees must fully respect the equipment provided to them for the needs of the programme.
7. Trainees must fully respect all participants and employees in the programme they attend (TLLC-DUTH members, platform administrators, educators, University employees, and so on). Any deviation from proper conduct may result in terminating their participation in the programme.

B. Trainees' Rights:

1. Trainees are notified by the Secretariat of every programme on matters pertaining to the programme, and by the Administrative Support Department of TLLC-DUTH on matters pertaining to the operation of the Centre.
2. As part of the educational process, trainees are supported electronically via the DUTH Educational Platform by the educators, to answer queries and provide clarifications related to the topics of the programme.
3. Trainees have the right to request to stop attending the programme and have the tuition fees refunded, only in accordance with the provisions of Article 16B hereof.
4. The trainees' tasks are protected by intellectual property laws and are subject to the relevant Greek and EU laws on intellectual property rights
5. To be granted the relevant certificate, provided that the conditions for successful completion of a programme are met.
6. Submission of an anonymous evaluation of the programme based on a single questionnaire.
7. Unhindered access to the distance learning platform and the training materials of the programme for the duration of the educational cycle they are attending.

Article 21 - Promotion and Publicity

1. TLLC-DUTH must maintain a website at a DUTH uniform resource locator (url), which includes all training programmes of the Centre and the project/programme details. Training programme SCs may maintain individual websites which are kept at a DUTH uniform resource locator (url).
2. TLLC-DUTH may also undertake other promotional and publicity activities for its programmes, such as posts on social media, advertisements on third-party websites, and more.
3. The programme SCs and ACs may promote their programmes, with the obligation to use the communication material of TLLC-DUTH.

Article 22 - Resources of TLLC – DUTH

1. TLLC-DUTH is exclusively self-financing and is not financed by the regular budget of DUTH. Specifically, TLLC-DUTH resources are as follows:
 - a) revenue from organising and providing educational, training, lifelong learning and continuing education programmes organised with the care or supervision of TLLC-DUTH;
 - b) revenue from organising seminars and conferences;
 - c) funding from operational or other training and lifelong learning programmes, financed or co-financed by the European Union, as well as other public or private sector entities or international institutions, organised with the care and supervision of the Centre;
 - d) donations, financial contributions and sponsorships made available to TLLC-DUTH;
 - e) revenue from public or private sector entities that assign the organisation and implementation of educational and training programmes with a specific scope in order to train a target group of trainees to TLLC-DUTH;
 - f) revenue from the development, production and utilisation of training and other materials;
 - g) revenue from studies, services provided and educational projects related to lifelong learning;
 - h) revenue from the deductions on the budget of each training project/programme organised through TLLC-DUTH, the amount of which is determined by decision of the Governing Council of DUTH as a percentage of the deduction in favour of SARF-DUTH.

2. The financial management of the revenue of paragraph 1 is carried out through an SARF-DUTH project/programme under a separate code, with the President of TLLC-DUTH as Scientific Coordinator, without prejudice to projects/programmes for which a separate financial management of resources is required by the relevant regulatory framework.

Article 23 – Financial Management of Programmes

The financial management of the TLLC-DUTH revenues from educational/training programmes is carried out by SARF-DUTH in accordance with the Programme Management Guide as approved at any given time.

A single project/programme of ELKE-DUTH may manage the finances of one or more training and educational programmes under the same Scientific Coordinator.

For TLLC programmes, the deduction amounts to 20% of the budget, of which 10% is allocated to cover SARF's operating expenses and 10% is allocated to cover the operating expenses of TLLC. The latter is managed by SARF through a separate project in which the President of the TLLC Council is the SC. The above deduction rates are determined and reshaped by decision of the DUTH Governing Council in accordance with article 237 of Law 4957/2022.

Article 24 - Inflows Monitoring

The process of monitoring the inflows of TLLC-DUTH, as well as the inflows of the programmes organised through it, is carried out via the resCom information system and the web-resCom online platform maintained by SARF.

Article 25 - Participation in invitations - Co-financed Projects

TLLC-DUTH may, following a decision by its Council, participate in invitations brought forward by the bodies of Article 14(1)(a) of Law 4270/2014 (Government Gazette, Series I, No 143) which are addressed to the Lifelong Learning Centres in the Register of Lifelong Learning Centres of the Ministry of Education and Religious Affairs or other invitations about lifelong learning programmes. The financial management of all types of financed or co-financed projects and training and lifelong learning programmes is carried out through SARF-DUTH.

The Scientific Coordinator for the institution's projects/programmes is the President or a member of the Centre's Council, following a relevant decision by the Council, or a DUTH Faculty Member following a decision by the Centre's Council. TLLC-DUTH is required to implement the terms set forth in the invitation of every continuing vocational education and training and lifelong learning co-financed action, both with regard to the financing requirements and the implementation of the actions. In particular for co-financed projects for which specific terms and conditions are set out in each body's invitation for the appointment of the Scientific Coordinator of the projects/programmes, the Centre's Council shall appoint a Scientific Coordinator in accordance with the terms of the invitation.

Article 26 - Repeat cycles/Revisions-Amendments to approved programmes

1. For an approved programme that the SC wishes to implement in a repeat cycle, if he/she has not stated so in the initial submission and provided that there is no change in its details (indicatively: structure, duration, method of implementation, educators, financial information), he/she submits a simple briefing to the TLLC-DUTH Council with the new implementation dates.

2. If a repeat cycle of the same programme is implemented with minor changes/alterations, the SC shall submit to the TLLC-DUTH Council a request to repeat the programme describing the proposed amendments. The request shall be considered by the TLLC-DUTH Council.
3. Revision (major changes) of an already approved training programme (courses, training hours, tuition fees, method of implementation, ECTS number, etc.) is carried out by submitting a new proposal.
4. In cases of budget reform or changing the duration of an approved project, the application for reform/amendment is made directly with a request to SARF-DUTH by the SC of the programme.

Article 27 - Evaluation of TLLC-DUTH

1. TLLC-DUTH is periodically evaluated and certified by the Hellenic Authority for Higher Education, every five (5) years, in accordance with criteria and indices that are especially designed to ensure the quality of the programmes that it organises and offers. It is also evaluated in accordance with the Internal Quality Assurance System (IQAS) of the Democritus University of Thrace.
2. The main certification criteria for its programmes include the following:
 - I. The academic profile and orientation of the Programme.
 - II. The learning outcomes of the Programme.
 - III. The structure and organisation of the Programme.
 - IV. The quality and effectiveness of educational work.
 - V. The suitability of teachers' qualifications.
 - VI. Trainee evaluations upon completion of the programmeThe above procedure must be amended whenever required by the relevant changes to the applicable legislation.

Article 28 - Possibility of amending the Regulation-Final provisions

1. These Rules and Regulations may be amended following a relevant recommendation by the Centre's Council and an approval decision by the Senate.
2. Issues not regulated under this Regulation may be regulated by resolutions of the competent bodies of TLLC-DUTH and DUTH in accordance with the legislation in force.

Article 29 - Entry into force

These Rules and Regulations shall enter into force upon publication of the DUTH Senate Decision that approves its content, following a recommendation of the Centre's Council, in the Government Gazette



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 15

Operating Rules and Regulations of the Library and Information Centre of Democritus University of Thrace

Komotini 2024

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Article 1.

Institutional Framework for the operation of the Library and Information Centre of DUTH (LIC-DUTH)

1.1. General provisions

1.1.1. In accordance with Article 124(1) of Law 4957/2022, a single central library is established and operates at the Democritus University of Thrace (DUTH) as an independent and decentralised unit named Library and Information Centre of Democritus University of Thrace (LIC-DUTH) and under the English name “Democritus University of Thrace Library and Information Centre”.

1.1.2. The single central library is located at the registered seat of DUTH (Article 124(2) of Law 4957/2022).

1.1.3. Due to the fact that the University is spread among several cities and in order to facilitate the members of its community, LIC-DUTH has organised and operates Library-Collection Branches at a School or Department level. The branches are determined with the Organisation of DUTH, they fall under the administrative authority of the university’s single central library with which they constitute a single entity in terms of both human resources and the development policy and the management of the financial resources. By decision of the Senate, and following a substantiated proposal of the LIC-DUTH Committee, existing Library-Collection Branches may be abolished or new ones may be created.

1.1.4. The single central library operates at Administration level, while its administrative structure, which is based on distinct administrative units, is determined with the Organisation of DUTH (Article 124(2) of Law 4957/2022).

1.1.5. This regulation is binding for all members and visitors of the facilities of the Library – Collection Branches of the university.

1.2. LIC-DUTH Mission

The mission of LIC-DUTH is to reinforce and support the educational and research activities of DUTH as well as of the faculty members and students of DUTH.

More specifically, the LIC-DUTH scope is:

a) to provide scientific and research information and to operate as an Information Centre for the members of the University’s community;

b) to gather all the information sources to which the Democritus University of Thrace has access and to make them available to University’s members;

c) to gather and organise the scientific work of DUTH members through repositories, digital libraries and databases with scientific publications, as well as to present and promote the works that are produced;

d) to contribute to the retrieval, management, provision and dissemination of specialised information to the broader national and international community;

e) to participate effectively in any educational and cultural activities;

f) to support and enhance the institution's educational and research activities through the development, organisational and maintenance of collections and by securing access to printed and digital information sources;

g) to promote and maintain the cultural heritage; and

h) to help the members of the academic community develop information literacy and information skills.

Additional powers of the single central library may be determined with the DUTH Organisation (Article 124(1) of Law 4957/2022).

1.3. Objective

The objective of LIC-DUTH is to provide an open, active and accessible learning environment in physical and digital settings. To become a partner and supporter in research, a space for interaction and reflection, and a centre for the intellectual and creative life of the University and wider society.

1.4. Vision

LIC-DUTH aspires to contribute to individual and societal growth. It works to foster a culture of search and discovery in order to promote the university's work. It focuses on the equal treatment of all members, addressing inequalities for the ultimate purpose of spreading knowledge more widely.

1.5. Values

1.5.1. *Integrity:* Promotes academic integrity in all actions and attitudes related to the discovery, production, and dissemination of scientific knowledge. Helps build an academic environment of honesty and responsibility, promoting informational education, avoiding plagiarism, and respecting intellectual property.

1.5.2. *Cooperation:* Promotes local, national, and international cooperation to spread knowledge, share resources and exchange experiences and practices. Believes that cooperation connects people with ideas and produces better results.

1.5.3. *Equal access to information:* Promotes equal access to information and knowledge for all members of the academic community. Promotes open science and open access.

1.5.4. *Innovation:* Seeks and uses innovative technologies to better access information and spread knowledge.

Article 2.

Governing bodies

2.1. General framework

2.1.1. LIC-DUTH is a separate Administration made up of two (2) Departments, whose powers are clarified in the DUTH Organisation:

- a) the LIC-DUTH Administrative, Financial and Educational Support Department, and
- b) the LIC-DUTH Collections Organisation & Management Department.

2.1.2. All the organisational units of LIC-DUTH constitute a single entity with it, both in terms of human resources and in terms of development policy and management of financial resources.

2.1.3. The operation of LIC-DUTH is supervised by the LIC-DUTH Committee, while each Library-Collection Branch has an employee in charge of the Library-Collection Branch, who is directly supervised by the respective Library-Collection Branch Committee.

2.2. LIC-DUTH management

2.2.1. Higher Authority

LIC-DUTH is an independent and decentralised DUTH unit at Administration level that falls directly under the Rector.

2.2.2. Director

The LIC-DUTH Director holds a university or technological institute degree in Library Studies and has the following powers:

a) Manages the services of LIC-DUTH, coordinates its overall operation and allocates the powers of the Staff to the individual Library-Collection Departments and Branches.

b) Proposes the annual budget to the LIC-DUTH Committee and prepares the planning and reporting for LIC-DUTH

c) Ensures the continuous information and training of the Staff, as well as of the LIC-DUTH users;

d) Proposes cooperation programmes with other Libraries and Organisations in Greece or abroad.

e) Plans the developmental and other activities of LIC-DUTH, forwards them to the competent bodies and committees for approval, and oversees their implementation in collaboration with the higher bodies and committees.

f) Introduces discussion items to the LIC-DUTH Committee

g) Collaborates with the University Services to ensure the resources and infrastructure required for the smooth operation of LIC-DUTH

h) Prepares and submits the annual reports for the staff of LIC-DUTH;

i) Represents LIC-DUTH in Greece or abroad.

2.2.3. LIC-DUTH Committee

2.2.3.1. The LIC-DUTH Committee supervises the operation of LIC-DUTH and contributes to the smooth operation and development of a uniform LIC-DUTH policy. It evaluates the services provided, seeks ways to continuously improve and ensure its sustainable development.

2.2.3.2. It is composed of one Vice Rector as Chairperson, three faculty members, two librarians and one student, who are proposed by the Senate, and is supported by one secretary.

The term of office for all members is three years, except for that of the student, which is one year.

The three faculty members shall be the Deans of the School of Law, the School of Engineering and the School of Health Sciences, or their substitutes who are appointed by the respective Deans and are faculty members in the respective Schools/Faculties.

2.2.3.3. It convenes as a body at the Chairperson's invitation twice a year or whenever deemed necessary. All decisions shall be made in accordance with the provisions of the DUTH Internal Rules and Regulations, supplemented by the Administrative Procedure Code.

2.2.3.4. The Director of LIC-DUTH shall attend the Committee meetings; the persons in charge of the Library-Collection Branches and those responsible for its activities and services may also attend, as appropriate.

2.2.3.5. At the invitation of the Chairperson of the Committee, a general meeting of all LIC-DUTH staff is convened once a year.

2.2.3.6. *Powers of the LIC-DUTH Committee*

2.2.3.6.1. The LIC-DUTH Committee shall forward to the competent bodies for approval:

- a) the budget, following a recommendation by the LIC-DUTH Director;
- b) the policies for using and developing the LIC-DUTH collections and services;
- c) the amendment of all or part of these Rules and Regulations;
- d) the development of training programmes for Library staff;
- e) Submits a reasoned proposal to the Senate, at the recommendation of the LIC-DUTH Director for the potential abolition of existing or creation of new Library-Collection Branches.

2.2.3.6.2. Explores the potential for sponsorships or donations to develop the services, the LIC-DUTH participation in financed programmes, and contends for funds from the competent Ministry.

2.2.3.6.3. Makes decisions or forwards to the competent services of the University matters related to article 2.2.4.2.8. of these Rules and Regulations.

2.2.3.6.4. Examines proposals for partnerships to LIC-DUTH, with the aim of optimising the implementation and use of the opportunities provided through them. As part of this, the Committee suggests the librarians in charge for every activity, service, etc. to the competent bodies of the university.

2.2.3.6.5. It may determine at any time: a) the categories of users that have been granted permission to use the LIC-DUTH services, infrastructure and equipment, b) the services, infrastructure and equipment that may be used by different categories of users, c) the duration of the loan period for each category of items and users, as specified in the ANNEX, d) payment of fees for the provision of any service or use of the infrastructure and equipment provided by LIC-DUTH.

2.2.3.6.6. The LIC-DUTH Committee is responsible for operating the DUTH Institutional Repository (IR), while the employee in charge, appointed by the

competent Vice Rector, coordinates the procedures and ensures the implementation of policies in collaboration with the employees in every Library-Collection Branch.

2.2.3.6.7. The LIC-DUTH Committee approves or revises the selection, inclusion and transfer of collections or the creation of new closed or rare collections, taking into account the academic orientation or orientation of the institution.

2.2.3.6.8. The LIC-DUTH Committee decides on whether or not to accept and manage large donations in general (with over 100 items), which require additional costs to the budget of the respective Library-Collection Branch and the employment of additional staff for its management, librarian processing or maintenance, following a reasoned recommendation on their usefulness by the Head and the Committee of the respective Library-Collection Branch.

2.2.4. Library - Collection Branch Committee

2.2.4.1. The Library-Collection Branch Committee consists of its chairperson, a faculty member from the departments supporting the Library-Collection Branch, and the Head of the Library-Collection Branch. The Committee shall meet at least twice a year and whenever it is deemed necessary. The Committee may not have more than five members, including the chairperson and the Head of the branch. The chairperson and faculty members of the Committee shall be appointed by the Dean of the respective School/Faculty. In the case of the Library-Collection Branch of the School of Law and the School of Social, Political and Economic Sciences, the members of the committee shall be appointed by the Dean of the School of Law.

2.2.4.2. Powers of the Library-Collection Branch Committee

2.2.4.2.1. The Library-Collection Branch Committee acts as a communication channel between LIC-DUTH and the academic community, with the purpose of providing high-level services that effectively support the educational and research needs of the academic community.

2.2.4.2.2. It decides on the allocation of available resources. Recommends and requests to the competent authorities and bodies the procurement of equipment, scientific books, periodicals, databases, etc.

2.2.4.2.3. Discusses appeals from borrowers pertaining to articles 5.2.4. and 5.2.5. hereof. Has the right to validate, reduce or cancel the removal of borrowing rights. The decision of the Library-Collection Branch Committee is final without the right to appeal the decision.

2.2.4.2.4. The Library-Collection Branch Committee may impose the following penalties, individually or cumulatively for articles of these rules and regulations, which do not lay down sanctions: a) a warning, b) a written reprimand, which is included in the student's personal file, c) a monetary fine examined as appropriate for every violation, d) deprivation of borrowing rights for a period that shall be examined as appropriate, e) deprivation of all rights to use any service provided by this particular Library-Collection Branch.

2.2.4.2.5. The Library-Collection Branch Committee has the right to require any person to comply with Article 5.2.4. hereof.

2.2.4.2.6. The Library-Collection Branch Committee grants special permission for the use of special, closed and rare collections.

2.2.4.2.7. For medium-scale donations (up to 100 items), the Library-Collection Branch Committee is responsible for evaluating and accepting or rejecting donations, following a recommendation by the Head of the Library-Collection Branch.

For large donations (more than 100 items) that require additional costs to the budget of the respective Library-Collection Branch and the employment of additional staff for handling, librarian processing or maintenance, the Library-Collection Branch Committee sends a reasoned recommendation on their usefulness to the LIC-DUTH Committee, following a recommendation by the Head of this particular Library-Collection Branch. The final decision on whether or not to accept and manage donations in general is taken by the LIC-DUTH Committee

2.2.4.2.8. Issues that exceed the powers of the Library-Collection Branch Committee are forwarded to the LIC-DUTH Committee.

Article 3.

Policies and Strategies for Developing and Evaluating DUTH Collections.

3.1. Objectives of collection development policies and strategies

Policies and strategies for maintaining and developing LIC-DUTH collections are based on structured principles, in order to:

- a) reflect the objectives and promote the mission of the University and its Libraries, and
- b) fulfil their role in research, teaching and learning.

3.2. General principles for developing collections, criteria and procedures

3.2.1. General principles for developing collections

The development of collections may be specialized depending on the topic and type of items. The following criteria pertain to general principles for the inclusion of items in the main collections of Libraries- Collections Branches of the University:

a) Modern and enduring value. Ensuring that the collections are relevant to the priorities of teaching, learning and research, as applicable or reflected in the analytical and research programmes of the University.

b) Diversity of resources. The continuous expansion of print and mainly digital or electronic resources, taking into account the thematic specificities of the University's Schools or Departments and the different research media (hard copy or electronic) of the members of the academic community.

c) Focus on the intellectual production of the University; To focus on the intellectual production of the University as much as possible. In this context, members of the academic community are encouraged to offer the minimum of their writing and research activity to the Library-Collection Branches of the University, and university

students must deposit their theses/dissertations to the University's Institutional Repository.

d) Effective management of the budget. The budget available from time to time is allocated based on qualitative and quantitative criteria.

e) Open access. LIC-DUTH monitors the evolving Open Access landscape.

f) Collaboration/Partnership. LIC-DUTH cannot cover the entirety of the scientific knowledge provided. To this end, it collaborates with other academic libraries, organisations, etc., in order to provide its members with comprehensive thematic coverage, through interlibrary loans or joint purchase of electronic resources.

3.2.2. Criteria for developing collections and selecting items.

Choosing to develop the LIC-DUTH collections is a dynamic process.

3.2.2.1. The main criteria for acquiring material are the following: a) relevance with the informational needs of the academic community, b) reputation or prestige of the author or organisation and the publishing house, c) topicality of the content and information, d) reviews of the publication, e) language, f) coverage of the topic in relation to the thematic area of the collection, g) demand from members of the academic community, h) cost, i) availability of multiple copies, with the exception of textbooks or high demand items, j) availability in the collection of another university Library, k) priority in electronic material, especially in sciences that require topical and up-to-date information, l) characteristics, such as bookbinding for hard copy items, m) for electronic sources: the level and method of access, the number of concurrent use licenses and the ability to access back files or issues over time.

3.2.2.2. LIC-DUTH does not purchase individual issues of periodicals.

3.2.2.3. Starting a new subscription for printed periodical titles is examined based on cost, the budget of LIC-DUTH and its availability in electronic format.

3.3. Item acquisition procedures

The Library-Collection Branches acquire items through: a) purchase, b) collaborations or partnerships, the most prominent of which is the electronic sources service of the Hellenic Academic Libraries Link (HEAL-Link), and c) donations under the terms and procedures set out in Article 3.7 of these Rules and Regulations.

3.4. Policy for describing items, data, metadata and terms

3.4.1. All Library-Collection Branches of the University follow common policies, implement common international standards for the organisation of knowledge and information, and are centrally coordinated.

3.4.2. The coordination of procedures and librarian processing of descriptive data, metadata and terms is deemed necessary for the proper and quality organisation of the items (hard copy, electronic or digital) that are or will be added to the collections of the Library-Collection Branches.

3.4.3. LIC-DUTH makes the relevant decisions by monitoring the development of standards in Library and Information Science and the instructions of the collaborative schemes or partnerships in which it actively participates.

3.5. Institutional Repository (IR) of the Democritus University of Thrace (DUTH.)

3.5.1. General

3.5.1.1. The DUTH Institutional Repository (IR) is the DUTH infrastructure for the collection, organisation, management, maintenance and promotion of the intellectual production of the university. Its purpose is to safeguard and make accessible the entire intellectual and research work of the university, contributing to the dissemination of knowledge. The DUTH IR contributes to:

- a) Increasing the visibility and dissemination of research results produced in DUTH.
- b) Centralising the collection and long-term preservation of the digital results produced.
- c) Quantifying the research and academic activity and performance of DUTH.
- d) Collecting part of the current research performed in DUTH in a central site.
- e) The collaboration between researchers of different institutions, as well as multidisciplinary research.
- f) Gathering and providing students with educational material.
- g) The detection of plagiarism.
- h) Student support by providing access to older theses and doctoral dissertations.
- i) Saving and preserving the content of old and rare items.

3.5.1.2. In every Library-Collection Branch, a librarian/employee is appointed to operate and manage the IR. His/her responsibility is to deposit the theses/dissertations in accordance with the depositing specifications, the metadata, the drawing up of the thematic list, the appropriate description of the theses content, adherence to policies, etc.

3.5.2. IR policies, management and procedures

The IR DUTH is governed by the following policies:

3.5.2.1. Content Policy

3.5.2.1.1. The items deposited in the IR must have been produced by members of the DUTH academic community. Depositing works in which at least one member of the DUTH academic community has participated is permitted.

3.5.2.1.2. Greek is the official language of the metadata and description of the items of IR. The keywords, summaries, creator, title, members of the examination committee, etc. shall be entered in Greek and English.

3.5.2.1.3. The items to be deposited must have scientific, research or educational content.

3.5.2.1.4. The items to be deposited may be:

- a) graduate and postgraduate theses;

- b) doctoral dissertations;
- c) articles published or under publication in Greek or foreign journals;
- d) conference presentations;
- e) unpublished surveys;
- f) research programme results;
- g) electronic journals issued under the responsibility of DUTH members;
- h) book chapters or books;
- i) data sets;
- j) technical reports-patents;
- k) audio-visual items;
- l) digitised items from the Library's collections.

3.5.2.1.5. Works by members of the DUTH academic community produced in collaboration with other bodies, without any involvement of DUTH, are recommended to be deposited in the institutional repositories of these bodies.

3.5.2.1.6. Previous versions of works already deposited in DUTH are not removed or replaced by newer versions. New editions of works are deposited by their creators as distinct items and are marked as such.

3.5.2.2. *Intellectual property policy*

3.5.2.2.1. LIC-DUTH bears no responsibility, direct or indirect, for the content of the items deposited, for the clearance of intellectual property rights of the content of items, or for infringement issues of the intellectual property of others.

3.5.2.2.2. Authors of items under publication or of published items in journals are obligated, prior to depositing, to check the intellectual property status of the items based on the policy of every journal/publisher. LIC-DUTH recommends checking via SHERPA/ROMEO (<https://v2.sherpa.ac.uk/romeo/>).

3.5.2.2.3. The intellectual property rights of the items deposited in the DUTH IR belong to the author(s) or third parties (if licensed by the author(s)).

3.5.2.2.4. Depositing items to the IR does not prohibit the author(s) from publishing this or a different version of them in the future.

3.5.2.2.5. By depositing his/her work, the depositor grants the DUTH Library and Information Centre the non-exclusive right to publish and make available his/her thesis/dissertation on the internet for educational, research or private use of non-profit or commercial nature, in accordance with the terms and conditions of the Intellectual Property Law. For maintenance or security reasons, the Library reserves the right to transfer the electronic format of the thesis/dissertation to another medium or to keep more than one copy thereof, without altering its contents. Maintenance may require content to be reproduced in different formats to ensure future accessibility.

3.5.2.2.6. For items with more than one author, the depositor shall sign the licensing of the non-exclusive right, after having obtained the consent of the other authors as well.

3.5.2.2.7. By depositing, the depositor guarantees he/she does not infringe or is not conflict with the intellectual property rights of others (e.g. publishers).

3.5.2.2.8. The full texts of the items are provided with Creative Commons open licenses.

3.5.2.3. Deposit Policy

3.5.2.3.1. Only members of the DUTH academic community have the right and/or duty to deposit items. Items are deposited either through self-deposit or via intermediation (i.e. by authorized staff of the DUTH Library and Information Centre).

3.5.2.3.2. The DUTH IR is not used for commercial purposes.

3.5.2.3.3. The items deposited must be accompanied by a statement of approval for their electronic publication.

3.5.2.3.4. The items shall be deposited by their creator(s).

3.5.2.3.5. Access to items to which permanently restrictive terms apply (e.g. book chapters) shall only be given with the author's permission. Their bibliographic data is freely available.

3.5.2.3.6. The validity and authenticity of the content of items is the sole responsibility of the creator(s).

3.5.2.3.7. In the event that a member of the DUTH academic community leaves the university for any reason, items that he/she has deposited in the DUTH shall remain in the repository.

3.5.2.3.8. Non-commercial formats must be used to store the content of the deposited items. Formats must meet the criteria of openness, sustainability, and wide use.

3.5.2.3.9. As mentioned in 2.2.3.6.6, the LIC-DUTH Committee is responsible for the operation of the DUTH IR, while the appointed person in charge coordinates the procedures and ensures the implementation of policies in collaboration with the employees in every Library-Collection Branch.

3.5.2.4. Removal or non-acceptance policy

3.5.2.4.1. DUTH IR has the right to not accept items deposited in a form that does not comply with the depositing specifications or cannot be stored in the database.

3.5.2.4.2. DUTH IR has the right to not deposit and/or to remove works in the following cases: a) Proven infringement of intellectual property rights or plagiarism, b) National security, c) Falsified research, d) Legal issues and proven violations.

3.5.2.4.3. Items related to the aforementioned cases shall be removed from the DUTH IR. However, the entry of the item remains so that there is historical record. A note is created in the respective metadata field and there is a removal statement.

3.5.2.5. Access Policy

3.5.2.5.1. Despite the fact that the DUTH IR is directly related to the concept of open access, the entirety of its content is not freely available. In certain documents, restricting access to the full text is necessary. Access restrictions are imposed for

various reasons, such as avoiding intellectual property rights infringement, protecting an original research work that is in an early stage, protecting patents, etc.

3.5.2.5.2. For every document/file made available through the IR, different access policies may apply depending on the document category and the rights of every user. Even in the case of open access files, internet users are allowed to store them in electronic media, copy and print the files exclusively for private use, for educational and research purposes, and under no circumstances for commercial purposes or commercial use.

3.5.2.5.3. Documents deposited to the IR for private use, research and educational purposes may be reproduced without prior permission from the Democritus University of Thrace or LIC-DUTH provided that: a) Reference is made to the author, title and full bibliographic data of the item, b) There is a hyperlink or the URL of the metadata home page is given, c) The item will not be commercially exploited in any medium or form, d) Reproduction does not impede the normal exploitation of the work and does not harm the legitimate interests of the authors.

3.5.2.5.4. In any other case and for any other use, the written permission of the administrative bodies that are entitled and/or specifically authorised for this purpose, as well as of the authors of these items or the holders of intellectual property rights is required.

3.5.2.5.5. The items deposited in the DUTH IR shall have one of the following types of access:

a) Open Access. Free, direct and continuous online access to the content of items. Users are permitted to freely use these items for research and educational purposes.

b) Institutional access (via IP addresses). The full content of items may be accessed solely via the *IP addresses* of DUTH. This category includes items produced before 05/03/2015 (unless the author(s) wanted otherwise) and items for which there is an embargo period for a specific period of time. Access to the content of such items is granted solely to members of the DUTH academic community, who are verified through their university account.

c) Prohibited access to the full text of items for a specific period of time (embargo period). The embargo period for accessing the contents of items may last from one (1) to three (3) years. During this time, only institutional access is possible. After the end of the embargo period, the item is freely available online. Bibliographic data are freely available from the time of deposit.

d) Closed/authorised access (using a code) to special collections. Access is granted only to authorised users. This category includes digitised items from special collections and items to which permanent restrictive access conditions apply.

3.5.2.6. Personal Data

DUTH IR uses personal data, such as authors'/creators' names, collected during the process of depositing or self-depositing items, in order to correctly link the item with its creator(s) or in order to communicate with the creator(s) if needed. Personal data

collected during the registration of depositors in DUTH IR falls under the provisions on confidentiality, remains in the DUTH and is not given to third parties. The IR policy falls under Article 6.4 of these Rules and Regulations, as applicable.

3.5.2.7. Preservation Policy

DUTH IR strives to take all necessary measures for the long-term preservation of items and the accessibility of its contents.

3.6. Special, restricted, rare collections, and Grey literature

3.6.1. Special, restricted and rare collections

3.6.1.1. LIC-DUTH handles rare books and special or restricted collections in hard copy with care, in accordance with this article of the Rules and Regulations.

3.6.1.2. Rare, restricted or special collections in hard copy are kept in a separate area of the Library due to their age, their specialized thematic content, their form or the source from which they originate.

3.6.1.3. The use of such collections requires registration to the Library in accordance with article 4.3 hereof and is subject to different rules of use or loan.

3.6.1.4. Handling differs from that of the main collection of LIC-DUTH. In some cases, a special permission is required from the Library-Collection Branch Committee.

3.6.1.5. The policy of selection, inclusion and transfer from the main collection and/or the creation of new special, restricted or rare collections is carried out based on special criteria and a written policy, approved by the LIC-DUTH Committee and revised, taking into account the academic programming or orientation of the University.

3.6.1.6. Under no circumstances shall special or restricted collections be created to serve personal or other interests.

3.6.1.7. Digitisation of rare collections is implemented in accordance with the applicable legal framework.

3.6.2. Collection of Grey Literature

3.6.2.1. The collection includes: a) undergraduate and postgraduate theses and doctoral dissertations issued at DUTH Departments; LIC-DUTH bears no responsibility, direct or indirect, for late deposit of undergraduate and postgraduate theses, and doctoral dissertations, for the clearance of intellectual property rights of their content, or for infringement issues of the intellectual property of others. b) the collection is to include research papers, technical reports, patents, University publications, reports, financed project deliverables, etc.

3.6.2.2. Procedure for submitting theses/dissertations

3.6.2.2.1. In accordance with Senate Decision no 91/6/19-2-2015, after successfully defending their thesis/dissertation, students must submit it in digital format to the DUTH Institutional Repository. More specifically, they must deliver one (1) CD-ROM/DVD-ROM or flash drive (which is not returned) that includes the following: a) a single and unique .pdf file containing the entire thesis/dissertation, b) a second text file with the form "Information of Undergraduate Thesis/Postgraduate

Thesis/Doctoral Dissertation” which is available on the LIC-DUTH website, filled out in lower case. This form is filled out by the candidate(s) and must be signed by the Secretariat of his/her Department. It is delivered to the relevant Library in electronic format.

3.6.2.2.2. The relevant Library or the competent secretariat shall provide the candidate with the receipt of submission required. The receipt is granted after a relevant check for the accuracy and correctness of the forms and for the completeness of the files submitted, and only in this case. Forms and CD-ROMs/DVD-ROM or flash drives with incomplete data shall not be accepted.

3.6.2.2.3. Students (where applicable) and PhD holders (where applicable) also hand over a hard copy of their thesis/dissertation to the relevant Library - Collection Branch or the competent Secretariat, which then forwards it to the Library - Collection Branch that serves the respective Department. The hard copy of the thesis/dissertation is incorporated into the collection of the relevant Library - Collection Branch. The full text of the thesis/dissertation is deposited to the Institutional Repository and is available via the LIC-DUTH website. For doctoral dissertations, in particular, if the PhD candidate requests an extension to provide the full text, the extension period may be set only following a reasoned request from the author to the Committee of the relevant Library - Collection Annex.

3.6.2.2.4. The collection of grey literature is non-loanable in accordance with article 5.2.1.1.3.

3.7. Donation Policy

3.7.1. General

3.7.1.1. Donations, in cash or in kind, are welcome at LIC-DUTH for the enrichment and growth of its collections and services.

3.7.1.2. The LIC-DUTH Committee is obligated to evaluate the generous offers of its donors, based on the policies for developing the Library - Collection Branches. In this context, it offsets the benefits of the donation in relation to the cost of maintenance, preservation and librarian processing, and reserves the right to refuse it or accept it in whole or in part.

3.7.2. Donation acceptance criteria

Following an obligatory communication with the competent Collection - Library Branch Committee, and taking into account its recommendation, the LIC-DUTH Committee *does not accept*:

- a) Printed material in poor physical condition that requires significant costs for its maintenance and preservation.
- b) Individual issues or individual volumes of periodical publications or series, with the exception of those that supplement existing collections;
- c) Material that is already in the collections in hard copy, electronic or digital format.
- d) Textbooks from past years.

- e) Material with various content.
- f) Printed material that is freely accessible on the internet.
- g) Unpublished works, manuscripts, unless they have proven academic or collectible value and importance.
- h) Unpublished dissertations.
- i) Photocopied articles, magazines, books, etc.
- j) Offprints of articles or works.
- k) Electronic material (e.g. DVDs, CD-ROM, etc.), unless it has proven academic or collectible value and importance, and can be used or reproduced by the University's technical infrastructure.
- l) Material related to any kind of propaganda.
- m) Material not belonging to the donor's personal collection.
- n) Unsolicited donations.

3.7.3. Conditions for accepting donations

3.7.3.1. LIC-DUTH shall not bear the cost of transporting the donations. Delivery of the donated material is the responsibility of the donor.

3.7.3.2. Any donation that has been accepted is the property of LIC-DUTH and the donor waives all rights thereto.

3.7.3.3. After receipt by LIC-DUTH, the donated material is not recalled or returned.

3.7.3.4. LIC-DUTH reserves the right to handle, make available, preserve and use the donation for the benefit of the community it serves.

3.7.3.5. Conditions from donors with regard to the librarian processing of the donation, the bookbinding and placement in the Library - Collection Branch cannot be accepted. For donations of significant academic value, where splitting them would constitute a degradation of their role, consideration may be given to their placement in a separate space in the Library - Collection Branch.

3.7.3.6. LIC-DUTH is not responsible for providing a financial evaluation of the donated material.

3.7.3.7. As part of the rational growth of its collections, LIC-DUTH reserves the right to: a) re-evaluate or reassess donations that are or will come in its possession, b) exchange or offer the donations to other libraries or organisations, or withdraw them from its collection, in accordance with the material withdrawal policy (article 3.9 hereof) as applicable.

3.7.4. Procedure for accepting or rejecting donations

The Library - Collection Branch informs the donor of the acceptance or rejection of the donation in writing.

3.7.4.1. The Candidate Donor

3.7.4.1.1. Is informed of the donation acceptance policy.

3.7.4.1.2. States his/her intention and the reasons that drove him/her via a relevant application of LIC-DUTH. In his/her application, he/she shall provide

information about the thematic content, number, type, weight, size, physical condition and age of the material.

3.7.4.1.3. Produces an electronic description list, containing the title, author and year of publication, for the purpose of making an initial assessment on the relevance of the proposed donation with the material found in the Library collections or its deviation from the development policies of the Library's collections and its thematic field.

3.7.4.2. The Library as a potential receiver of donations

The donation is evaluated prior to arrival at the Library by the Head of the Library-Collection Branch or a special librarian tasked with developing the Library Branch collection, and, if deemed necessary, the assistance of a faculty member specialised in the thematic field of the proposed donation is also requested.

3.7.4.2.1. *Small-scale donation (up to 20 items)*. The person in charge of evaluating and accepting or rejecting small-scale donations (up to 20 items) is the Head of the Library-Collection Branch or a special librarian tasked with developing the Branch collection, with the assistance, if deemed necessary, of a member of a competent body of the Department or School designated for this purpose.

3.7.4.2.2. *Medium-scale donation (up to 100 items)*. For medium-scale donations (up to 100 items), the Library-Collection Branch Committee is responsible for evaluating and accepting or rejecting donations, following a recommendation by the Head of the Library-Collection Branch.

3.7.4.2.3. *Large-scale donation (over 100 items)*. For large donations (more than 100 items) that require additional costs to the budget of the respective Library-Collection Branch and the employment of additional staff for handling, librarian processing or maintenance, the LIC-DUTH Committee is responsible for accepting or rejecting the donations, following a reasoned recommendation by the Library-Collection Branch Committee on their usefulness, which is based on the relevant recommendation of the Head of this particular Library-Collection Branch.

3.7.4.2.4. If the donation is accepted, a relevant document shall be signed by the donor that will accompany the shipment of the donated material and will be entered into the computer system of the Library - Collection Branch under DONATION NAME OF DONOR in the appropriate librarian field. After accepting the donation, a letter of gratitude is sent by the Committee of the Library-Collection Branch, drawn up by the Head of the Library-Collection Branch.

3.8. Inventory of items

3.8.1. At a predetermined time and depending on the human and technological resources available, LIC-DUTH makes an inventory of the material in its collections. Part of this process is locating damaged, incorrectly placed or lost printed material. The inventory is carried out at a time when the academic timetable allows it.

3.8.2. During this time, all users are encouraged to return the material they have borrowed. Material which: a) is not found b) is not in the temporary possession by its users through loans or interlibrary loans, is considered lost after a 3-year period, and LIC-DUTH must update its online catalogue.

3.9. *Material withdrawal policy*

The withdrawal of obsolete or unused material is a critical factor in the management of the LIC-DUTH collection. The withdrawal of material aims at upgrading the collection and its effective use. It is common knowledge that the collection of academic libraries must be focused on the academic interests and courses of study of the University, and kept up to date.

3.9.1. *Withdrawal criteria for printed material*

3.9.1.1. To ensure the necessary balance between the printed material of the Library, the available bookrooms and the study areas, the printed material shall be withdrawn according to specific criteria. With the exception of material belonging to closed or rare collections, the Library - Collection Branch takes into account the following:

a) *Relevance*: Material that is no longer relevant to the Collection Development Policy's objectives or is incompatible with the educational and research programmes of the University's Schools and Departments.

b) *Unused material*: The levels of use of the material are evaluated with a time horizon proportional to the type of science.

c) *Accessibility*: The information contained in the material is found in another electronic medium, provided that the medium allows access inside or outside the Library.

d) *Content*: Information or works that have been revised or replaced, are inaccurate, outdated or misleading. Older versions of works also fall into this category.

e) *Physical condition*: Worn out or damaged material which cannot be restored or replaced, or in the case of audiovisual or electronic material which is technologically obsolete.

f) *Number of copies*: Material in multiple copies, which are not included in the study programmes. One of these remains in the main collection of the Library - Collection Branch.

3.9.1.2. *The material withdrawn is:*

a) Stored in auxiliary or storage areas.

b) Digitised, if deemed necessary, in order to be rescued.

c) Available in another Library - Collection Branch of the University.

d) Donated to other libraries or organisations; shipping costs to be borne by the prospective donation recipients.

e) Considered to be up for sale, with the proceeds being used exclusively for the acquisition of new material.

f) Destroyed as a last resort, following the procedures set forth in the applicable legislation for the destruction of public property, as in force from time to time.

3.9.2. Withdrawal criteria of electronic, digital or digitised material

The withdrawal criteria of digital or digitised material are subject to article 3.5.2.4. and the written policy on electronic means withdrawal.

3.10. Maintenance

3.10.1. Printed items

LIC-DUTH, depending on the availability of the annual budget, proceeds to bookbinding: a) its printed subscriptions and b) damaged items based on the following criteria: their availability in the market in hard copy or electronic form, their use by its members, the cost of their replacement or bookbinding.

3.10.2. Digital media

It does not concern the maintenance of the digital medium, but its repair, so that it is accessible or readable for copying or transferring to another modern medium. The process is carried out in collaboration with a competent Department of the Directorate of Information Communication Technology or whatever it will be called (e.g. Digital Governance Unit). Said material is subject to the laws governing intellectual property and related rights (article 6.3), as applicable, or to any agreements concluded by the University or LIC-DUTH.

Article 4.

Use and Procedures of LIC-DUTH

4.1. Operating Hours

4.1.1. With the exception of Public and University holidays, LIC-DUTH is open during the academic semesters, based on the needs and the available staff.

4.1.2. The librarian or the appointed employee of the Library - Collection Branch or a competent person of the University may order the closure of the Library whenever they deem that there is a risk for the Library, the staff or the users.

4.2. LIC-DUTH users

The following persons have the right to use LIC-DUTH's services, equipment or facilities:

4.2.1. Users of the University's academic community:

4.2.1.1. Members of the university staff, active or retired.

4.2.1.2. University students of all cycles of study.

4.2.1.3. Within the context of inter-university cooperation programmes, students and professors visiting the University shall acquire the rights of the corresponding user category for the duration of their stay.

4.2.1.4. University staff and students pay no fees for the services and use of the facilities or the equipment provided by LIC-DUTH.

4.2.2. External users:

4.2.2.1. Staff members of other universities and members from organisations cooperating with DUTH. The provisions of article 5.2.6 hereof apply to the loan of University Libraries' items.

4.2.2.2. DUTH alumni, unless otherwise provided by law.

4.2.2.3. Users other than those mentioned above who are permanent residents of the city where the Library - Collection Branch is located.

4.2.2.4. The LIC-DUTH Committee may determine the payment of annual subscription or a lump sum for the external user category. The annual subscription or lump sum payment shall be credited to a special account of the University.

4.3. Registration to LIC-DUTH - LIC-DUTH library card

4.3.1. It is necessary to obtain a library card, without any exception, in order for the holder to make use of the lending and interlibrary lending services or other services of the Library - Collection Branches of the University.

4.3.2. The library card shall be activated for members of the academic community or issued to external users, following an online pre-registration request via the respective LIC-DUTH application.

4.3.3. The registration of members is completed exclusively in the respective Library - Collection Branch of the user.

4.3.4. The library card is valid for all Library - Collection Branches of the University.

4.3.5. Upon registration, every member automatically states that they are aware of and accept the terms governing the operating regulation of LIC-DUTH and consents to article 5.2 hereof, as described or amended from time to time.

4.3.6. For members of the academic community (Teaching Staff, Administrative Staff, Students, etc.) their academic ID card serves as the library card.

4.3.7. External users issue a library card and pay an annual subscription fee or lump sum, in accordance with article 4.2.2.4., when the LIC-DUTH Committee makes the relevant decision. Unemployed persons with unemployment cards and disabled persons are exempt from the obligation of Article 4.2.2.4.

4.3.8. The use of another person's card is not permitted.

4.3.9. In the event of loss or destruction of the library card or the academic ID card, or change of the personal details of the holder, it is necessary to notify the respective Library - Collection Branch.

4.3.10. The library card is valid for as long as the user is a DUTH Member. For external users, it is valid for three years.

4.3.11. Students regardless of the cycles of study, will be removed from LIC-DUTH upon completion of their studies according to the process described in article 4.5.1. The same also applies to external users following a 3-year period of not using the LIC-DUTH services

4.4. Use of equipment and user behaviour

4.4.1. A book or another item of the Library may only be moved or removed in accordance with article 5.2.1 hereof.

4.4.2. Absolute quiet is required in the reading rooms and specialised service areas.

4.4.3. It is not allowed to enter the above areas with bags (it is recommended that they be placed in special storage lockers, if available) and other objects, which are specified in detail by an announcement at the entrance to the Library-Collection Branch.

4.4.4. The competent employees of the Library - Collection Branch have the right to check upon entering and exiting the Library.

4.4.5. No one should bring food or beverages or soft drinks inside the Library - Collection Branch. Only bottled water is allowed.

4.4.6. No one is allowed to smoke or eat in the Library.

4.4.7. No one should deliberately move, mistreat, destroy or attempt to destroy a book or other object or any piece of furniture in the Library-Collection Branch. Without limiting the generality of the foregoing, tearing pages, erasing cassettes, CDs (or any electronic media), marking or writing on a Library book or on any other subject constitutes a violation of the rule.

4.4.8. No one should bring a weapon, flammable or caustic material or any other material or object that could cause damage to the contents of the Library inside the Library-Collection Branch. If any such object is found in the Library - Collection Branch, thus violating this rule, it may be confiscated by the Head of the Library - Collection Branch.

4.4.9. No one should delete an item from a file or catalogue in the Library - Collection Branch, move it to another file or modify it in any way.

4.4.10. No one shall be allowed to use any confidential material in the files of the Library - Collection Branch, with modifications, interventions, for transactions or in any other way.

4.4.11. Permanently occupying a seat in the reading room is not permitted.

4.4.12. Users are not permitted to enter areas of the Library - Collection Branch to which the public does not have access, unless they are accompanied by an employee of the Library - Collection Branch.

4.4.13. Posters, brochures, newspapers or other materials, unofficial documents of the Library-Collection Branch or the University may not be distributed or posted, unless approved by the Library-Collection Branch Committee.

4.4.14. Animals are not allowed inside the areas of the Library - Collection Branch, with the exception of guide dogs.

4.4.15. The use of laptops and portable devices is permitted in the Library - Collection Branch, provided that they operate quietly. Otherwise, users working with the devices in question are required to move to special areas or stop using them, so as not to

distract other readers. Any person who does not comply with this procedure shall be expelled from the Library - Collection Branch.

4.4.16. The use of equipment that may disturb or distract other readers or harm the material of the Library - Collection Branch is not permitted in the Library. Mobile phones must be set to "silent" mode in the Library. Any person who does not comply with this procedure shall be expelled from the Library - Collection Branch.

4.4.17. Taking photographs or videotaping the premises of the Library - Collection Branch is not allowed, except with the permission of the Dean of the School where it operates.

4.4.18. The Library - Collection Branch bears no responsibility for the loss or theft of, or damage to the personal belongings of users.

4.4.19. Anyone who comes to the Library - Collection Branch with the right to use its infrastructure, must, if requested, show their academic ID card or the library card of the Library - Collection Branch and state the reason for their visit. Any person who refuses this procedure shall be expelled from the Library - Collection Branch.

4.4.20. The use of the Library's services by a representative is not permitted.

4.4.21. All users of the Library - Collection Branch must leave the study areas clean and tidy after every use, in order to ensure a safe and clean environment.

4.4.22. LIC-DUTH terminals, applications, services or computer systems are used solely for research and educational purposes. Under no circumstances may they be used in a manner that offends public decency or entails any form of discrimination among users.

4.4.23. Any use of computer and network facilities within the premises of the Library - Collection Branch is subject to the terms of use set out in the legislative framework and the principles morality. Any wear, damage or potential malfunction caused to them shall be repaired at the expense of the responsible user.

4.4.24. Individual or group study rooms are available upon reservation for a specified time of use.

4.4.25. Users of the Library - Collection Branch must treat staff and other users courteously and show a willingness to cooperate.

4.4.26. Violation of these rules

4.4.26.1. Violation of Articles 4.4.1, 4.4.2, 4.4.3, 4.4.5, 4.4.6, 4.4.7, 4.4.8, 4.4.9, 4.4.10, 4.4.12 and 4.4.13 may result in the user or visitor being banned from the Library for a period of two days.

4.4.26.2. Failure to comply with the above rules or behaviours leads to referral to the Library-Collection Branch Committee, which determines the penalty or penalties as appropriate.

4.5. Withdrawal of Library members

To safeguard the collections of the Library - Collection Branches, a specific procedure shall be followed within a reasonable time before the departure, retirement, resignation of any member of the University.

4.5.1. Students of all cycles of study

Every Department or School Secretariat must notify the relevant Library - Collection Branch within a reasonable time of the termination or graduation of its students, in order to check for pending loans of its collections. The Library - Collection Branch issues a certificate and sends either an official or personal letter that no items are owed. The letter confirms that the students do not owe any item belonging to the collections of the Library - Collection Branches of the University. In case of pending issues and until these are settled by the student, the Secretariat shall not proceed with the swearing in procedures. This process also applies to inter-university or interdepartmental postgraduate programmes based at the University.

4.5.2. University staff

4.5.2.1. Faculty members, Laboratory Teaching Staff , Special Teaching Staff , Special Technical Laboratory Staff and any other category of teaching staff, as well as administrative staff who leave, resign or whose contracts expire, must return any books and other material or equipment which they have borrowed before their departure. They must also return the library card when the academic ID card is no longer valid. If the library card is not returned, the Library - Collection Branch cancels it automatically.

4.5.2.2. The Administrative Support Directorate notifies LIC-DUTH and the respective Library-Collection Branch of the member who leaves within a reasonable time prior to retirement or departure of the teaching and administrative staff. The relevant Library-Collection Branch issues and sends an official letter that no items are owed to the competent University service.

4.5.3. In the event of failure to resolve pending issues by any member hereof, article 5.2.4 shall apply.

Article 5.

LIC-DUTH services

5.1. General

LIC-DUTH, taking into account the advances in technology and Library and Information Science, works to implement services that facilitate and inform the user, and contribute to the accomplishment of its mission.

5.2. Circulation of LIC-DUTH material

Members of the Library-Collection Branches must comply with the law on intellectual property and related rights, as described in article 6.3, respect the loan periods, ensure the timely renewal of the material and its good physical condition. Otherwise, penalties shall apply as specified in articles 5.2.4. and 5.2.5. as applicable.

5.2.1. Loan

5.2.1.1. Conditions

5.2.1.1.1. A loan may take place only if the material has undergone librarian processing and the user has been registered to the Library - Collection Branch, as provided for in Article 4.3.

5.2.1.1.2. Material classified as non-loanable can only be used within the premises of the Library-Collection Branch.

5.2.1.1.3. Material belonging to closed and rare collections or to the grey literature is non-loanable. Access is only permitted to a special area of the Library - Collection Branch. Special cases require permission from the Library-Collection Branch Committee.

5.2.1.1.4. Material whose physical condition does not allow for a loan is non-loanable.

5.2.1.1.5. Non-loanable materials: a) material classified as information, b) periodical publications, c) undergraduate and postgraduate theses or doctoral dissertations of the University, d) audiovisual material after assessing the specific medium.

5.2.1.2. Loan period and maximum number of items

5.2.1.2.1. The Library - Collection Branch loans its material depending on the type, the availability of copies and the status of its members.

5.2.1.2.2. The loan period refers to calendar days and the number of items is calculated cumulatively for all Library - Collection Branches of the University.

5.2.1.2.3. In exceptional cases, the loan of an item may be revoked before the expiry of the loan period for items of the main collection, but under no circumstances before the completion of eight (8) days from the day the loan was made.

5.2.1.2.4. The employee of the Library - Collection Branch may, in exceptional cases, allow the adjustment of both the number of borrowed items and the loan period.

5.2.1.2.5. Main collection loan: Items accessible to all LIC-DUTH users. The loan period and the number of items is determined according to the user's status (See ANNEX).

5.2.1.2.6. Short loan (2-5 days): Items of high demand or with limited number of copies. Depending on the educational needs, items of the main collection may be incorporated into this rule. The maximum number of items is determined according to the academic needs of the Library-Collection Branch (See ANNEX).

5.2.1.2.7. Overnight loan: Items of high demand and with limited number of copies are available for overnight loan (from the time the Library-Collection Branch closes to the time it opens). The maximum number of such items does not exceed two items (See ANNEX).

5.2.1.2.8. Long term loan (3 years): Following a decision of the Library-Collection Branch Committee, items of specialised collections may be loanable to Sectors or Laboratories in the name of their director or to a Programme in the name of the Scientific Coordinator, if deemed necessary for the operational educational and research process, provided that: a) the Sector, the Laboratory or the Programme assumes all the responsibilities of the Library - Collection Branch for these items, b) the items remain available in the event of a loan application by the users of LIC-DUTH and are subject to the short loan rule. If the Sector or the Laboratory is abolished or the Programme expires, they shall be returned to the Library-Collection Branch and be included in the collection under the loan rule determined by the Library-Collection Branch. The maximum number of such items does not exceed 100.

5.2.1.2.9. “EUDOXUS” loan: Textbooks which the Library - Collection Branch incorporated into its collection in accordance with the procedures of articles 5.6.1 and 5.6.2. “A joint decision of the Ministers of Finance and Education and Religious Affairs shall determine the criteria based on which the number and the procedure for granting the above copies, the procedure for lending books to students and any related matters are calculated” (Article 285(3) of Law 4957/2022) (See ANNEX).

5.2.1.3. Renewal of loan period

5.2.1.3.1. Up to 3 renewals are allowed for the items of the main collection and the long term loans (see ANNEX).

5.2.1.3.2. Every renewal is valid for as many days as the initial loan period per user category.

5.2.1.3.3. Renewal is not permitted for items that are subject to the overnight and short loan rule, and overdue items.

5.2.1.3.4. The renewal may be granted only if in the meantime this particular item has not been requested by another user.

5.2.1.3.5. A renewal request can be made on-site at the Library-Collection Branch, via e-mail or via the OPAC application of the LIC-DUTH catalogue.

5.2.2. Return of material

5.2.2.1. Users must return the borrowed items in the condition they were when they borrowed them.

5.2.2.2. If someone is going to be away for a long time, then they have to return everything they borrowed.

5.2.2.3. The borrower’s obligation is for the items to be returned to the relevant return points, namely the Library - Collection Branch from which the loan was made. Otherwise, the items are considered not returned.

5.2.2.4. In order to effectively manage the material of the Library - Collection Branches, notifications are sent through automated messages to users: a) 1 day before the expiry of the borrowed item, as a reminder of the obligation to return it or the timely loan renewal, b) 1 day after the expiry of the borrowed item and c) 10 days after the expiry of the borrowed item.

5.2.2.5. The timely return of the material is the sole responsibility of the Library users. As such, it is not linked to the automatic updating system and the potential failure to receive messages.

5.2.3. Material reservation

5.2.3.1. If the item requested for loan is already borrowed, the item may be reserved.

5.2.3.2. The user makes the reservation via the LIC-DUTH automated system.

5.2.3.3. Every reservation is in priority order and the user shall be notified automatically in order to receive it.

5.2.3.4. The material remains in the name of the user who requested the reservation for 2 days from the date of its return. If these days elapse and the user has not received it, the reservation is cancelled.

5.2.4. Loss or destruction of borrowed item

5.2.4.1. The borrower is responsible for any loss or destruction of the item during the loan period.

5.2.4.2. In the event of loss or destruction of the borrowed material, the borrower is required to replace it at their own expense in any case.

5.2.4.3. If the item is not commercially available, it may be replaced by another item of the same current value and topic as proposed by the Head of the Library - Collection Branch.

5.2.4.4. In case of any wear or notes on the item by a user, the user must repair (if possible) or replace the item(s). The user bears all expenses. During the repair period, the items are considered not to have been returned to the Library - Collection Branch. If the items cannot be repaired, they are deemed lost and replaced by the user, in accordance with articles 5.2.4.2. and 5.2.4.3 hereof.

5.2.5. Negative points – Penalties

5.2.5.1. A borrower who is late in returning LIC-DUTH material receives negative points.

5.2.5.2. Negative points are charged from the first day of delay to return it. Every day of delay results in one negative point per day and per item delayed.

5.2.5.3. During the delay in the return of the borrowed material, in addition to negative points, the loaning right is completely suspended and the borrower cannot borrow from any DUTH Library-Collection Branch until the return of the borrowed material or the expiry of penalties.

5.2.5.4. If the borrower has earned 30 negative points, the loaning right is suspended for one month.

5.2.5.5. Systematic material delay (3 recurring times) excludes the user from loaning rights for the current academic semester.

5.2.5.6. The user who uses the Interlibrary Loan Service (article 5.2.6. herein) and does not comply with the terms and conditions of the Supplier-Library is

automatically charged 60 negative points. Any penalties imposed by the Supplier-Library shall be borne exclusively by the user.

5.2.6. *Interlibrary loan*

The service is centrally coordinated. In every Library-Collection Branch, the Committee of the respective Library-Collection Branch appoints an employee and his/her deputy (among the employees of the specific Library-Collection Branch) to carry out the procedures described in article 5.2.6.3.

5.2.6.1. *Definitions*

5.2.6.1.1. *Interlibrary loan* is the service that meets the information and educational needs of its users with items that it does not have in its collections.

5.2.6.1.2. *Client-Library* means LIC-DUTH when requesting items or electronic material (books, journal articles, book excerpts) from collaborating libraries.

5.2.6.1.3. *Supplier-Library* means the collaborating Library that lends items or supplies electronic material to LIC-DUTH.

5.2.6.2. *Conditions*

5.2.6.2.1. The service is used for material that the relevant Library-Collection Branch does not possess and which is necessary for teaching or research purposes.

5.2.6.2.2. The service is not provided for the following type of material: a) information, b) audiovisual, c) prior to 1900 (including old, rare or damaged books), d) belonging to special collections, e) with increased demand, f) borrowed or reserved by registered members of the DUTH Library-Collection Branches, g) Grey literature.

5.2.6.2.3. A separate interlibrary loan request is created for each item.

5.2.6.2.4. An item that becomes part of an Interlibrary Loan, is subject to the restrictions of articles 6.3 and 6.4, as well as to the terms set by the lending Library.

5.2.6.3. *Procedures*

Every DUTH Library-Collection Branch may function as a Client and as a Supplier of the Interlibrary Loan Service for Books and Journal Articles.

5.2.6.3.1. *As Client*

5.2.6.3.1.1. The user submits a request via the respective application (for books or journal articles) of LIC-DUTH.

5.2.6.3.1.2. The cost is paid in advance, concerns the delivery, and return expenses or expenses arising from the processing of the service.

5.2.6.3.1.3. A request for renewal of the material is submitted by the user 3 days before expiry of the original deadline.

5.2.6.3.1.4. In case of delay, destruction or loss of the borrowed item, articles 5.2.4. and 5.2.5 shall apply.

5.2.6.3.2. *As Supplier*

5.2.6.3.2.1. LIC-DUTH satisfies requests for interlibrary loans submitted by other collaborating Libraries in Greece and Cyprus or collaborating networks through the respective application (for books or journal articles); the shipping cost is borne exclusively by the recipient Library.

5.2.6.3.2.2. The service only concerns organised libraries, not natural persons.

5.2.6.3.2.3. The borrowing Library must return the material it borrows in good condition within the prescribed period of time. In the event of loss or destruction, articles 5.2.4. and 5.2.5 herein apply.

5.3. Information and communication with users

5.3.1. The LIC-DUTH staff is available to provide advisory services to users or visitors, on site or remotely.

5.3.2. Remote communication is carried out by phone, e-mail, or via the “Ask a Librarian” application. The application uses a system to check the status and progress of submitted requests and two-way communication. LIC-DUTH ensures compliance with the EU General Data Protection Rules and Regulations (GDPR) (see article 6.4 hereof) and works to provide additional means of communication and information to its public, taking into account developments in technology.

5.4. VIKEP - DUTH Educational Programmes

5.4.1. Aiming to support the University’s educational and research work, self-service and user autonomy, LIC-DUTH organises educational programmes in real or digital settings.

5.4.2. On-site educational programmes are curated by the Library-Collection Branches, voluntarily or in consultation with a faculty member of the School or Department: a) at the beginning of each academic year for first-year students, b) at a time that will be specifically selected for the presentation of new services that are added to LIC-DUTH per user category or categories.

5.4.3. Educational programmes in digital settings are curated by LIC-DUTH with the creation of guides and educational videos, including informational education, which are posted on its website in order to assist its users’ needs.

5.4.4. At the beginning of each academic year a “Library Day” is established, with a common thematic orientation for all the Library - Collection Branches of the University. As part of this, the Library - Collection Branches are open to citizens of the prefecture where they are located for browsing and information. In the same context, school visits may be organised.

5.5. Services to persons with special needs and disabilities

5.5.1. LIC-DUTH cooperates with the competent services of the University, the AMELib (Accessible Multi-modal Electronic Library) of HEAL-Link, as set out in its regulatory framework and national infrastructures, in order to provide equal services to persons with special needs and disabilities.

5.5.2. The Library - Collection Branches provide workstations to support people with special needs and disabilities. Special devices and software facilitate access to the computer, the internet and the collections of the Libraries.

5.6. “EUDOXUS” Service

The Library - Collection Branches participate in the Online Integrated Textbook Management Service “EUDOXUS”, which operates on three axes:

5.6.1. Book orders: Every Library-Collection Branch request textbooks that are necessary to cover the teaching needs of the semesters. The items are collected and sent electronically by the secretariats of the Departments of the relevant Library - Collection Branch. The Library-Collection Branch is responsible for selecting the maximum number of copies and titles of items, applying the legislative framework or the relevant decisions of the competent Ministries, as in force. The relevant list is sent to the competent service of the University.

5.6.2. Book returns: The Library-Collection Branch accepts returns of the books that the students erroneously received in their previous course registration. It reserves the right not to accept the books. The receipt of books by Academic Libraries is not mandatory and is determined by their need to enrich local collections and the condition of the copy. If the copy/copies is/are in poor condition, the student has to replace the copy/copies. The Library-Collection Branch is not responsible for checking the outstanding issues of students. It is the student's personal responsibility to settle such outstanding issues with the system.

5.6.3. Book distribution: The Library-Collection Branch distributes to students textbooks that came into its possession through returns in accordance with the procedure of article 5.6.2. hereof.

5.7. Reproduction

5.7.1. Reproduction of any form of material, number of photocopies and storage of files must comply with the terms and conditions of article 6.3, as in force or amended.

5.7.2. The payment of reproduction fee is made exclusively for the maintenance of the reproduction machines and not for the use of the service.

5.7.3. LIC-DUTH is not liable for reproductions of its printed and electronic material carried out by users.

5.7.4. Any reproduction of entire books, volumes, or periodical issues is prohibited.

5.8. LIC-DUTH Internet services and terminals

5.8.1. All Library-Collection Branches of the University provide access to the internet via: a) physical network (i.e. a network socket), b) wireless network (Wi-Fi), c) virtual private network (VPN), of DUTH, or via the Shibboleth software, for remote access.

5.8.2. Access to internet resources is provided only to support teaching, educational or research needs.

5.8.3. The internet or the terminals of the Library-Collection Branch or the computer room may not be used for entertainment purposes.

5.8.4. The Library-Collection Branch cannot check all the information available via the Internet and is not responsible for its content; therefore users must correctly evaluate its content and use, in compliance with the applicable legislation and article 6.3 hereof.

5.8.5. In case of destruction or wear, damage, malfunction, etc. to the infrastructure and systems of the Library-Collection Branch by the user, article 4.4.23 shall apply.

5.9. Plagiarism detection service

5.9.1. LIC-DUTH is not responsible for detecting plagiarism.

5.9.2. Plagiarism is detected by the teaching staff of the University through the relevant application.

Article 6.

Other provisions

6.1. Partnerships and outreach

In response to the demand of the information, knowledge and lifelong learning society for outreach, LIC-DUTH: a) develops synergies, collaborations or partnerships with other institutions, organisations, etc., b) organises events in real and digital settings, c) is active on social media and d) works and actively participates in the actions of the HEAL-Link, where it is a member.

6.2. LIC-DUTH evaluation

LIC-DUTH keeps in aggregate: statistical data, conducts qualitative and quantitative surveys to ensure high-level services, natural and digital resources for the evolving needs of the community it serves. In this context, it collaborates with the Quality Assurance Unit of Academic Libraries of HEAL-Link, provides numerical data to the DUTH-QAU or authorised services of the University and the National Statistical Authority (a competent employee coordinates the process). The survey results are shared with the LIC-DUTH Committee to help shape its priorities, strengths and weaknesses, and make the appropriate decisions towards its orientations.

6.3. Intellectual property

The systematic storage or printing of all or part of the content of the electronic resources available through the DUTH Services, as well as the reproduction of any type of material borrowed or studied in the premises of the Library-Collection Branches, is prohibited. The use of the resources is permitted only for personal educational, teaching or research needs, in accordance with the applicable provisions of the legislation on Intellectual Property and Related Rights (Law 2121/93), as in force or amended.

LIC-DUTH is not liable for reproductions of its printed and electronic material carried out by users.

6.4. Privacy and personal data

LIC-DUTH adheres to the commitments and the University Policy for Privacy and Personal Data Protection, which is in line with the EU General Regulation and the applicable legislation.

6.5. Resolution of issues not covered by these Rules and Regulations

The LIC-DUTH Committee shall resolve any procedures, services or general matters not covered herein.

6.6. Amendment of Rules and Regulations

These Rules and Regulations may be amended in whole or in part, following a recommendation from the LIC-DUTH Committee to the Senate.

ANNEX											
User category	Maximum number of items	Main collection items		Special collection items ¹		Short loan (2-5 days)		Overnight loan (up to 2 items at a time)		“EUDOXUS” loan ²	
		Loan Period (calendar days)	Renewals	Loaning right	Renewals	Loaning right	Renewals	Loaning right	Renewals	Loan Period	Renewals
Faculty Members	50 ³	70	3	v	-	v	-	v	-	30	1
Special teaching staff	20	70	3	v	-	v	-	v	-	30	1
Contracted teaching staff	10	30	3	v	-	v	-	v	-	30	1
Postgraduate and PhD students	10	15	3	-	-	v	-	v	-	30	1
Undergraduate students	5	15	3	-	-	v	-	v	-	30	1
University Staff	10	30	3	-	-	v	-	v	-	30	1
Retired University members, Emeriti Professors	5	30	1	*	-	v	-	v	-	-	-
External users - Alumni	2	7	1	-	-	-	-	-	-	-	-
Collaborating Organisations	5 per Institution/ Organisation	15	1	-	-	-	-	-	-	-	-

¹ The duration of the loan period and the number of items depend on the relevant decisions of the Library Branch Committee.

² The duration of the loan period, the number of titles, ² the number of renewals, is determined in accordance with the applicable legal framework or the relevant decisions of the competent Ministries.

³The maximum number of items does not include the long-term loan rule.



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ | DEMOCRITUS UNIVERSITY OF THRACE

Annex 16

Operating Rules and Regulations of the Centre for the Support of Teaching and Learning of the Democritus University of Thrace

Komotini 2024

Article 1

Institutional framework

1. With decision No. 18/13/16-5-2019 of its Senate, pursuant to the provisions of article 51 of Law 4009/2011, the Democritus University of Thrace, with the aim of continuously enhancing the education that it provides its students, established the Office of Teaching and Learning. Ministerial decision No. 63396/Z1/23.04.2018 on the establishment of the Office of Teaching and Learning was published in the Government Gazette in Sheet No. 2468/Series II/24-6-2019. With the application of Law 4957/2022 (article 461), the Office of Teaching and Learning of the Democritus University of Thrace was renamed as the Centre for the Support of Teaching and Learning of the Democritus University of Thrace (Government Gazette Sheet No. 6988/B/31-12-2022).

2. The functioning of the Centre for the Support of Teaching and Learning is exclusively governed by the provisions of article 129 of Law 4957/2022, by the Statutes of the Democritus University of Thrace, by the Internal Rules and Regulations of the Democritus University of Thrace and by the present Rules and Regulations which regulate any and all matters that concern the functioning of the Centre for the Support of Teaching and Learning.

3. The Rector or Vice-Rector to whom the relevant authority has been assigned monitors the functioning of the Centre for the Support of Teaching and Learning, ensures that the strategic plan and policies of the Democritus University of Thrace in matters that concern teaching are correctly applied and regulates any and all matters that concern the Centre's management and functioning and the use of its facilities and equipment.

Article 2

Mission and strategic goals of the Centre for the Support of Teaching and Learning

1. The mission of the Centre for the Support of Teaching and Learning is to provide services that support, enhance and improve the teaching and learning procedures of the Democritus University of Thrace according to modern pedagogical trends, with the aim of ensuring that the University always provides high-quality teaching services to its students. Through actions that aim at creating a community of learning and promoting innovation in the teaching process, the Centre for the Support of Teaching and Learning encourages professors to exchange their views on and create good teaching and learning practices, to record the educational and pedagogical needs of their students, to reflect, to develop modern and effective educational actions and to use modern technology in the teaching of the courses of the Democritus University of Thrace with the aim of creating a modern learning environment that facilitates and supports the students' learning in the best possible manner.

2. The strategic goals of the Centre for the Support of Teaching and Learning are based on five main pillars:

- Supporting active student-centred learning with the aim of improving the learning outcomes that students acquire through actions that train the teaching staff to develop, enhance, enrich, and update their teaching practices.
- Utilising new technological capabilities, new means and applications in the learning and teaching process in order to dynamically capitalise on the challenge of online teaching and modernise the manner in which students approach learning.
- Developing and improving the pedagogical and teaching skills of faculty members in matters that relate to supporting inclusivity in the teaching process for the effective support

of all groups of the student population of the Democritus University of Thrace (persons with disabilities, persons with learning difficulties, adults, foreign students, working students, students who are considering stopping their studies, and others).

- Enhancing remote teaching within the framework of student-centred learning that leads to a more effective acquisition of the learning outcomes by attracting professors and students to the Democritus University of Thrace without the barrier of geographic limitations.
- Creating networks of cooperation with other institutions of higher education, organisations and bodies from all scientific fields, Greek and foreign, through bilateral, national, Balkan, European and international synergies.

Article 3

Governing bodies of the Centre for the Support of Teaching and Learning and powers

1. The governing bodies of the Centre for the Support of Teaching and Learning – DUTH are:
a) the Coordinator of the Centre for the Support of Teaching and Learning – DUTH; and
b) the Committee on Academic Coordination of the Centre for the Support of Teaching and Learning – DUTH.

2. Committee on Academic Coordination

2.1. The Committee on Academic Coordination of the Centre for the Support of Teaching and Learning – DUTH is comprised of the following persons:

- a) five (5) Faculty Members or members of the Special Teaching Staff or the Special Laboratory Teaching Staff or the Technical Laboratory Staff on the basis of their scientific and research specialisation or expertise in the areas of teaching and learning and/or University Pedagogy and/or of adult learning who are selected by the Senate of the Democritus University of Thrace, following a relevant invitation of the Rector or competent Vice-Rector, subsequent to a recommendation of the Rector or competent Vice-Rector;
- b) the Coordinator of the Centre for the Support of Teaching and Learning – DUTH; and
- c) one (1) student who is selected by the Student Council of the Democritus University of Thrace in accordance with article 43 of Law 4957/2022.

2.2. The members of the Committee on Academic Coordination serve a term of three (3) years concurrently with the Coordinator's term.

2.3 The meetings of the Committee on Academic Coordination are chaired by the Coordinator of the Centre for the Support of Teaching and Learning-DUTH.

2.4. The Committee on Academic Coordination is called to a meeting regularly once every semester and extraordinarily whenever it is deemed necessary, and has the following powers:

- a) it develops, approves and revises the strategic plan of the Centre for the Support of Teaching and Learning – DUTH and the teaching policies of the Democritus University of Thrace taking into consideration the needs and the proposals of the University's Departments and Schools and of every competent body of the University.
- b) it monitors the application and implementation of the strategic plan and policies of the Democritus University of Thrace and approves the annual programme of activities and annual report of the Centre for the Support of Teaching and Learning that are recommended by the Coordinator.

- c) it approves the recommendations that are put forth by the Coordinator, as well as the collaborative actions, initiatives and collaborations with external organisations, which concern the functioning of the Centre for the Support of Teaching and Learning.
- d) it draws up the Operating Rules and Regulations of the Centre for the Support of Teaching and Learning – DUTH and submits it to the Senate.
- e) it submits the annual report of activities of the Centre for the Support of Teaching and Learning – DUTH to the Senate.
- f) it approves the registration of faculty members and experts in the Register of Partners of the Centre for the Support of Teaching and Learning – DUTH.
- g) it organises the educational, research or other activities of the Centre for the Support of Teaching and Learning – DUTH in accordance with the strategic plan of the Democritus University of Thrace.
- h) it implements learning cycles within the Democritus University of Thrace, as well as informative activities and seminars for students and faculty members.
- i) it cooperates with other bodies of the Democritus University of Thrace –such as the Quality Assurance Unit (DUTH-QAU), the Psychological and Counselling Support Centre and others– for the purpose of organising and implementing actions of common interest and developing synergies, particularly in matters that concern inclusivity, equality and accessibility of all students to the educational process.
- j) it cooperates with other institutions and bodies or organisations in Greece or abroad with the aim of organising and implementing joint activities.
- k) it gathers, organises and/or develops research and educational material for the operating needs of the Centre for the Support of Teaching and Learning.
- l) it examines the needs of the students at all levels of their studies –undergraduate, post-graduate, doctoral and post-doctoral– and reviews the relevant proposals that are put forth.
- m) it develops initiatives and actions with the aim of fostering equal access, assessment and inclusivity in the educational process among all students and in particular those who are considering stopping their studies and those with disabilities and learning difficulties.

3. The Coordinator of the Centre for the Support of Teaching and Learning – DUTH

3.1 Following a relevant invitation of the Rector or competent Vice-Rector, the Coordinator of the Centre for the Support of Teaching and Learning – who serves a three (3) year term and has experience in the area of University Pedagogy and/or Adult Learning – is appointed by the Senate of the Democritus University of Thrace from among the Faculty Members or members of the Special Teaching Staff or Special Laboratory Teaching Staff or Technical Laboratory Staff.

3.2 The Coordinator of the Centre for the Support of Teaching and Learning – DUTH has the following competencies:

- a) The Coordinator chairs the meetings of the Committee on Academic Coordination and coordinates its activities and work.
- b) In cooperation with the Committee on Academic Coordination, the Coordinator prepares the strategic plan and policies of the Democritus University of Thrace in matters that concern teaching, which he submits for discussion and approval to the University’s competent bodies and coordinates their application.

- c) Collaborates with Faculty Members, Laboratory Teaching Staff, Special Technical Laboratory Staff, Special Educational Staff, and other categories of teaching personnel for the development of activities of the Centre of teaching and Learning – DUTH.
- d) The Coordinator submits the annual programme of activities of the Centre for the Support of Teaching and Learning, as well as initiatives, actions and collaborations with external bodies and organisations that concern the Centre’s functioning, to the Committee on Academic Coordination for its consideration.
- e) The Coordinator draws up the annual report on the work of the Centre for the Support of Teaching and Learning, which it submits to the Committee on Academic Coordination for approval for submission to the Senate of the Democritus University of Thrace.
- g) The Coordinator coordinates the educational, research and other activities of the Centre for the Support of Teaching and Learning – DUTH in accordance with the strategic plan of the Democritus University of Thrace.
- g) The Coordinator coordinates learning cycles, informative actions and seminars for students and faculty members.
- h) The Coordinator is responsible for planning and producing the research and educational material for the operating needs of the Centre for the Support of Teaching and Learning.
- i) The Coordinator coordinates the implementation of the actions of the Centre for the Support of Teaching and Learning in collaboration with other bodies of DUTH-QAU and the Psychological and Counselling Support Centre – for the purposes of developing collaboration and joint actions, particularly in matters that concern inclusivity, equality and accessibility of the educational process to all students.
- j) The Coordinator coordinates the implementation of the actions of the Centre for the Support of Teaching and Learning in cooperation with the corresponding bodies of Greek and foreign institutions of higher education for the purposes of developing synergies and joint actions.
- k) The Coordinator is responsible for posting any and all supporting educational and research material (in print or electronic form), as well as good practices, which are available in accordance with the provisions of the legislation that is in force on the protection of personal data.
- l) The Coordinator maintains the Register of Partners of the Centre for the Support of Teaching and Learning – DUTH.
- m) The Coordinator submits recommendations to the Committee on Academic Coordination regarding the evaluation of the applications of candidate partners of the Centre for the Support of Teaching and Learning – DUTH.
- n) The Coordinator forms working groups with partners from the Register of Partners who will assist the Centre for the Support of Teaching and Learning – DUTH in carrying out its work.
- o) The Coordinator maintains a file of actions in accordance with the relevant provisions of the legislation that is in force on the protection of personal data.
- p) The Coordinator promotes the Centre for the Support of Teaching and Learning – DUTH and the actions the Centre organises or in which it participates.

Article 4

Register of Partners of the Centre for the Support of Teaching and Learning – DUTH

1. Faculty Members, Laboratory Teaching Staff, Special Technical Laboratory Staff, Special Educational Staff, , post-doctorates, doctorates or experts or specialised scientists of the Democritus University of Thrace or of other Greek or foreign universities or institutions or organisations whose field of study is relevant to that of the particular activity may participate as professors / trainers in the actions of the Centre for the Support of Teaching and Learning. Within this framework, the Register of Partners of the Centre for the Support of Teaching and Learning – DUTH is drawn up and maintained on the responsibility of the Coordinator.

2. The procedure for the inclusion of professors / trainers in the Register of Partners is as follows:

interested persons submit an application via the electronic registration form that can be found on the official webpage of the Centre for the Support of Teaching and Learning.

The application must include:

- i. the personal and contact information of the applicant;
- ii. any and all degrees of the applicant;
- iii. a detailed curriculum vitae of the applicant.

The application serves as a Solemn Declaration of Law 1599/1986 and gives the Centre for the Support of Teaching and Learning – DUTH the right to process the applicant's personal data.

b) The application is reviewed by the Coordinator. If the application has not been completed in accordance with the above, the Coordinator informs the applicant of any corrections or additional information that are required.

c) If the application has been completed in accordance with the above, it is forwarded with a recommendation of the Coordinator to the Committee on Academic Coordination for review and approval or rejection.

d) If the decision of the Committee on Academic Coordination is positive, the application for inclusion in the Register of Professors / Trainers is approved. If the decision of the Committee on Academic Coordination is negative, the application is rejected.

e) Applicants are informed of the result of their application. In the event of a negative decision, applicants do not have the right to file an appeal against the decision.

3. An applicant's inclusion in the Register of Professors / Trainers does not entail ipso jure the applicant's participation in a programme, but it is a prerequisite for their participation in the programmes of the Centre for the Support of Teaching and Learning.

4. The Coordinator may, according to the needs of the Centre for the Support of Teaching and Learning – DUTH, form distinct and/or *ad hoc* working groups with partners from the Centre's Register in order to assist in its work.

Article 5

Actions of the Centre for the Support of Teaching and Learning – DUTH

1. The Centre for the Support of Teaching and Learning – DUTH organises Learning Cycles, training and professional development programmes in the area of University Pedagogy and in the use of information and communications technology and other actions, depending on the institution's needs and available resources.

2. The Centre for the Support of Teaching and Learning – DUTH develops synergies and collaborations with Social Partners, Laboratories, Centres and Offices, Organisations and Institutions that operate in Greece and abroad whose scope of activities focuses on the areas

of teaching and learning, with the aim of exchanging research and know-how in relation to modern teaching approaches within the framework of educational services that are provided at institutions of higher education.

3. Learning Cycles and any and all other actions that are implemented, in part or in their entirety, by the Centre for the Support of Teaching and Learning may also be offered remotely outside the seat of the Democritus University of Thrace.

4. The activities of the Centre for the Support of Teaching and Learning – DUTH are based on the following pillars:

- Supporting professors / trainers [Faculty Members, Special Teaching Staff, Laboratory Teaching Staff , Technical Laboratory Staff, post-doctorates, academic grant holders, adjunct professors, post-graduate students, doctoral candidates and others] and informing them as to innovative teaching practices that are applied at an undergraduate and post-graduate level, and new approaches in Adult Learning and University Pedagogy.
- Supporting professors / trainers [Faculty Members, Special Teaching Staff, Laboratory Teaching Staff , Technical Laboratory Staff,, post-doctorates, academic grant holders, adjunct professors, post-graduate students, doctoral candidates and others] and informing them as to the use of new information and communications technology (internet, synchronous and asynchronous teaching platforms, augmented reality, etc.).
- Informing and supporting students with the aim of encouraging them to become actively involved in teaching and educational initiatives within the framework of student-centred learning.
- Updating and continuously upgrading the website of the Centre for the Support of Teaching and Learning with the aim of promoting the Centre’s actions, learning cycles, procedures and material.
- Facilitating communication between teaching staff [Faculty Members, Special Teaching Staff, Laboratory Teaching Staff , Technical Laboratory Staff, post-graduate students, doctoral candidates and others] by organising meetings during which they can exchange their views on successful practices or problems they encounter in their work.
- Supporting the development of innovative teaching material that can help improve the teaching work that is provided at the Democritus University of Thrace through the use of the University’s equipment and digital teaching and learning models, as well as modern online teaching technologies.
- Developing initiatives and synergies with corresponding bodies of other institutions of higher education, institutes or bodies that operate in Greece or abroad and that carry out similar work, with the aim of participating in developments in the field of University Pedagogy.
- Supporting student initiatives and actions that promote modern teaching approaches at the university level.

The Centre for the Support of Teaching and Learning – DUTH can undertake and/or participate in other educational activities, such as:

- Organising learning cycles for targeted groups of professors [e.g. newly appointed Faculty Members, post-doctorates, etc.].
- Organising learning cycles in cooperation with other Greek or foreign scientific, professional, research or educational organisations and institutions within the framework of

expanding its network and/or concluding a protocol of cooperation for the purposes of promoting student-centred learning.

- Developing innovative research and educational material that relates to teaching and learning at the university level and participating in relevant research actions and work
- Organising conferences or seminars, workshops and other scientific actions, such as the preparation of studies.

Article 6

The staff of the Centre for the Support of Teaching and Learning – DUTH

1. For the secretarial and administrative support of the Centre for the Support of Teaching and Learning – DUTH, the Centre may be staffed with administrative employees of the Democritus University of Thrace or external associates or employees who are seconded from the public sector in accordance with the legislation in force.
2. For the support of the actions of the Centre for the Support of Teaching and Learning – DUTH, the Centre may engage employees of the Democritus University of Thrace who have qualifications and experience in the area of University Pedagogy or Adult Learning or external associates or employees who are seconded from the public sector in accordance with the legislation in force.

Article 7

Entry into force

These Regulations shall enter into force upon their publication in the Official Government Gazette. and may be revised by the Senate of the Democritus University of Thrace following a recommendation of the Rector or competent Vice-Rector.



ΔΗΜΟΚΡΙΤΕΙΟ
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DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 17
Student Advocacy Office Operating Rules and
Regulations
of Democritus University of Thrace

Komotini 2024

Article 1

Student Advocacy Office Organisation and Mission

1. By virtue of decision no. 23/9/17.1.2019 of the DUTH Senate (Government Gazette, Series II, No 98/24-01-2019) an independent Office was established under the name 'Student Advocacy Office', which continues to operate pursuant to the provisions of Articles 461(2) and 130 of Law 4957/2022.
2. The Student Advocacy Office is an independent Office that comes under the authority and supervision of the Rector or competent Vice-Rector.
3. The mission of the Student Advocacy Office is:
 - a) to intermediate between the University's students (undergraduate, postgraduate and doctoral candidates) and the teaching staff or administrative services; compliance with the law within the framework of academic freedom
 - c) to resolve phenomena of maladministration; and
 - d) to maintain the University's sound operation.
4. A DUTH Faculty Member at the rank of Professor or Professor Emeritus of DUTH shall be appointed as the Student Advocate by the DUTH Senate, upon the proposal of the Rector and the opinion of the Student Council. The term of the Student Advocate is one (1) academic year, renewable annually for another three (3) years. The opinion of the Student Council must be submitted within an exclusive deadline of one (1) month of the date the DUTH Rector submits a relative application requesting its opinion. If this deadline lapses without effect, the Student Advocate is appointed without the opinion of the Student Council.
5. The Student Advocate does not receive a fee or any other benefit or compensation for the performance of his duties. If the Student Advocate is also a serving Faculty Member throughout the duration of his term, he may be exempted from part of his teaching or administrative duties following a decision of the Assembly of the Department that he serves, following a relative application that he must submit.
6. The Student Advocacy Office's administrative personnel are appointed with a decision of the competent administrative body.

Article 2

Powers of the Student Advocacy Office

1. The Student Advocate:
 - a) Investigates cases following named written or oral reports from students or ex officio and mediates with the university's competent bodies for their resolution. The Student Advocate is responsible for cases concerning:
 - aa) the observance of legality, within the context of academic freedom, by any body, entity or employee lawfully providing a service to DUTH.
 - ab) the observance of academic ethics and respect for the personality of students by every category of DUTH staff.
 - ac) the smooth operation of the University's services, and in particular the observance of the principles of equality and transparency, the response of administrative services to student requests, the processing and completion of administrative action within a reasonable time, as well as the access of students to documents to which they are entitled by law.
 - b) Provides information to DUTH staff and the University's students on the operation, powers and mission of the Student Advocacy Office.
 - c) Plans and coordinates educational activities for the students and staff of the University that fall

within his/her remit, in collaboration with other University units, as well as external bodies, in particular the Student Advocacy Office and Student Councils of universities in Greece and abroad.

d) Participates in the formulation of internal policies and the development of tools for enhancing integrity and transparency, and collaborates with the competent DUTH bodies for the drafting of the DUTH Code of Conduct and the Conflict of Interest Regulation and Fraud and Corruption Protocols.

e) Informs and collaborates with the University's governing bodies, the Ethics Committee, the Internal Audit Unit, the University's Integrity Advisor and the organic unit responsible for administrative support and human resources issues, for the development and implementation of integrity policies and standards within the institution.

f) Prepares an Annual Report and submits it to the Rector, the Governing Council and the Senate of DUTH, on the work carried out and the progress of the cases handled, as well as proposals for improving the efficiency of the University services.

2. The findings of the Student Advocacy Office, as well as the annual report, are published on the University's website, without prejudice to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, OJ L 119) and Law 4624/2019 (Official Government Gazette, Series I, No 137).

3. The Student Advocacy Office is not responsible for matters of student examinations and grades.

4. For the cases described in paragraph 1a hereof, the Advocacy Office is responsible only if the reported events occurred on DUTH premises, including student halls and restaurants. If the reported events took place online, subject to the previous paragraphs of this article, the Advocacy Office is responsible only for DUTH websites.

Article 3

Reporting to the Student Advocacy Office

1. Students submit reports on matters that fall within the remit of the Student Advocacy Office electronically to the office's email address, by post or in person.

2. Students have the right to request anonymity. If, in the opinion of the Student Advocacy Office, the investigation is not possible without disclosing the name, the student is notified that his/her complaint will be shelved unless he/she consents to the disclosure in writing.

3. If the report received by the Student Advocacy Office concerns the competence of another University body or another public authority, the Advocate shall do the following:

a) by a document justifying his/her lack of competence, he/she forwards all information relevant to the case to another University service which he/she considers competent.

b) communicates and forwards the case to another competent authority, in particular a judicial or police authority if it concerns a criminal offence that is prosecuted ex officio, after informing the Rector or the competent Vice Rector;

c) inform the involved parties of his/her actions.

4. If the report to the Advocate concerns a faculty member or other category of teachers or staff of the DUTH University who serves in the same Department in which the Advocate serves, or has any family relationship or registered partnership with him/her, then the Advocate is excluded from the case by decision of the Rector or the competent Vice Rector. In this case, the Advocate refers the reports to the Rector or the competent Vice Rector, who temporarily appoints a faculty member with similar qualifications as the Advocate in order to handle this specific case.

5. If the report is directed against the Advocate himself/herself, then the reporting student sends it

directly to the Rector or the competent Vice Rector, who acts in accordance with the provisions of the previous paragraph. If the complaint against him/her results in the Advocate's liability, he/she shall be relieved from his/her duties and the procedure set forth in these internal rules and regulations shall be followed.

6. To fulfil its duties, the Student Advocacy Office shall apply the applicable laws, the DUTH Internal Rules and Regulations and this Regulation.

Article 4

Investigation Process

1. Following the filing of the named report regarding any of the aforementioned matters within his/her competence, the Advocate investigates the case. The investigation includes:

a) hearing within 30 days of the parties involved and third parties are considered to have direct or indirect knowledge of the case;

b) collection and evaluation of documents, digital data, and any other information that may contribute, in order for the Advocate to form an opinion on the events reported and to reconstruct the facts of the case.

2. The parties involved or third parties shall be heard following an invitation emailed by the Advocate at a specified time and day, which is notified at least five working days in advance to the interested parties.

3. During the hearing, the invited persons may express their views, relevant facts and answer the Advocate's questions. Minutes shall be drawn up for the content of each hearing, which shall be signed by all parties and shall describe the main points of the hearing.

4. While collecting evidence and carrying out the investigation, the Advocate may request in writing any information, document or other evidence for the case from the University services, examine persons, conduct an on-site inspection and order an expert report. The above acts are carried out by applying the relevant provisions of the Code of Criminal Procedure *mutatis mutandis*. Refusal to respond by those invited for examination is a disciplinary offence.

5. In the event that specialised knowledge is necessary to form an opinion, the Advocate may request the assistance of an expert through a written opinion, who may not be a Faculty Member or administrative or other staff of DUTH; otherwise the expert opinion is invalid.

6. The Advocate may also request opinions on matters within his/her remit from the Greek Ombudsman, the National Commission for Human Rights, Judicial Authorities, Bar Associations and other bodies and authorities as appropriate. Expert assistance is based on a list of specialists, executives of the public and wider public sector, which is drawn up by the Advocate and approved by the DUTH Senate. The list is posted on the website of the Student Advocacy Office.

7. If the Attorney collected objects, documents, evidence and data during his/her search, a relevant report shall be drawn up and signed by him/her.

Article 5

Completion of investigation – Drafting of minutes

1. After completing the process to establish the complaint, providing explanations and/or hearing the involved parties, the Advocate prepares a findings report, which he/she notifies to the teacher or the employee concerned or the competent administrative service and the student who submitted the report, and mediates in any appropriate way for to resolve the issue (see article 6).

2. If indications of disciplinary offences committed by teachers or other staff of DUTH arise from the

Advocate's findings report, the Advocate refers the findings report to the Rector or the competent Vice Rector for any further legal action.

3. The Advocate may close the case if he/she considers it to be manifestly vague, unfounded or unsubstantiated, and if he/she finds that there are indications that a disciplinary offence has been committed, he/she shall forward the case to the competent disciplinary body.

4. The findings reports of the Student Advocacy Office in the handling of cases and a report on his/her annual activities shall be submitted to the Senate and published anonymously on the university's website, without prejudice to the applicable laws on the protection of personal data.

Article 6

Mediation-Restoration Process

1. If the Advocate's findings report indicates that the issue can be resolved either on the Advocate's initiative through mediation and the creation of a climate of trust between the parties, or through the intervention of another body or committee of DUTH, the Advocate proceeds to the relevant procedure.

2. Mediation between the parties

2.1. In the case of mediation between the parties, the Advocate shall, with the written consent of the parties, bring them into communication in order to resolve the dispute and restore the relations between them. To this end, the Advocate informs the parties in detail about the procedure, the institutional framework pertaining to the specific case and the position of everyone in relation to this framework, conveys proposals to resolve the dispute and reconcile the parties, for example the provision of explanations, the expression of an apology before the Advocate, the immediate handling of an administrative case and the removal in general of the problems mentioned in the submitted report.

2.2. The mediation process includes:

- a) a separate meeting of the Advocate with every party, in which the Advocate informs about the problem and the report;
- b) joint meetings to bring the issue to a solution acceptable to all, based on the proposals of the Advocate and every party; and
- c) the process is completed with the complainant's declaration of satisfaction and the restoration of relations between the parties in accordance with the provisions the provisions of the previous paragraph.

2.3 When the mediation is completed, a relevant report shall be drawn up, signed by the parties involved and the Advocate. If the mediation does not produce a positive result and the problem described in the report is not resolved, then the Advocate, with a reasoned document, refers the case to competent bodies of the University.

3. The process of mediation and restoration of relations between students and DUTH staff under any capacity or employment relationship shall not apply to cases referred for handling to another University body.

Article 7

Register, files, personal data

1. Student reports shall be entered in a special register kept at the Office.

2. Reports which do not fall within the remit of the Student Advocacy Office or which are manifestly vague, unfounded or unimportant or which are repeated in an abusive manner and without newer

information, shall be shelved by decision of the Student Advocacy Office and the interested party shall be notified in writing.

3. The Student Advocacy Office respects and protects the personal data of persons who use its services as well as of those who are under investigation, and complies with the applicable laws on the protection of personal data.

4. The data processed by the Advocate exclusively concern the cases for which he/she receives reports and is responsible.

5. The Student Advocacy Office does not transfer, send or grant authorisation to other services or Authorities to access or process data of the persons whose reports and cases it has handled, apart from the Rector or the Competent Vice Rector within the scope of their responsibilities, or the judicial authorities upon relevant request, with the exception of cases where anonymity was requested in accordance with Article 3(2) hereof, where prior written consent of the student who submitted the report is required.

ANNEX



**STUDENT COMPLAINT
FORM**

Complaint No & Date

(To be filled in by the Secretariat)

--

TO:
Secretariat of the Department of

Submission Date:

Please fill in the following **mandatory** fields and submit this document to the following e-mail address: (enter the e-mail of the Secretariat)

Full name:		
Title:	Undergraduate student <input type="checkbox"/> Postgraduate student <input type="checkbox"/> Doctoral Candidate <input type="checkbox"/>	
	Reg. No.:	
	Year of Study:	
	Phone / Mobile:	
	Email:	
The complaint concerns		
	Student issues:	<input type="checkbox"/>
	Study issues:	<input type="checkbox"/>
	Communication issues:	<input type="checkbox"/>
	Relations with educational staff:	<input type="checkbox"/>
	Personal Data:	<input type="checkbox"/>
	Other:	<input type="checkbox"/>

Please state briefly and clearly the problem you encountered or your complaint

Solemn Declarations

I hereby declare that I expressly and unreservedly consent to the processing of my personal data for the purpose of handling this complaint.	<input type="checkbox"/>
I understand that the confidentiality of communications will be ensured, as provided for in the DUTH Internal Rules and Regulations and the applicable legislation.	<input type="checkbox"/>
I declare that I am aware of the Study Guide and of the University’s general operating rules, and I am clearly aware of my rights and obligations.	<input type="checkbox"/>
I have been informed about the Personal Data Protection Regulation https://duth.gr/Πανεπιστήμιο/Προστασία-Δεδομένων-Προσωπικού-Χαρακτήρα-GDPR	<input type="checkbox"/>

To be filled in by the body investigating the complaint (Academic Department)	
Investigation of the complaint with s/n	
Participants	
Full name:	Capacity:
Reason	
How to address the problem – Corrective action	
Complainant Notification	
Competent officer:	
Date:	

The Head of the Department



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 18
Regulation
of the Research and Innovation Centre
of Democritus University of Thrace

Komotini 2024

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Article 1

Name and Operation

1. The University Centre for Research and Innovation (U.R.C.-DUTH) of Democritus University of Thrace (DUTH) was established as a stand-alone research unit with Official Government Gazette 4447/12.11.2023, Series II.
2. Its name is “University Centre for Research and Innovation (U.R.C.-DUTH)” of Democritus University of Thrace (DUTH)”, with the acronym U.R.C.-DUTH, and its international name is “University Research Center of Democritus University of Thrace”, with the acronym U.R.C.Duth.
3. The operation of U.R.C.-DUTH is governed by the relevant legislation (Articles 131-137 of Law 4957/2022) for HEIs, the terms of these Internal Operation Regulation (IOR) and the resolutions of the Management of the U.R.C.-DUTH and the Senate of DUTH.
4. The Rector of DUTH legally represents U.R.C.-DUTH in its dealings with Administrative, Judicial and Other Authorities, as well as third parties in Greece or abroad.

Article 2

Mission and Purposes

1. The mission of U.R.C.-DUTH is to develop basic, applied and interdisciplinary research within the framework of the National Strategy for Research, Technological Development and Innovation and the National Smart Specialisation Strategy, to promote interdisciplinary knowledge, technology and innovation, to develop literature and arts, to ensure effective interaction between education and research, the training and utilisation of research potential, as well as the satisfaction of the educational, research, social, cultural and developmental needs of the country, and to contribute to economic growth on a local, national, European and international level. U.R.C.-DUTH is evaluated and certified periodically by the Hellenic Authority for Higher Education every five (5) years on the basis of specially developed criteria and indices with the aim of improving the quality of its work. It is also evaluated annually in accordance with the internal quality assurance system of DUTH.
2. To meet the above objectives, U.R.C.-DUTH through its Institutes participates in:
 - a. the implementation of research and/or development programmes and projects, strengthening interdisciplinary research activities and the promotion of interdisciplinary excellence and innovation;
 - b. the preparation of studies and the provision of research services to third parties including public sector bodies, as defined in point a) of paragraph 1 of Article 14 of Law 4270/2014 (Government Gazette, Series I, No 143)
 - c. the performance of industrial research for businesses and operators,
 - d. the economic exploitation of the research results and the know-how generated by its activities;
 - e. the education/specialisation of students or graduates of undergraduate and postgraduate study programmes, as well as of doctorates and post-doctorates of DUTH, in theoretical and applied areas of interdisciplinary fields, treated by the individual academic units of DUTH.
 - f. researcher mobility programmes;
 - g. the creation and use of common research infrastructures;

it cooperates with:

- a. the DUTH research groups, supporting and contributing to the creation of a new generation of high-level researchers with interdisciplinary knowledge;
- b. domestic or foreign production entities or corporations;
- c. domestic or foreign research and technological organisations and universities;
- d. scientific bodies and associations, international organisations and operators, public sector entities, as defined in case a) of paragraph 1 of Article 14 of Law 4270/2014;
- e. science or technology parks;
- f. legal entities governed by public and private law
- g. researcher mobility programmes
- h. U.R.Cs of other HEIs,

and promotes, *inter alia*:

- a. the development and utilisation of common research infrastructures
 - b. pioneering research and innovation
 - c. enhancing excellence
 - d. the interconnection of research with Education, the economy, society and culture;
 - e. the financial utilisation of the research results of its research units
 - f. the actions for the dissemination and promotion of the scientific and technological achievements of its members
 - g. the internationalisation of DUTH and the attraction of visiting professors/researchers
3. The activities of the U.R.C.-DUTH are supported by research teams, each of which deals with a topic or academic field of a scientific discipline or a combination of scientific disciplines. Each research team aims at conducting high-level research. Each research team may consist of: a) members of the Faculty, Special Teaching Staff Laboratory Teaching Staff and Special Technical Laboratory Staff of HEIs, b) visiting Professors, associate Professors, visiting Researchers, contract researchers, adjuncts professors and post-doctoral students, c) emeritus Professors and retired Faculty members, d) research staff of other bodies and researchers of other research and technological bodies, e) doctoral candidates and students of the first and second course of study and f) additional research, scientific and laboratory staff, employed through the Special Account for Research Funds (SARF) of DUTH.
4. All activities of the University Centre for Research and Innovation that pertain to technology transfer shall be carried out in partnership with or in consultation with the Technology Transfer and Innovation Unit of the HEI, in accordance with the Internal Rules and Regulations of DUTH.

Article 3

Structure, Organisational Structure, Services

1. U.R.C.-DUTH consists of the Research Institutes, the Secretariat and the Digital Systems and Equipment Office.
2. Research personnel are part of the Research Institutes; administrative personnel are posted in the Secretariat, regardless of whether their duties correspond to the administrative support of the Research Institutes, while the technical staff are mainly located in the Digital Systems and Equipment Office.
3. Each Institute of the U.R.C.-DUTH has functional autonomy to more effectively serve the research, scientific and technological needs it addresses and can be structured in Research Areas.

Article 4

Governing Bodies of the University Centre for Research and Innovation

1. Governing Bodies of the University Centre for Research and Innovation (U.R.C.-DUTH) are: a) the Board of Directors and (b) the Chairman of the Board of Directors.
2. The Board of Directors of U.R.C.-DUTH is set up by decision of the HEI Governing Council at the recommendation of the Rector, and consists of:
 - a) the Rector or the competent Vice Rector, to whom the field of research has been assigned, as President; b) the Scientific Directors of the Research Institutes and c) one (1) representative of the staff of case b) of paragraph 3 of Article 131 of Law 4957/2022 (visiting Professors, collaborating Professors, visiting researchers, contract researchers, adjunct professors and post-doctorates) employed at the U.R.C.-DUTH or Research Institutes at the U.R.C.-DUTH.
3. If U.R.C.-DUTH has more than eight (8) Research Institutes, the Board of Directors consists of the Rector or the competent Vice Rector, five (5) members of the Scientific Directors of the Research Institutes of U.R.C.-DUTH and the representative of case c) of paragraph 2 of this Article. The five (5) members who are Scientific Directors of Research Institutes of U.R.C. - DUTH are nominated after a vote by all Scientific Directors, which takes place electronically.
4. The term in office of the Board of Directors is set at three years.
5. During the first meeting of the Board of Directors, one (1) of the participating Directors is elected as Vice-Chairman. One (1) member, namely the representative who is noted under point c) of paragraph 2 above, is elected from the persons who are noted under point b) of paragraph 3 of Article 131 of Law 4957/2022, which is employed at the U.R.C.-DUTH, or at a Research Institute of U.R.C.-DUTH. The Board of Directors of U.R.C.-DUTH is established and operates lawfully even if the representative of the previous section has not been elected.
6. Dismissal of the members of the Board of Directors of U.R.C.-DUTH. (excluding its President) or Governing Bodies of the Research Institutes, occurs in cases where they commit a serious violation of explicit provisions of laws or regulations governing the operation of the U.R.C. or systematically neglect the performance of their duties, in which case they are released from duty by decision of the Senate following a fully reasoned recommendation by the Board of Directors of U.R.C.-DUTH.
7. Participation in the sessions of the Board of Directors may also take place remotely and via secure electronic means.
8. The Board of Directors of U.R.C.-DUTH sessions regularly and extraordinarily, as required, upon invitation by its President. The invitation with the agenda shall be emailed to the members of the Board of Directors at least 2 days before the meeting. The Board of Directors shall also convene if requested by written request to its President by at least three (3) members; such request also specifying the topics for which the extraordinary session is requested.
9. During the sessions, minutes are drafted which record, in particular, the names and capacity of the attending members, the place and time of the meeting, the topics discussed with concise but comprehensive reference on their content, the form and results of the voting procedure and the decisions taken. All individual opinions expressed and put to the vote must be entered in the above minutes. The opinions of the members who were in the minority and their names shall be recorded in the minutes. The minutes shall be prepared by the Secretary and endorsed by the President. In all other cases, the provisions governing the operation of collective governing bodies, included in the Code of Administrative Procedure, shall apply.
10. The members of the Board of Directors do not receive compensation for their participation in the Body, but their travel expenses may be covered by U.R.C.-DUTH, in accordance with the provisions on mobile staff set out in the applicable legislation and the Financing and

Management Guide of the DUTH Special Account for Research Funds.

Article 5
Powers of the Board of Directors of U.C.R.-DUTH

The powers of the Board of Directors of U.C.R.-DUTH are:

- a. to decide on issues that concern the management and operation of U.C.R.-DUTH,
- b. to prepare the Internal Regulation of U.C.R.-DUTH and submit it for approval to the Senate of the HEI;
- c. to submit an opinion to the Senate on the establishment, merger, repeal or renaming of the Research Institutes;
- d. the submission of a recommendation for the appointment of Scientific Directors at the Research Institutes;
- e. to regulate issues of operation and use of the joint research infrastructure and other infrastructure of U.C.R.-DUTH;
- f. to draft and submit to the Senate a four-year development plan for U.C.R.-DUTH, in accordance with the University's Strategic Development Plan, the framework of the National Strategy for Research, Technological Development and Innovation and the National Smart Specialisation Strategy;
- g. to submit to the Senate the annual report on the activities of the Centre and its Research Institutes, following relevant recommendations by their Scientific Directors;
- h. to implement the research, technological and development programming of U.C.R.-DUTH;
- i. the submission of requests to the competent bodies for the recruitment of personnel with any employment relationship and the supply of goods and services;
- j. to set up committees and working groups for the fulfilment of the objectives of U.C.R.-DUTH;
- k. to manage and utilise research results generated by the activities of U.C.R.-DUTH;
- l. to submit recommendations to the competent bodies of the HEI for the use of DUTH's own resources or available funds from the Special Account for Research Funds (SARF) of DUTH or of DUTH for the development of the activities of U.C.R.-DUTH and especially its research and laboratory infrastructures;
- m. to manage U.C.R.-DUTH resources through the DUTH Special Account for Research Funds;
- n. to submit to the Governing Council for approval the initial annual budget of the project whose resources originate from the payment of SARF withholdings to U.C.R.-DUTH projects, from donations, grants, exploitation of intellectual property and other horizontal resources of U.C.R.-DUTH, as well as any budget amendment exceeding twenty five per cent (25%) of the initial one;
- o. allocation to the Research Institutes, the Secretariat and the Office for Digital Systems and Equipment, of funds, grants, donations, sponsorships, and revenue available for the operation of U.C.R.-DUTH
- p. the determination of the pricing policy for the distribution of products or for the provision of services to third parties by the Research Institutes of U.C.R.-DUTH and DUTH.
- q. to exercise any other competence which is assigned to it by the Internal Regulation, provided that it is related to the achievement of the purposes of U.C.R.-DUTH.
- r. As for the rest, the provisions governing the operation of collective governing bodies, included in the Internal Rules and Regulations of the University and the Code of Administrative Procedure, shall apply.

Article 6

Powers of the President of the Board of Directors of U.C.R.-DUTH

The Powers of the President of the Board of Directors of U.C.R.-DUTH are:

- a. the preparation of the agenda of the meetings of the Board of Directors and the chairmanship of its meetings;
- b. to implement the policy and monitor compliance with the Internal Regulation of U.C.R.-DUTH;
- c. to legally represent U.C.R.-DUTH in its relations with administrative, judicial and other authorities, as well as third parties in Greece or abroad when concluding contracts or agreements;
- d. to coordinate the activities of U.C.R.-DUTH and to assume responsibility for its proper and smooth operation;
- e. to recommend matters to the governing bodies of the HEI relating to the competences of U.C.R.-DUTH;
- f. to assume scientific responsibility for projects/programmes concerning the financial management of U.C.R.-DUTH resources;
- g. to approve the projects to be prepared in the Research Institutes, together with the Scientific Director of the Research Institute, where each project will be implemented, on the recommendation of the Scientific Coordinators.
- h. to exercise any other competence which is assigned to it by the Internal Regulation of U.C.R.-DUTH and relates to the fulfilment of its purposes and to exercise any competence referred to in the applicable provisions in each case.
- i. The Vice-President shall perform the duties of President if the President is absent or temporarily unavailable.

Article 7

Administrative support for U.C.R.-DUTH

1. The Secretariat of U.C.R.-DUTH is responsible for: a) all issues relating to the staff of U.C.R.-DUTH, of any category, that fall under the responsibility of the Centre, b) taking measures for the timely and effective implementation of the decisions of the Board of Directors, c) preparing and monitoring the implementation of its budget, d) drawing up the minutes of the meetings of the Board of Directors, the Research Institutes' Scientific Committees, and in general the support of the President; e) the communication and cooperation with SARF and the other services of DUTH; f) the support of Scientific Officers on issues related to the Centre's procedures and the procedures for the preparation, acceptance and implementation of projects; g) the care for procurement of the necessary elements and services for the operation of U.C.R.-DUTH and for all issues of logistical support that pertain to the operation of U.C.R.-DUTH and its Research Institutes; h) keeping of records, including that of the Centre's projects, correspondence, protocol and all document models, i) provision of information relating to the activities of the Centre and communication with legal and natural entities and support of the Centre's publicity and promotion actions; j) implementation of the decisions of the Board of Directors relating to the quality assurance of the Centre's work; collaboration with DUTH-QAU and the collection and recording of all necessary indicators for the evaluation of the Centre, k) the support of the Board of Directors in the preparation of the annual activity report, the internal evaluation report and the preparation of the four-year development planning of U.C.R.-DUTH and DUTH, l) certifying

- the Centre's procedures, in accordance with the relevant decisions of the Board of Directors.
2. The U.C.R.-DUTH Secretariat mainly occupies staff under labour contracts of private law with a fixed-term or project contracts as part of the projects it manages, while administrative DUTH staff may also be placed following a decision of the Governing Council. The administrative staff employed by the Research Institutes is part of the Secretariat of U.C.R.-DUTH.
 3. The administrative staff the Secretariat must in particular: (i) Comply with the provisions governing U.C.R.-DUTH, as well as the instructions, circulars and orders of Management; (ii) diligently perform the work assigned to it, to promote and defend the interests of U.C.R.-DUTH, while serving conscientiously; (iii) perform its duties fairly, independently and impartially, without its actions being influenced by partial interests; or pressure, (iv) faithfully comply with the working hours applied each time, provided this is consistent with the nature of the employment, (v) not be employed during working hours in tasks other than the contractual duties and (vi) comply with the rules of Ethics, Good Practice and Professional Conduct provided for in the Guide to Financing and Management of SARF-DUTH.
 4. The Head of the Secretariat of U.C.R.-DUTH, hereinafter the Secretary, shall ensure its smooth operation, specializing its planning and actions in accordance with the policy and decisions of the Board of Directors. Assigns to available staff the tasks arising from the aforementioned powers of the Secretariat, signs all manner of outgoing documents within its powers, makes recommendations on matters pertaining to its powers to the President, monitors, controls, supervises and evaluates all types of staff working at the Secretariat. The Secretary of U.C.R.-DUTH attends the meetings of the Board of Directors and is responsible for keeping the minutes of the meetings and the book of meetings. The Secretary may be temporarily replaced in its duties by another member of the Secretariat, appointed by the President of U.C.R.-DUTH.
 5. The Digital Systems and Equipment Office of U.C.R.-DUTH supports electronic services and electronic document handling, development and management of databases and, in general, the Information Systems and equipment of the Centre. Develops, supports and maintains the central website, which also serves as a portal, so that rerouting can take place on the specific website of each Research Institute. Develops, supports and maintains the Research Institutes' websites. Provides technical support and maintenance of the Centre's common scientific equipment, in collaboration with the persons responsible for this equipment.

Article 8

U.C.R.-DUTH Staff

1. U.C.R.-DUTH and the Research Institutes are supported by research staff, as well as technical and administrative staff.
2. The research staff is part of the Research Institutes and aims at carrying out high-level research. Research staff may consist of:
 - a) Regular research staff comprising:
 - i. Faculty Members, Special Teaching Staff , Laboratory Teaching Staff and Special Technical Laboratory Staff of DUTH
 - ii. Visiting Professors, Collaborating Professors, Visiting Researchers,
 - iii. Emeritus Professors and retired members of the Faculty of DUTH,
 - b) Collaborating research personnel, including:
 - iv. Faculty members, Special Teaching Staff Laboratory Teaching Staff and Special Technical Laboratory Staff of other HEIs and researchers of other research and technological bodies;
 - v. Faculty Members, Special Teaching Staff E.D.I.P. and Special Technical Laboratory Staff of DUTH Visiting Professors, Collaborating Professors, Visiting Researchers, Emeritus

- Professors and retired members of the Faculty of DUTH when they are regular research staff of another Research Institute;
- vi. Contract researchers, adjunct professors, PhD candidates and first and second course of study students,
 - vii. Additional research, scientific and laboratory staff, employed through the Special Account for Research Funds (SARF) of DUTH and paid by Research Institutes' programmes;
 - viii. Collaborating researchers of foreign institutions that do not belong to the above categories.
3. The qualifications and evaluation criteria required for the Researchers of U.C.R.-DUTH. of the 1st, 2nd and 3rd rank are identical to those of the Faculty members, respectively of the rank of Professor, Associate Professor and Assistant Professor.
 4. Once the necessary credits have been secured, the President of U.C.R.-DUTH issues calls for tenders for the recruitment or development of a Researcher at the U.C.R.-DUTH, within a deadline of one month from the relevant decision of the Board of Directors of U.C.R.-DUTH, setting out the rank and the academic field. The election and development of the Researchers of U.C.R.-DUTH of all ranks shall be carried out by special electoral bodies made up of eleven (11) regular members of the Faculty or Researchers of the Research Institutes or U.C.R.-DUTH who belong to the same or higher rank as the job advertised, and who are appointed with an equal number of alternate members. The five (5) members are internal to the DUTH, and the six (6) are external. At its first session, the electoral body shall appoint a three-member rapporteur committee, and the election process shall follow that which applies to members of the Faculty. Rank 3 is for a three-year term, and progress from rank 3 to 2 is open, while progress from rank 2 to rank 1 is closed. Otherwise, the same arrangements apply as for Assistant Professors, with the exception of the possibility of converting the contract of the Researchers in rank 3 into an indefinite term in this rank. Progression from one rank to the next shall take place after a minimum period of three years at the rank following a relevant request from the interested party.
 5. Each member of the Faculty, Special Teaching Staff, E.D.I.P. and Special Technical Laboratory Staff of DUTH and each Researcher of the U.C.R.-DUTH, Professor Emeritus, retired Faculty member, Visiting Professor, Associate Professor and Visiting Researcher of DUTH may be included **as regular research staff in only three (3) Research Institutes and as collaborating research personnel to a maximum of three more (3)**.
 6. The inclusion of regular research staff in a Research Institute takes place at the request of the interested party, which is submitted along with its detailed curriculum vitae to the Research Institute's Scientific Director, a recommendation from the Research Institute Scientific Committee, or if the Scientific Director does not exist, the concurrent opinion of the Board of Directors of U.C.R.-DUTH and decision of the Senate.
 7. The inclusion of collaborating research personnel into a Research Institute, when they are not employed in the Research Institute's projects through the SARF of DUTH, is carried out at the request of the interested party, which is submitted along with his/her detailed curriculum vitae to the Scientific Director of the Research Institute, a recommendation from the Research Institute's Scientific Committee or if there is none, of the Director and a decision of the Board of Directors of U.C.R.-DUTH.
 8. The inclusion of collaborating research personnel into Research Institutes when they are employed in Research Institute projects of DUTH takes place following a recommendation from the Scientific Coordinators of the project, a decision of the Board of Directors of U.C.R.-DUTH and a request from the Scientific Coordinator to the Research Committee for employment without any further procedure.
 9. The technical and administrative staff may be either personnel of the University, which has been

placed at U.C.R.-DUTH by decision of the competent body, or mainly personnel employed through SARF of DUTH and paid from Research Institute programmes. The main concern of U.C.R.-DUTH is for its operation cost to be covered by resources it secures itself through the funding it attracts.

10. The recruitment of technical and administrative staff employed in projects of U.C.R.-DUTH through DUTH SARF, takes place following a recommendation from the Scientific Coordinator of the project, a decision of the Board of Directors of U.C.R.-DUTH and a request from the Scientific Coordinator to the Research Committee to carry out a public call according to the procedure provided for in the Financing and Management Guide of SARF – DUTH for the employment of temporary staff in projects.
11. Supplies of goods and services and staff travel shall be carried out in accordance with the Financing and Management Guide of DUTH SARF. A travel order for the staff employed in projects of U.C.R.-DUTH through SARF is issued by the respective Scientific Director of the project, while for the rest of the staff the President of the Board of Directors of U.C.R.-DUTH.

Article 9

Research institutes

1. By decision of the Senate, following a recommendation of the Board of Directors of U.C.R.-DUTH, Research Institutes within U.C.R.-DUTH are established, merged, abolished and renamed. The object of each Research Institute is the promotion of basic and applied research in one (1) or more predefined academic fields of one (1) scientific discipline or a combination of scientific disciplines and the support of the activities of the U.C.R.-DUTH. For the renaming and merger of Research Institutes, the Board of Directors in its recommendation to the Senate takes into account the opinion of the Scientific Directors of the Research Institutes involved.
2. By decision of the University's Governing Council, at the recommendation of the Board of Directors of U.C.R.-DUTH, the University's premises and equipment for its installation and operation, the creation of common research infrastructures, and the placement of University personnel, shall be conceded to U.C.R.-DUTH and the Research Institutes. By decision of the Senate of DUTH, at the recommendation of the Board of Directors of U.C.R.-DUTH, offices and branches of U.C.R. may be established in other cities in Greece or abroad. The relevant appropriations may be borne either by the budget of the University or by private resources of U.C.R.-DUTH or its Research Institutes.
3. In order to establish a Research Institute, a documented recommendation from any interested Faculty Member of the HEI must be submitted to U.C.R.-DUTH; this shall include:
 - a. the research team that deals with the specific thematic area and is going to be active in the Research Institute under establishment,
 - b. the feasibility and viability study of the Research Institute to be established, which analyses the need to be covered by the establishment of this Research Institute, that is not covered by the already existing Research Institutes of U.C.R.-DUTH, as well as the existence of scientific and socio-economic conditions that render its establishment necessary,
 - c. the compatibility report with the strategic plan and development planning of DUTH and U.C.R.-DUTH, as well as the compatibility report with the National Strategy for Research, Technological Development and Innovation or the National Smart Specialisation Strategy,
 - d. the proposed Scientific Director of the Research Institute to be established during its first three (3) years of operation.
4. The activities of the Research Institutes of U.C.R.-DUTH are primarily interdisciplinary and

interdepartmental in nature.

5. The establishment of an Institute requires the inclusion of at least five (5) Faculty members as regular research staff.
6. The Faculty members of a Research Institute's regular research staff that belong to the same Department may not exceed 80% of the total number of Faculty members of regular research staff members of the Research Institute.
7. The Research Institutes may be structured in individual Units, depending on the range of their scope, the number of their staff and the size of their activities. Each individual Unit must include at least three (3) members of Research Institute's research staff, at least one (1) of whom must belong to the regular research staff. The internal structure of the Research Institute shall be submitted at the recommendation of its establishment and shall be amended following a proposal of the Scientific Committee or, if there is none, of the Scientific Director, a recommendation from the Board of Directors and a decision of the Senate.
8. The Research Institutes of U.C.R. may collaborate with established laboratories of the University, based on the strong relevance or complementarity of their objects and the best service of their research activities. In these cases, Special Cooperation Protocols are concluded and agreed upon, following a relevant recommendation by the Scientific Committee of the Research Institute. (if there is one) or the Scientific Director and decision of the Board of Directors of U.C.R. and the Assembly of the Department that owns the Laboratory.
9. The scientific or other equipment acquired through the Institutes' projects belongs to the common equipment of U.C.R.-DUTH.
10. The U.C.R.-DUTH, as an academic research unit of DUTH, is subject to internal and external evaluation procedures provided for by the Internal Quality Assurance System of the University and the provisions of the applicable legislation on the evaluation and certification of HEIs. The power and responsibility for handling evaluation procedures lies with the Board of Directors of U.C.R.-DUTH.
11. If a Research Institute of U.C.R.-DUTH is inactive or there are serious reasons, its operation may be suspended for a specific period by decision of the Senate, following a substantiated recommendation by the Board of Directors of U.C.R.-DUTH.

Article 10

Governing Bodies of the Research Institutes

1. Each Research Institute has a Scientific Director who is selected by decision of the Senate among the members of the Research Institute's regular research staff, who have a full term in office, after the first three years of operation. The Scientific Director's term in office is three years, renewable without limitation.
2. The Scientific Director of the Research Institute has recognised research activity related to the scope of the Research Institute, experience in attracting funding for research projects/programmes and utilizing the results of the research, as well as administrative experience. Any member of the Research Institute's regular research staff with the above qualifications may be elected as Scientific Director.
3. The selection of the Scientific Director of the Research Institute shall be made by the Senate following a public invitation extended by the President of the Board of Directors of U.C.R.-DUTH, three months before the end of the term in office of the Scientific Director currently in office. The call shall specify the qualifications of candidates, as well as the time and method of submission of candidacies. The candidates are assessed and ranked and submitted to the Board of Directors by a three-member Evaluation Committee, which is established with a decision of

the Senate following a recommendation of the Board of Directors of U.C.R.-DUTH. The Evaluation Committee consists of members of the Faculty of Universities in Greece or abroad or Researchers of research centers. The Board of Directors recommends to the Senate the selection of the Scientific Director(s) of the Research Institute. Interested parties' nominations shall be submitted accompanied by the supporting documents specified in the call. If there are no candidates for the post of Scientific Director, by decision of the Senate, on the recommendation of the Board of Directors, one of the members of the Research Institute's regular research staff shall be appointed as Scientific Director of the Research Institute. The appointment of the Scientific Directors of the Research Institute is done by an act of the Rector, which is published in the Official Government Gazette.

4. The position of Scientific Director of the Research Institute of U.C.R.-DUTH is not incompatible with that of member of the Governing Council, Vice Rector, Dean, Head of Department or Director of a Sector.
5. The powers of the Scientific Director of the Research Institute are:
 - a. The representation of the Research Institute in the conclusion of contracts or agreements relating to the Research Institute which are countersigned by the legal representative of the University or SARF
 - b. the coordination of the Research Institute's activities and the responsibility for its proper and smooth operation and the appointment of those responsible for the individual units of the Research Institute, if any;
 - c. the preparation of the Research Institute's research and development policy;
 - d. the preparation and submission to the Board of Directors of U.C.R.-DUTH of an annual expenditure plan, as well as an annual report on the activities of the Research Institute,
 - e. the submission of the Research Institute's development plan to the Board of Directors of U.C.R.-DUTH,
 - f. the preparation, in cooperation with the other members of the regular research staff, and in particular the Scientific Coordinators of projects implemented through the Research Institute, of the annual target-setting of the Research Institute and its monitoring,
 - g. the representation of the Research Institute in the Board of Directors of U.C.R.-DUTH,
 - h. the assumption of scientific responsibility for projects concerning the financial management of horizontal resources of the Research Institute, implemented through SARF, and the submission of related requests for the recruitment of personnel under any employment relationship and the provision of goods and services;
 - i. submission to the Research Committee of a recommendation on the costing of Research Institute services to third parties;
 - j. the care for the premises and the common equipment used primarily by the Research Institute as well as for those provided by the University for the needs of the Research Institute,
 - k. the approval, jointly with the President of the Board of Directors of U.C.R.-DUTH, of the projects carried out at the Research Institute following the recommendation of the Scientific Coordinators,
 - l. the exercise of the powers assigned thereto by the Board of Directors of U.C.R.-DUTH.
6. By decision of the Board of Directors of U.C.R.-DUTH, a three-member or five-member Scientific Committee may be appointed per Research Institute, depending on the number of its staff and the size of its activities. The Scientific Committee is usually staffed by members of the regular research staff, in which the Scientific Director of the Research Institute is obligatorily involved, as its President. In special cases, a member of the Scientific Committee may come from collaborating research staff. The term of the Scientific Committee is set at three years. By

decision of the Scientific Director, one of the members of the Scientific Committee may be appointed as Deputy Director (selected among the members of the regular research staff) with a term of office parallel to that of the Director.

7. The powers of cases c) to f) of paragraph 5 are exercised by the Scientific Committee of the Research Institute, if any.

Article 11

Joint Research Institutes

1. According to Article 134 of Law 4957/2022, U.C.R.-DUTH may establish Joint Research Institutes (K.E.I.) in collaboration with other U.C.R. of HEIs in Greece, research centers, institutes and technological agencies, under Article 13A of Law 4310/2014 (Official Government Gazette, Series I, No 258) and with foreign universities and research and technological organisations. The establishment of a Joint Research Institute requires the signing of a Memorandum of Cooperation between the collaborating HEIs, which is approved by the Senates of the HEIs following a recommendation of the U.C.R.s of the HEIs and the competent administrative body, in the case of another Greek or foreign collaborating organisation.
2. The Memorandum of Cooperation stipulates, as a minimum:
 - a. the mission of the KEI, its activities and issues relating in general to the cooperation of associated organisations;
 - b. the administration of the KEI, its representation and in particular the number of members of the Scientific Committee and the representation of each cooperating body in it;
 - c. the manner in which the Scientific Director or Directors will be appointed, if it is agreed to appoint more Directors for each cooperating body,
 - d. issues related to staff employment and travel, as well as researcher mobility between associated organisations;
 - e. issues relating to the management and allocation of its resources between the associated bodies, as well as the supervising body that will undertake the administrative and financial support;
 - f. the obligations and rights of each partner entity,
 - g. the duration of the KEI's operation,
 - h. any other matter necessary for the organisation and operation of the KEI.

Article 12

Preparation of projects by research institutes

1. The research and development projects, the research studies as well as the provision of services to third parties, prior to the phase of transmitting a relevant request to SARF according to the procedure provided for in the Financing and Management Guide of SARF – DUTH for their acceptance by the Research Committee, are approved by the President of the Board of Directors of U.C.R.-DUTH and the Scientific Director of the relevant Research Institute, following a proposal from the Scientific Coordinator. In the event of disagreement, this proposal shall be submitted for approval to the Board of Directors of U.C.R.-DUTH. The criterion for the approval of these projects is the compatibility of the physical object and their expected results with the mission and research objectives of U.C.R.-DUTH and with the object and research activities of the Research Institute in which each project will be implemented. More specifically, for funded research projects that include human research on material derived from humans, such as genetic material, cells, tissues and personal data, animals or the environment, natural and

cultural, these must be submitted for approval to the DUTH Research Ethics Committee (DUTH-REC). The project cannot be implemented without first obtaining the relevant approval (Article 279 of Law 4957/2022).

2. Each member of the regular research staff may submit and implement, in the capacity of Scientific Coordinator, projects to the Research Institute in which they operate. After each project has been approved by U.C.R.-DUTH, in accordance with the above, it is submitted to the SARF for approval by the Research Committee. The proposed Scientific Coordinator (E.Y.) shall also be mentioned in the decision approving the project by the U.C.R.-DUTH.
3. The E.Y. appointed by the Research Committee of DUTH, is responsible for the scientific and administrative supervision of the execution of the project, responsible for the proper implementation and certification of the physical object, responsible for the feasibility of the costs and the monitoring of the development of the financial object of the project, in accordance with the law and the rules of art and science,
4. Each EY is accountable to U.C.R.-DUTH both in terms of contractual obligations to the respective funding body and in terms of the sound scientific quality of the work performed.
5. The E.Y. shall ensure that the schedule is adhered to, that the approved funds are well spent and that problems arising during the execution of the project are resolved. On the recommendation of E.Y., the Research Committee may appoint an E.Y. deputy. The ways of undertaking, executing and delivering the results and deliverables of the programmes and projects are governed by the rules of the contract or the implementation plan or the technical bulletin of the project, the programme or the study and the applicable funding and/or implementation guides.

Article 13

U.C.R.-DUTH resources

1. U.C.R.-DUTH resources can be:
 - a. Grants from the Operational Development Program (ODP) -formerly P.D.E. of the Ministry of Education, Religious Affairs and Sports or other Ministries,
 - b. funding under co-funded programmes;
 - c. funding from research programmes of the European Union, international organisations and bodies,
 - d. donations, inheritances, bequests, sponsorships from third parties, as well as benefits of any kind from Greek or foreign natural or legal entities;
 - e. funding for carrying out industrial research;
 - f. income earned from the provision of services, from the completion of studies and clinical studies and from the conduct or evaluation of research programmes on behalf of third parties;
 - g. income from the exploitation of intellectual property of U.C.R.-DUTH.
 - h. any other source of funding.
2. Fifty percent (50%) of the amount of the deduction in favour of the Special Account for Research Funds (SARF) on the budgets of the projects/programmes of SARF that is implemented by U.C.R.-DUTH, is attributed to U.C.R.-DUTH and its financial management is carried out in a distinct horizontal project code in order to cover the needs of U.C.R.-DUTH and its further development. The above amount is reimbursed after the completion of the physical and financial object of the respective projects of U.C.R.-DUTH. The total deduction for each project of U.C.R.-DUTH Research Institutes is equal to that of other similar projects managed by SARF of DUTH.
3. By decision of the Research Committee of the EL.K.E. of DUTH, following a proposal of the Board of Directors of U.C.R., the University's assets or the SARF's own resources or the EL.K.E. 's assets

may be made available following a recommendation of the Research Committee and a decision of the Governing Council (Articles 237 & 242 of Law 4957/2022), for the development of U.C.R.-DUTH.

4. The University's financial resources, of any nature, are managed by the SARF of the University. The financial management of all kinds of resources of U.C.R.-DUTH, is carried out through SARF in accordance with the current legislative framework and the Financing and Management Guide of SARF of DUTH.
5. The management of resources related to horizontal actions of U.C.R.-DUTH, is carried out through a distinct project code with the President of its Board of Directors as Scientific Coordinator.
6. After deducting the horizontal operational and development needs of the Center, the needs of the Research Institutes of the Center are met by a relevant provision at the expense of the budget of the distinct horizontal project of U.C.R.-DUTH, in proportion to the contribution of all the projects of each Research Institute to the revenues of U.C.R.-DUTH.

Article 14

Use of research equipment of U.C.R.-DUTH.

1. Any kind of equipment acquired from projects of U.C.R.-DUTH and its Research Institutes managed by SARF, or from the Operational Development Program (former Public Investment Program) or granted by DUTH to U.C.R.-DUTH and its Research Institutes or granted free of charge to U.C.R.-DUTH and its Research Institutes by third parties, constitutes common equipment of U.C.R.-DUTH.
2. The equipment is registered a) in the Equipment Book of U.C.R.-DUTH, b) in the cadastre of movable assets of DUTH, after notification of the competent department of the University by the services of U.C.R.-DUTH and c) specifically for research/development equipment worth more than €15,000, in an electronic catalogue of research equipment, stating its location and the person responsible for the equipment. This list is available on the website of U.C.R.-DUTH.
3. By decision of the Board of Directors of U.C.R.-DUTH, the Equipment Manager (YE) for each major scientific body or unit of equipment or set of related instruments and provisions, its Deputy and its installation sites, are appointed. The YE is essentially responsible for the use, operation and maintenance of the equipment. This decision may be amended by a new decision of the Board of Directors, whenever deemed necessary (retirement or departure in any way, transfer to another academic unit, resignation, inability to perform duties, etc.).
4. All scientific equipment must be accompanied by an "equipment book" which includes: a) The person responsible for the use, operation and maintenance and his/her deputy, b) the maintenance and repair log and c) the use log.
5. All members of U.C.R.-DUTH have access to the equipment to serve their research needs, priority is given to the members of the respective Research Institute., and, if there is availability, to members of other academic units or third parties. Access to the equipment requires the know-how to use it or the support of the YE and authorised personnel in consultation with the YE.
6. The programme of use of the equipment is formulated and supervised by the YE. The priority criteria are decided by the competent Research Institute and posted in a special place for scientific equipment on the website of U.C.R.-DUTH.
7. The competent Research Institute must ensure that each year, in the budget of U.C.R.-DUTH or another project, operating, maintenance and repair costs of equipment failures are provided for, based on previous uses.

8. Installation costs, such as electrical installations or any auxiliary installations required (e.g. gas extraction system), shall be borne by the budget of the projects of the competent Research Institute. In the event that the equipment is systematically used by members of multiple Research Institutes, the cost of operation, maintenance or repair is divided according to the time of use of the equipment.
9. The maintenance or repair of the equipment may be covered in whole or in part by the research programmes of researchers who make use of the equipment, in accordance with rules decided and made public by the Research Institute.
10. The competent Research Institute may determine rules and how to charge for the use of the specific equipment by researchers of academic units that do not participate in its operating and maintenance costs, as well as by third parties. These rules are posted on the website of U.C.R.-DUTH in the special place for scientific equipment.
11. The use charge is cost-oriented by the YE, taking into account the costs of maintenance, consumables, personnel and repairs, is approved by the Board of Directors of U.C.R.-DUTH and the Research Committee and is posted on the U.C.R.-DUTH website in the special place for scientific equipment. Equipment use compensation is charged and credited to the projects in accordance with the Financing and Management Guide of SARF
12. Any disputes between the YE and the applicants for the use of the equipment shall be resolved upon request by the Board of Directors of U.C.R.-DUTH.

Article 15

Compliance with the rules of ethics and conduct

1. Compliance with the Rules of Ethics and Conduct is an essential guarantee of reliability and quality. The staff of U.C.R.-DUTH must refrain from conducting or promoting research that could cause harm to humans and society or the ecosystem in general, or a risk of harm that exceeds internationally accepted scientific limits. They must also refrain from research that may affect or endanger the value of the human being and his/her rights, as well as provoke or foster racial, social or other discrimination.
2. Regarding research ethics issues, members of U.C.R.-DUTH are committed to complying with the relevant provisions of the Internal Rules and Regulations of DUTH, the Financing and Management Guide of SARF – DUTH, and the Regulation of Principles and Operation of the E.I.D.E. of DUTH.

Article 16

Leveraging of Intellectual Property

1. The Research Committee approves the terms for the exploitation of the results/products (commercial exploitation, patents, software programs, constructions, etc.) from research projects, as well as the participation rates of the University, the copyright holders and third parties in the profits.
2. The policy of exploitation of results/products of research projects, including copyrights and industrial property rights, as described in detail in the "Intellectual Property Management Policy" section of the Technology Transfer Regulation of DUTH, is also applicable in the case of the U.C.R.-DUTH. The Research Committee, following a proposal by the Office for the Transfer of Technology and Innovation and a proposal by the Technology Transfer, Innovation and Startup Entrepreneurship Committee (DUTH-TTISEC), is the competent body for the management of intellectual property issues at DUTH. The creator of the work remains the

beneficiary of the moral right on an intellectual property work created by the persons employed under any employment relationship at U.C.R.-DUTH. For the determination of the holder of the right to patent an invention that has been developed in the context of a university activity (university invention) by members of U.C.R.-DUTH. (Faculty Members Laboratory Teaching Staff Special Technical Laboratory Staff, researchers with a project contract and third parties employed under any employment relationship/project candidate(s) of PhDs funded by DUTH) the following apply:

- a. If it is a "Service Invention", that is, if the employee has been hired with the obligation to develop an inventive activity or if a special arrangement for the rights is included in the contractual terms of a work contract, the invention belongs 100% to the employer, that is, it belongs in full ownership to U.C.R.-DUTH. The employee/inventor reserves the "moral right" to be named an inventor. If the invention is particularly beneficial to the employer, the inventor is entitled to an additional reasonable fee, which shall be determined by the Research Committee.
 - b. If the invention is carried out in the context of a specific funded project and special contractual terms have been entered into as regards the allocation of rights, these terms shall prevail.
 - c. An invention made by a member of U.C.R.-DUTH that was not implemented in the context of a project funded or co-financed by a third party, is considered a dependent invention, therefore it is presumed to be an invention made by an employee using materials, means or information of the "enterprise" in which he/she works, and the beneficiary of the invention is U.C.R.-DUTH by 40% and the inventor member of U.C.R.-DUTH by 60%.
- 3.** The inventor or the representative of the group of inventors, if it is a dependent invention:
- a. shall notify, within one month of its completion, in writing to the Scientific Director of the Research Institute the implementation of the invention, providing the following information (i) documentation of the originality of the invention, (ii) expected results, (iii) any similar patents and competing products, (iv) industrial applicability or other form of exploitation, (v) any other elements it deems necessary.
 - b. submits the "Invention and/or Research Results Notification Form" of Annexes A, B and C to the Legal Support Office of M.O.D.Y. of SARF DUTH, completed and signed in a closed folder, providing the necessary data for the joint application for a patent (DE) or for the drafting of a notarial deed on the creation of a source code for computer programs, etc.
 - c. The above documents are of a confidential nature and together with the content of the folder contain confidential information, relating to the disclosure of a University Invention and any leakage thereof, may affect the smooth submission of a request for the granting of a patent. The persons who handle University Invention issues at U.C.R.-DUTH and SARF sign a confidentiality agreement or a unilateral declaration of commitment to confidentiality.
- 4.** The DUTH Technology Transfer, Innovation and Startup Entrepreneurship Committee (DUTH-TTISEC) makes recommendations to the Research Committee regarding the exploitation or not of the discovery or the research result. The recommendation is also forwarded to the Board of Directors of U.C.R.-DUTH. Within one month from the date of receipt of the above reasoned proposal, the Research Committee, following a proposal of the Board of Directors of U.C.R.-DUTH, shall issue a decision by which it shall decide:
- a. either that U.C.R. - DUTH shall be a 40% co-beneficiary of a dependent invention.
 - b. either that U.C.R.-DUTH shall have priority as regards the exploitation of the dependent invention, against remuneration to the inventor, proportionate to the assessment of the economic value of the invention and the profits it will bring.
 - c. either that U.C.R. -DUTH shall assign its rights to an existing company (licensing).

- d. either that U.C.R.-DUTH will decide that it is not interested in submitting the application to register the invention and to attribute in writing the part of its right to the inventor, in which case the invention belongs entirely to him.
5. If SARF does not declare in writing to the inventor within four months from the above notification of the inventor that it is interested in co-submitting the application, it shall be submitted only by the inventor, in which case the invention shall belong entirely to the inventor. It is expressly noted that the inventor will not be entitled to apply for a patent for an invention, which differs substantially from the one for which an application was submitted to SARF for a joint patent application, as mentioned above.
6. In the case of participation of U.C.R.-DUTH as a co-beneficiary by a certain percentage in the patent, U.C.R.-DUTH must cover the costs of filing the patent by a percentage that is not less than the percentage by which it is designated as co-beneficiary. In the event that the inventor cannot or does not wish to cover the costs of filing a patent application concerning him/her, U.C.R.-DUTH may bear these costs with the agreement of the inventor and amendment of the rights agreement between them. After patenting the invention, the Research Committee will examine every two years the continuation of the payment of the fees at the request of the inventors' representative.
7. The distribution of the revenues resulting from the economic exploitation of the rights held by U.C.R.-DUTH will be as follows: a) 80% of these will be attributed to the relevant Research Institute, through a separate project of SARF with the Scientific Director acting as Scientific Coordinator, to cover its operational and developmental needs and b) 20% of these will be attributed to the Central Administration of U.C.R.-DUTH, through its distinct horizontal work to cover its operational needs.
8. In order to protect the intellectual property produced within the U.C.R. and to disseminate and exploit the results of the research and other activities of the U.C.R., the U.C.R. collaborates with the Technology Transfer and Innovation Unit of the University in accordance with the Internal Rules and Regulations, in cooperation with the Technology Transfer and Innovation Unit and the Special Account for Research Funds.

Article 17

Protection of personal data

1. In its daily activities, U.C.R.-DUTH uses data relating to identified individuals, such as existing and prospective employees, external partners with a cooperation contract, suppliers, students, patients in the projects of the Medical School, users of its websites. U.C.R.-DUTH complies with the relevant European and national legislation on the protection of personal data and this compliance is achieved through the application of the corresponding DUTH policies, including, *inter alia*, the Privacy and Personal Data Protection policy, the Information Security policy, the Acceptable Use policy, the Record Storage and Protection policy. U.C.R.-D.U.TH. may have new policies that are specialised in its subjects. The Policies apply to all systems, people and procedures of U.C.R.-DUTH, including management bodies, researchers, employees, Scientific Coordinators, suppliers, partners, subcontractors and other third parties who have access to U.C.R.-DUTH systems.
2. Personal data shall be: a) processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency'); b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes ('purpose limitation'); c) adequate,

relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation'); d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy'); e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation'); f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

3. The controller shall be responsible for, and be able to demonstrate compliance with all the above principles (accountability).
4. The data subject has the following rights: (i) The right of information; (ii) the right of access; (iii) the right of correction; (iv) the right to erasure; (v) the right to restriction of processing; (vi) the right to data portability; (vii) the right to object; (viii) rights related to automated decision-making for the individual and profiling; (ix) the right to information about a data breach.
5. U.C.R.-D.U.TH. informs all those who are required, in the event of a breach involving personal data, in a fair and proportionate manner.
6. Each of the rights of natural persons is supported by appropriate procedures of U.C.R.-DUTH that ensure the necessary actions within the timeframes established by DUTH.
7. The lawfulness of the processing of personal data in a particular case may be: (i) Consent, U.C.R.-DUTH always obtains explicit consent from a data subject for the collection and processing of their data with transparent information on the use of personal data. (ii) Performance of a contract, no explicit consent is required where the personal data collected and processed relate to performance of a contract with the data subject. (iii) Legal obligation, if personal data is to be collected and processed in accordance with national and European legislation, then explicit consent is not required. (iv) Vital interests of the data subject, where personal data are necessary to protect the vital interests of the data subject or of another natural person, then this may be used as a lawful basis for processing. (v) Data processing for the Public Interest, when U.C.R.-DUTH needs to perform a task which it considers to be in the public interest or as part of an official duty, then the consent of the data subject will not be requested. (vi) Legitimate interest, if the processing of specific personal data is in the legitimate interest of U.C.R.-DUTH and is deemed not to significantly affect the rights and freedoms of the data subject, this can be defined as the legal ground for the processing.
8. The Data Protection Officer (DPO), for UCY-DUTH is the DPO of DUTH.
9. Staff involved in the management of personal data understand their responsibilities, so that they can follow best data protection practices. Staff are trained in data protection. Obligations regarding consent are complied with. Means are available through which data subjects wishing to exercise their rights regarding their personal data have this possibility. Reviews of the procedures regarding personal data are carried out regularly. The principles of data protection by design and by default are adopted for all new systems and procedures or in significant changes to existing ones.
10. The retention period of the data is determined taking into account the purpose for which they have been collected and the applicable legislation. U.C.R.-DUTH. does not retain data for a

longer period than required either on the basis of the transactional relationship that connects the Data Subject with U.C.R.-DUTH or on the basis of the applicable legislation. The current data retention policy will be renewed and updated from time to time in accordance with the applicable legislation

Article 18

Books and records kept

1. The Books and records kept, in printed or electronic form, by the Secretariat of U.C.R.-DUTH are:
 - Minutes of the Board of Directors,
 - Minutes of the Research Institute's Scientific Committees,
 - Incoming and Outgoing Documents Protocol,
 - Incoming and Outgoing Email Archive,
 - Book of Cadastral Material,
 - Research Projects Archive,
 - Report File.
 - Human Resources Registry.
 - Book of equipment for each scientific equipment unit

The Board of Directors may, if it considers it necessary, appoint other information or books, registers, archives to be kept.

Article 19

Final Provisions

1. With the start of operation of U.C.R.-DUTH and until the full organisation, staffing and operation of the Secretariat, as well as the Digital Systems and Equipment Office of U.C.R.-DUTH, in accordance with paragraph 1 of Article 3 hereof, the administrative support services of Article 7 hereof, relating to the operation of U.C.R.-DUTH and its Institutes, are supported, as for the other academic units of the University, by the respective administrative units (directorates, departments and offices) of Democritus University of Thrace and the Financial and Administrative Support Unit of the SARF of DU.TH.
2. This Regulation of Operation of the University Centre for Research and Innovation of Democritus University of Thrace (U.C.R.-DUTH) is part of the Internal Rules and Regulations of DUTH, which were drawn up and approved by the Senate of Democritus University of Thrace, in accordance with Article 136 of Law 4957/2022 (Official Government Gazette, Series I, No 141/21.07.2022).
3. Any matter not expressly regulated by this regulation, shall be dealt with and regulated by the Board of Directors of U.C.R.-DUTH.
4. This Regulation takes effect upon its publication in the Official Government Gazette.
5. The Senate of DUTH, on the recommendation of the Board of Directors of U.C.R.-DUTH, may amend, supplement and repeal the articles of this Regulation in such a way that they do not conflict with an explicit provision of the applicable institutional framework.



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Annex 19

Remuneration Regulations

for teaching in second and third cycle Study Programmes, Foreign Language Study Programmes and all types of educational programmes of the Centre of Continuing Education and Lifelong Learning

1. These Remuneration Regulations set the maximum remuneration per teaching hour for teaching in second and third cycle Study Programmes, Study Programmes in Foreign Language and all types of educational programmes of the Training and Lifelong Learning Centre (TLLC), organised by DUTH, for which the payment of tuition fees is foreseen, as follows:

A. SECOND AND THIRD CYCLE STUDY PROGRAMMES, STUDY PROGRAMMES IN FOREIGN LANGUAGE

a) Faculty Members per rank:		
i)	Professors	up to €400/hour
ii)	Associate Professors	up to €400/hour
iii)	Assistant Professors	up to €250/hour
iv)	Tenured Assistant Professors	up to €250/hour
b) members of the Special Teaching Staff of Universities		up to €200/hour
c) Laboratory Teaching Staff members		up to €200/hour
d) Special Technical Laboratory Staff members		up to €200/hour
e) Emeritus Professors or retired faculty members of Universities		up to €300/hour
f) adjunct professors		up to €200/hour
g) visiting professors and visiting researchers		up to €400/hour
h) researchers and contract researchers of the University		up to €200/hour
i) collaborating professors		up to €400/hour
j) post-doctorates of the University		up to €200/hour
k) researchers and special research scientists of the research or technological bodies that are provided for under <u>article 13A</u> of Law <u>4310/2014</u> (<u>Government Gazette, Series I, No 258</u>) or of other research organisations in Greece or abroad		up to €400/hour
l) professors of foreign institutions of higher education (distinguished foreign scientists)		up to €500/hour
m) scientific associates		up to €200/hour
n) PhD candidates and postgraduate students who already hold another doctorate		up to €200/hour
o) PhD candidates and postgraduate students who already hold another recognized postgraduate qualification		up to €150/hour
p) PhD candidates and postgraduate students		up to €100/hour

B. EDUCATIONAL PROGRAMMES OF TRAINING AND LIFELONG LEARNING CENTRE (TLLC)

a) Faculty Members per rank:		
i)	Professors	up to €250/hour
ii)	Associate Professors	up to €250/hour
iii)	Assistant Professors	up to €150/hour
iv)	Tenured Assistant Professors	up to €150/hour
b) members of the Special Teaching Staff of Universities		up to €150/hour

c) Laboratory Teaching Staff members	up to €150/hour
d) Special Technical Laboratory Staff members	up to €150/hour
e) Emeritus Professors or retired faculty members of Universities	up to €150/hour
f) adjunct professors	up to €150/hour
g) visiting professors and visiting researchers	up to €150/hour
h) researchers and contract researchers of the University	up to €150/hour
i) collaborating professors	up to €150/hour
j) post-doctorates of the University	up to €150/hour
k) researchers and special research scientists of the research or technological bodies that are provided for under <u>article 13A</u> of Law <u>4310/2014</u> (Government Gazette, Series I, No 258) or of other research organisations in Greece or abroad	up to €200/hour
l) professors of foreign institutions of higher education	up to €200/hour
m) scientific associates	up to €150/hour

2. Teaching staff in categories a) to d) are entitled to remuneration for participation in programmes of par. 1 exclusively for teaching work that constitutes additional work beyond their minimum obligations and under the condition that they have fulfilled their minimum obligations to the Department in which they serve. To this end, a solemn declaration by the teacher regarding compliance with the terms and conditions of additional work in programmes of par. 1 is submitted to the University's Special Account for Research Grants. This restriction does not apply to categories of teaching staff who are on legal leave, whose members may provide teaching work under the conditions stated in their leave. This agreement applies *mutatis mutandis* to the teaching staff of cases(f) to (j) exclusively for the provision of teaching work that constitutes additional work beyond the minimum obligations of teaching staff pursuant to the contract they have concluded with the University. Submitting a false declaration constitutes a disciplinary offence.

3. The Remuneration Regulations apply to all categories of teaching staff that teach in second and third cycle study programmes, Study Programmes in Foreign Language and TLLC educational programmes, including interinstitutional and joint programmes with other universities and other bodies, provided that the University has undertaken the program's administrative support.



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Annex 20

Postdoctoral Research Rules and Regulations of the Democritus University of Thrace

Komotini 2024

Article 1

Postdoctoral Research at the Democritus University of Thrace

1. The Democritus University of Thrace deems it important to support postdoctoral research, as it contributes to the qualitative and quantitative upgrading of scientific research. For this reason, it provides prospective researchers with the opportunity to conduct postdoctoral research and carry out research, teaching, or laboratory work in their academic fields, in accordance with the applicable legislation and DUTH's internal rules and regulations.

2 The main objectives of conducting postdoctoral research at DUTH are, indicatively, the following:

- To enhance the quality of scientific research.
- To develop new research fields in the Departments of DUTH that are related to the scientific field of the postdoctoral researcher's doctoral dissertation.
- To help cover Departments' research needs.
- To address and resolve special research problems that concern the Departments.
- To achieve further results of the doctoral dissertations of postdoctoral researchers in new scientific directions of interest to each Department.
- To transfer know-how.
- To help scientists advance science and develop research and applications.
- To specialise post-docs in theoretical and applied areas of interdisciplinary fields, which are treated either by the individual academic units of DUTH or through the University Centre for Research and Innovation.
- Promotion of the quality and academic prestige of the research work carried out at the Democritus University of Thrace, as well as to strengthen the university's international presence.

Article 2

General provisions

1 Postdoctoral research is an original scientific research project in the sense that it must contribute, through the production of new knowledge, to the given academic field and fall within the research interests of the Department and the academic fields treated therein.

2 Post Doctoral Researchers are valuable DUTH partners with an important role in fulfilling the institution's strategic goal of strengthening and upgrading research and innovation at the Institution.

Article 3

Competent bodies

3. The competent bodies for awarding post-doctoral research are the Assemblies of DUTH Departments.

Article 4

Postdoctoral Researcher Candidates

1. To be eligible to apply to carry out postdoctoral research, scientists must hold at least a PhD from a Greek HEI or an equivalent degree from a foreign university recognised by the Hellenic National Academic Recognition and Information Center (NARIC) and have research experience, after obtaining their PhD, in a scientific field identical or related to that of their doctoral dissertation, in a field that is relevant to the research directions of the Department, and they must have proven good knowledge of at least one foreign language.

Article 5

Categories of Postdoctoral Researchers

1 Postdoctoral Researchers (PR) hold at least a PhD degree or an equivalent recognised (if required) by the NARIC Registries as an equivalent academic degree.

2 The following categories may apply to do postdoctoral research at DUTH:

- PhDs of Greek or foreign universities with a grant/award for postdoctoral research from a domestic or foreign organisation.
- PhDs whose applications are approved for either individual postdoctoral research in DUTH Departments or the implementation of funded autonomous postdoctoral research in DUTH Departments.
- Postdoctoral Researchers participating in a funded research project managed by DUTH with a scientific coordinator (SC) who is a DUTH faculty member or Postdoctoral Researchers collaborating with other academic, research or technological organisations in the context of agreements or memoranda of cooperation with DUTH.
- Visiting Postdoctoral Researchers, Greek or foreign, who are invited to promote DUTH's research activities.

3 All Postdoctoral Researchers are registered in the Register of Postdoctoral Researchers kept at the Secretariat of the Academic Department and the Secretariat of DUTH.

Article 6

Submission of application for postdoctoral research

The Departments of the Democritus University of Thrace accept applications throughout the year for postdoctoral research proposals. Applications are submitted to the Assembly of the Department, with the following conditions to be met by the applicant:

- a) high level of scientific training and a strong scientific profile;
- b) submission of a proposal that is adequate and in accordance with Articles 1 and 2 of this Regulation;
- c) proven good knowledge of a foreign language.

The Departments can issue and publish a call for expressions of interest in postdoctoral research, which is approved by the Assemblies of the Departments, following the recommendation of a Professor, an Associate Professor or a permanent Assistant Professor, or an Assistant Professor with a fixed term of office in the Departments.

Article 7

Supporting Documents

1. Candidates interested in carrying out postdoctoral research shall submit at least the following supporting documents to the Secretariat of the Department:

- Printed application form which states the research field and the faculty member of the Department under whose supervision the applicant wishes to conduct the postdoctoral research. (Form A in Annex)
- A detailed CV.

- A copy of a Degree or Diploma from a Greek HEI or from an equivalent recognised foreign institution (when from a foreign university, the degree must be recognised by the Hellenic NARIC). Note that, in accordance with article 304(4) of Law 4957/2002 (I/141), as amended and in force, when Greek HEIs and state research centres supervised by the General Secretariat for Research and Innovation ascertain whether a foreign institution or a degree from a foreign institution is recognised: to fill a post-doc position in national, European and other research programmes, they shall be bound by the Registers provided for in this Article.
- Copy of a PhD from a Greek HEI or from an equivalent recognised foreign institution (when from a foreign University the degree must be recognised by the Hellenic NARIC). Note that, in accordance with article 304(4) of Law 4957/2002 (I/141), as amended and in force, when Greek HEIs and state research centres supervised by the General Secretariat for Research and Innovation ascertain whether a foreign institution or a degree from a foreign institution is recognised: to fill a post-doc position in national, European and other research programmes, they shall be bound by the Registers provided for in this Article.
- Foreign language certification.
- At least two (2) scientific publications/announcements at/in reputable international scientific congresses/journals.
- At least two (2) letters of recommendation.
- A comprehensive research proposal (Form B in Annex), setting out the objective of the postdoctoral research at the Department, the precise subject of the postdoctoral research, the methodology to be used to approach the subject, the use of laboratory equipment and infrastructure of the Department, prior research activity, as derived from the relevant literature, the timeframe for completion of the research and a description of the deliverables after the end of the research, to include at least two publications/announcements in/at prestigious international scientific journals or congresses.
- Consent of the proposed supervising faculty member (Form C in Annex) evidencing the relevance of the research proposal to the academic fields covered by the Department, as well as the research areas that the Department treats or wishes to treat, and the feasibility of implementing the proposed research.
- Any other supporting documents specified by each Academic Department.

Article 8

Evaluation of candidacy applications

1. The Department Secretariat to which applications are submitted with the necessary supporting documents for each candidacy shall archive and register applications with a Reference number. It shall then carry out a formal verification and check the completeness of all supporting documents submitted and forward the applications to the Assembly of the Department.
2. The Assembly of the Department examines the application and decides in accordance with Article 1 hereof on the relevance of the research proposals of the applicants to the research directions of the Department, the research areas that the Department treats or wishes to treat, the purpose, duration, phases and expected results of the proposed research project and the need for its implementation, and, accordingly, decides on the approval or rejection of the proposal. If it approves the candidacy, it awards the title of postdoctoral researcher to the candidate(s). The Secretariat of the Department posts the application assessment results on the Department website, informs the successful candidates, enters

the successful candidates in the Department and DUTH Postdoctoral Researcher Registry and sends them the Safety Regulations, the Code of Academic Ethics and any other informational materials the Department deems necessary.

3. All publications by the postdoctoral researcher during the preparation of the postdoctoral research are entered in the Postdoctoral Researcher Publications Register of the QAU.

4. Postdoctoral Researchers are required to obtain an academic identity card through the Academic Identity Card Online Service of the Ministry of Education, Religious Affairs and Sports, which is provided in cooperation with the public limited company of the Greek State under the name "National Infrastructures for Research and Technology SA" (GRNET SA), which is supervised by the Ministry of Digital Governance.

5. Democritus University of Thrace is not obligated to remunerate or pay travel expenses for postdoctoral researchers.

6. Postdoctoral Researchers may apply for funding in relation to actions provided for by decisions of the Department or the School or the University in the context of the applicable legislation, such as, for example, partial funding of announcements at recognised international competitive congresses.

7. Postdoctoral Researchers may be remunerated from resources derived from funded national and international research programmes, co-funded programmes (e.g. NSRF, InvestEU), private and own resources. They may also receive a grant from national or international organisations and institutions, from co-funded programmes (e.g. NSRF, InvestEU), private and own resources. It is noted that Postdoctoral Researchers cannot be remunerated from resources derived from the state grant.

8. Postdoctoral Researchers may conclude fixed-term employment or project or grant contracts through the SARF-DUTH, as defined in the applicable legislation and in the SARF-DUTH Funding and Management Guide.

9. DUTH Postdoctoral Researchers cannot be registered as post-docs at another HEI in Greece or abroad.

Article 9

Appointment of Faculty Supervisor

1. For the candidates who are accepted, the Assembly appoints a supervising faculty member – a Professor, Associate Professor or permanent Assistant Professor, or Assistant Professor for a term of office – who undertakes the supervision of the candidate's work. 2. A faculty member who supervises the conduct of postdoctoral research is defined as a faculty member who belongs to the same or related scientific specialty as the one in which the candidate is conducting postdoctoral research. In the special case where the Postdoctoral Researcher is called upon to assist in the development of a new scientific area, the Supervisor is appointed by the Department without the above restriction.

3. The maximum number of Postdoctoral Researchers per faculty member of the Department is set at five (5) and may be increased upon the reasoned recommendation of the faculty member.

4. The supervising faculty member, in cooperation with the candidate, defines the subject of postdoctoral research and, after its completion, submits to the Assembly a report of research results drawn up in Greek or in English with a thorough summary in Greek. The supervising faculty member also determines the postdoctoral researcher's place of work and guides the research by transferring scientific experience and knowledge to him/her.

5. A change of Supervisor, especially in case of non-functional cooperation between the Researcher and the Supervisor, is the responsibility of the Assembly of the Department, following a request of either the researcher or the supervising faculty member to the Assembly of the Department.

Article 10

Duration of postdoctoral research

1. The Assembly of the Department sets the duration of the research from 1-4 years, depending on the type of research, as well as the possible funding framework (programme, grant, etc.). For contract researchers at the University Centre for Research and Innovation, the duration is set at 3-5 years. Extension of the duration of postdoctoral research may exceptionally be granted following a documented proposal by the Supervisor for the completion of the research project and by decision of the Assembly of the Department.

Article 11

Teaching Work - Research Work

1. A Department may assign teaching work to its Postdoctoral Researchers, within the framework of a Department's first and second cycle of studies, upon recommendation of the Supervisor and provided that this is not contrary to the research obligations and the applicable legislation. The type of teaching work depends on the needs of the study programmes (e.g. theoretical teaching, conducting or supporting part of the tutorials and laboratory exercises, student internships, supervision of examinations, etc.).

2. Teaching work in the context of the first cycle of studies (undergraduate) is undertaken by Postdoctoral Researchers who are recruited specifically for teaching following an invitation prepared by the Study Programme Committee of Departments' Undergraduate Study Programmes, by decision of the Assembly following a proposal of the division, and are supported by resources of the Department.

3. Postdoctoral Researchers who have specialised knowledge or relevant experience in the subject of a Foreign Language Study programme (FLSP) may be employed as teaching staff of the FLSP. The Remuneration Regulation of the FLSP defines the maximum fee per teaching hour for postdoctoral students and other categories of teaching staff.

4. Postdoctoral Researchers may be employed in the university laboratories and in the university clinics of DUTH, hereinafter referred to as DUTH research units, as well as in the Research Institutes of the University Centre for Research and Innovation, hereinafter referred to as DUTH research units.

5. Compensatory Scholarships

It is possible to grant compensatory scholarships to postdoctoral researchers for the provision of teaching, research, scientific, administrative, technical and other supportive work of the Institution's activities. The cost of scholarships may be borne by the budget of projects/programmes funded by national, private, international and own resources of article 230 of Law 4957/2022 and co-funded acts, in accordance with the applicable legislation, the Internal Rules and Regulation of DUTH, the provisions hereof, the Regulation of the SARF-DUTH, any specific regulatory framework of the funding body, and the decisions of the competent university administrative bodies.

Article 12

Employment of postdoctoral researchers at the University Centre for Research and Innovation

1. Postdoctoral researchers may be employed by the University Centre for Research and Innovation as contracted researchers to conduct research and scientific work in general, aiming specifically at producing or improving knowledge and its application for the production of products, services, provisions, procedures, methods, and systems.

2, Postdoctoral Researchers under contract at the University Centre for Research and Innovation-DUTH are employed under a fixed-term or project contract with a term of three (3) to five (5) calendar years.

3. The selection of Contract Researchers is carried out following an open call by the Research Committee of the SARF-DUTH, which is issued at the recommendation of the Director of the research unit and includes the field of study and the scientific expertise of the announced vacancy of the Researcher for a fixed term of office. As to all other matters, the procedure laid down in Article 243 of Law 4957/2022 shall apply, without prejudice to paragraph 3, which stipulates that: "The selection of contract Researchers shall be carried out by the Research Committee, following a recommendation from a three-member Assessment Committee. The Assessment Committee shall be established by decision of the Research Committee and shall consist of the Director of the research unit for the needs of which the vacancy is being announced, and of two (2) members of the faculty of DUTH with a field of study that is the same as or related to the scientific field of the vacancy being announced. Candidates with a legitimate interest may object to the results of the selection before the Objections Committee provided for in Article 245". The payrolls of contract Researchers shall burden the project/programme budget of the DUTH research unit, which is funded exclusively from own, private, or international resources, as

4. Contract Researchers may be assigned administrative work related to the needs of the research unit in which they are employed. Furthermore, Researchers for a fixed term may also participate in DUTH committees on issues related to the research unit or DUTH, if the participation of a DUTH staff member is not required by law. Researchers may also be employed in addition to their duties and:

- a) undertake scientific coordination of projects/programmes that are financially managed by the SARF-DUTH;
- b) be employed on projects/programmes of the SARF-DUTH;
- c) undertake teaching work in post-graduate master's study programmes, undergraduate foreign language programmes and training programmes of the Training and Lifelong Learning Centre of DUTH (TLLC-DUTH), provided that they meet the requirements set out in a given case.

5. The Internal Rules and Regulations of each research unit determine the maximum number of Researchers under contract that may be employed for the needs and work of the unit per academic year.

Article 13

Completion of postdoctoral research

1. Upon completion of the postdoctoral research, the cooperation of the Postdoctoral Researcher with the Department expires. In order for the process to be considered complete and for the relevant certificate to be issued to the Postdoctoral Researcher, at least the following must have been implemented:

- a) The duration of the research, as initially set, must have been completed.
- b) the Postdoctoral Researcher must have presented the results of the research conducted at the Department.
- c) The Postdoctoral Researcher must have submitted a final report on the research conducted at the Department, signed by the Supervising Professor (Form E in the Annex).
- d) The Postdoctoral Researcher must have submitted to the Supervisor the detailed results and the original research data, published or not, as well as anything else related to the research conducted at DUTH (e.g. lists of materials, data on samples collected in the context of the research, detailed protocols, etc.). The Supervisor confirms delivery in the final report.

e) Copies of publications in journals or at congresses – or the relevant certificates of acceptance – which are the product of the postdoctoral research must have been submitted, as stipulated at the beginning of the research.

2. The certificate is not a degree. It is signed by the Head of the Department after being approved by the Assembly. The certificate shall state the Institution, the School, the Department; the name, surname and father's name and the place of origin of the Researcher, the field-title of the research, and the time period during which it was conducted.

3. The Secretariat of the Department informs the Register of Postdoctoral Researchers of the Department and the institution.

Article 14

Benefits for postdoctoral researchers

1. During the preparation of postdoctoral research, Postdoctoral Researchers are provided with the following:

2. Use of the title of Postdoctoral Researcher of the Department at conferences in publications in scientific journals and in posts on websites during the preparation of postdoctoral research.

3. Access to the Department's laboratories and equipment in the context of their research.

4. Access to the Department's Library, and borrowing rights.

5. Access to the electronic services of the Democritus University of Thrace (Electronic library, e-mail address).

6. Access to any supplementary services deemed necessary by the Department for the completion of the research.

7. Issuance of a postdoctoral research certificate upon completion of the research, as defined by this Regulation.

8. In the case of a foreign Postdoctoral Researcher, assistance with/facilitation of the formal procedures regarding residence permits, conclusion of contracts, etc.

9. The option to participate in the procedures for awarding of the Researcher's Award, as defined by the Democritus University of Thrace.

Article 15

Obligations of Postdoctoral Researchers

Postdoctoral Researchers are members of the university community and should:

1. Submit an annual progress report of their research, in cooperation with the Supervisor, which is submitted to the Assembly of the Department.

2. Participate in seminars or conferences organised by the Department to present the progress of their research.

3. Actively participate in the international academic community by attending international conferences and seminars, aiming at the international recognition of their research through speeches at conferences, publications in scientific conferences and peer-reviewed journals.

4. Respond to the improvement proposals made by the Internal Assessment Team (IAT) of the Department or by the DUTH-QAU as part of the quality assessment and assurance process.

5. State the data of the Department and the research unit they have joined as their academic affiliation in any publication, speech or announcement that is the product of their postdoctoral research.

6. Declare whether the postdoctoral research is funded by organisation and provide all the necessary supporting documents regarding both the finances and the obligations of the Postdoctoral Researcher towards this organisation.
7. Even after completion of their postdoctoral research, notify the Department in writing of any publication resulting from their postdoctoral research. The publications are registered in the Postdoctoral Researcher Publications Register.
8. Behave as befits a member of the academic community while respecting the provision of research affiliation by the University.
9. Comply with the Guide to Intellectual Property Policy of DUTH, the Code of Ethics of the Democritus University of Thrace, the applicable legislation, as well as the provisions of the Statutes and the Internal Rules and Regulations of the University.
10. In case of disputes, these should be resolved initially by the Assembly of the Department and ultimately by the Ethics Committee of DUTH.
11. The ownership and management of intellectual property varies depending on the nature of the research, the terms and conditions of potential funding, etc. Intellectual property rights are regulated by the DUTH Intellectual Property Policy Guide (Intellectual Property Management, Patents), as applicable.

Article 16

Postdoctoral Researcher Mobility

In the event of an invitation, transfer or election of a faculty member to a Department of DUTH, who comes from a Department of the same or another Greek HEI, the Postdoctoral Researchers who the faculty member supervised in the Department he/she was serving in may request their registration at DUTH under the supervision of the transferred or elected faculty member.

In the event of the Supervisor's being invited, transferred or elected to another HEI Department in Greece or abroad, a new Supervisor for the Researcher shall be appointed by decision of the Assembly of the Department.

Article 17

Expulsion of Postdoctoral Researchers

1. By reasoned decision of the Assembly of the Department, a Postdoctoral Researcher may be expelled for the following reasons:
 - a) Submission of an application for expulsion by the interested person or the Supervising Professor.
 - b) Failure to comply with the obligations of a Postdoctoral Researcher.
 - c) Actions of the Postdoctoral Researcher that expose or damage DUTH
4. Plagiarism or any infringement of intellectual property and related rights, conscious non-disclosure of direct or indirect contribution of other persons to the subject of their scientific research and teaching, or failure to declare any conflict of interest with regard to research in which they are involved.
5. The Postdoctoral Researcher may appeal to the Deanery of the School against the decision to expel him or her. The appeal will be examined in accordance with the applicable provisions of the Internal Rules and Regulations of DUTH.

Article 18

Special Provisions

The provisions of this Regulation shall also apply to Postdoctoral researchers admitted prior to its entry into force.

All matters not regulated herein or in the University's Internal Rules and Regulations shall be regulated by decisions of the Assembly of the Department.

Article 19

Other Provisions

1. The Register of Postdoctoral Researchers also records those who participate in a research programme of the institution and the Postdoctoral researchers of other academic, research or technological bodies that conduct research at the facilities of DUTH in the context of agreements or memoranda of cooperation.

2. The publications of the Postdoctoral researchers who conduct research at the facilities of DUTH in the context of agreements or memoranda of cooperation are registered in the Register of Postdoctoral Researchers of DUTH. In these cases, the Scientific Coordinator of the project or the Supervisor or the faculty member responsible for cooperation informs the Assembly of the Department regarding the relevant postdoctoral research, as appropriate, and requests registration in the Postdoctoral Researcher Registry of the Department and DUTH

3. Postdoctoral Researchers may be appointed as Scientific Coordinators of projects/programmes of the SARF (art. 234 par. 1 of Law 4957/2022), in accordance with the provisions of the Funding and Management Guide of the SARF-DUTH, or as members of a project team managed by the SARF (Article 243, para. 1 of Law 4957/2022).

4. In cases where Postdoctoral Researchers participate – following an assessment process in those cases where national legislation requires the publication of a public invitation under the care of the Financial and Administrative Support Unit of the SARF-DUTH – in research programmes managed by the SARF-DUTH, the Scientific Coordinator of the programme or the Supervisor notifies the Assembly of the Department by submitting a relevant document to the Secretariat of the Department, addressed to the Assembly of the Department. The document is accompanied by the relevant Invitation for Expression of Interest of the Research Committee of the SARF-DUTH for the employment of Postdoctoral Researchers as well as by the final List of Successful Candidates of the Invitation. With the aforementioned information document, the Scientific Coordinator (SC) or the Supervisor, as the case may be, will simultaneously submit a request for the registration of the selected Postdoctoral Researcher in the Postdoctoral Researcher Registry of the Department. The certificate of registration in the Registry, without following the procedure provided for postdoctoral researchers (Articles 3-10,12,15 and 16 of this Regulation), will be issued and subsequently submitted by the SC or the Supervisor, as the case may be, to the SARF-DUTH for the signing of the contract with the selected Post-doc.

5. In general, the provisions of Articles 3-10, 13, 16 and 17 do not apply to the above Postdoctoral Researchers, given that the process of conducting postdoctoral research follows the provisions and/or the contract they have signed with the SARF-DUTH or the academic or research body that manages the research programme.

6. Postdoctoral researchers may be appointed as Academic Coordinators of TLLC programmes.

7. According to Article 211, paragraph 2(j) of Law 4957/2022 (I/141), the Technology Transfer and Innovation Unit may support the process of establishing and developing postdoctoral start-ups, and there may be, provided that the educational, research and administrative operation of the Institution is not impeded, a concession for the paid use of premises and other infrastructure of the Institution for the support of postdoctoral start-ups.

8. According to the provisions of articles 237 par. 7 and 242 of Law 4957/2022, grants may be available to postdoctoral researchers.

ANNEXES

(as an integral part of the DUTH Postdoctoral Research Regulation)

A. Application form for carrying out postdoctoral research

B. Proposal form for postdoctoral research.

C. Consent form for the Supervisor of postdoctoral research.

D. Annual progress report form for postdoctoral research.

E. Report form for the completion of postdoctoral research/research results.

F. Template of certificate of completion of postdoctoral research.

Appendix A

**Application form for carrying out
postdoctoral research**



Date _____

To: Democritus University of Thrace Department
 School

Application to carry out postdoctoral research

1. Personal Information

Name-surname	
Father's name.....	
Residential address	Postcode
Contact number	
Email address	
National ID number.....	Issuing Authority
Date of issue.....	

2. Degrees

Undergraduate Studies			
Higher institution	Department	Date degree conferred	Degree GPA
1.			
2.			
Postgraduate Studies			
Higher institution	Department	Date degree conferred	Degree GPA
1.			
2.			

3. Distinctions/Scholarships

4. Undergraduate and master's theses, doctoral dissertation

Type of project	Title	Supervisor	Grade
1.			
2.			

5. Scientific publications

6. Foreign languages

Language	Knowledge level
1.	
2.	

7. Research/Professional Activity

8. Professor proposed as supervisor

Attached supporting documents (indicatively):

- ✓ Detailed CV
- ✓ Copy of degree from an HEI in Greece or recognised equivalent foreign institution
- ✓ Copy of PhD from a Greek HEI or recognised equivalent foreign institution
- ✓ Foreign Language Certificate
- ✓ Two (2) Scientific publications/announcements
- ✓ Two (2) letters of recommendation
- ✓ Complete research proposal for postdoctoral research
- ✓ Consent of the Supervising Professor.

The Applicant

(Signature)

Note: The competent Secretariat checks whether the institution awarding the foreign qualification is on the National Register of Recognized Higher Education Institutes and whether the type of degree is on the National Register of Recognized Academic Degrees, which are posted on the Hellenic NARIC website.

Annex B
Proposal form for postdoctoral research



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

To: The Democritus University of Thrace
Department

School

Proposal for conducting postdoctoral research Name of the candidate postdoctoral researcher:

Title:

Proposed supervising faculty member:

1. Subject and importance/usefulness of the research (up to 200 words)
2. Goals and originality of the research (up to 200 words)
3. Subject area(s)
4. Methodology (up to 150 words)
5. Schedule (up to 150 words)
6. Methods for disseminating research results (100 words)
7. Key words (3 -5)

The Applicant

(Signature)

Annex C

Template Consent form for the Supervisor of postdoctoral research



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

To: The Democritus University of Thrace
Department

School

Consent for postdoctoral research

Full name of candidate Postdoctoral Researcher

Title:

Proposed supervising faculty member:

Summary

Keywords

The summary of the proposal for postdoctoral research is expected to clarify the research area, the subject and importance of the research, the goals of the research, as well as the methodology to be followed. Also expected is a presentation of indicative bibliography, as well as a completion schedule.

The supervising Member of Faculty

Annex D

Annual progress report form for postdoctoral research



To:
The members of the Assembly
of the Department of

Subject: Annual Postdoctoral Research Progress Report.

Full name of Postdoctoral Researcher:

Date:

1. Description of research results

2. Postdoctoral Researcher's Publications

3. Citations

4. Other distinctions

The Postdoctoral Researcher The Supervising Faculty Member

(Signature) (Signature)

Annex E

Report form for the completion of postdoctoral research/research results



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ | DEMOCRITUS UNIVERSITY OF THRACE

To: The members of the Assembly of the Department of

Subject: Report on Completion of Postdoctoral Research/Research Results

Full name of Postdoctoral Researcher:

Date:

1. Description of research results

2. Postdoctoral Researcher's Publications

3. Citations

4. Other distinctions

The Postdoctoral Researcher The Supervising Faculty Member

(Signature) (Signature)

Annex F

Template of certificate of completion of postdoctoral research.

HELLENIC REPUBLIC
The Democritus University of Thrace



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

SCHOOL (*School name*)
DEPARTMENT (*name of Department*)

CERTIFICATE OF COMPLETION OF POSTDOCTORAL RESEARCH

[FULL NAME], son/daughter of [FATHER'S NAME] from [CITY OF ORIGIN], conducted postdoctoral research at the [DEPARTMENT NAME] of the School [NAME OF SCHOOL] of the Democritus University of Thrace on the subject of "[SUBJECT]" and under supervising Professor [NAME OF SUPERVISOR] from X-X-202X to X-X-202X.

Postdoctoral research falls within the field of study [NAME OF FIELD OF STUDY].

The Head of the Department The Supervisor

(Signature) (Signature)



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

Annex 21

Student Halls Rules and Regulations

- 1. Student Halls Rules and Regulations**
- 2. Special Rules and Regulations for the EKTENEPOL Xanthi guest houses for Doctoral Candidates.**
- 3. Special Rules and Regulations for the EKTENEPOL Xanthi guest houses for Guests**

Komotini 2024

1. Student Halls Rules and Regulations

Article 1

Purpose - General Principles

1. The purpose of the Student Halls of the Democritus University of Thrace (DUTH) is to cover the housing needs of eligible active under- and post-graduate students and doctoral candidates who face economic and other difficulties, as an expression of solidarity and meaningful social responsibility, providing equal opportunities to students, visiting professors and invitee researchers or students attending the DUTH as part of exchange programs in collaboration with other Greek or foreign Universities.

2. The overall operation as well as all decisions pertaining to the Student Halls shall be in accordance with this Regulation. The regulation encompasses the following principles: a) the effective support for the academic work conducted at the DUTH; b) the fair distribution of accommodation privileges among students; c) the provision of a quiet, organised environment for residents; d) the protection of hall of residence property to enable their longevity and use by students going forward.

3. Accommodation privileges shall be granted for the purposes of strengthening the academic, i.e. teaching and research, purposes of the University, offering under- and post-graduate students and doctoral candidates the opportunity to dedicate themselves to their duties and mitigate any economic difficulties they may face.

4. Furthermore, the provision of accommodation to students enrolled at other Universities and visiting the DUTH as part of Exchange Programs aims to ensure equal opportunities for DUTH students at other Universities, contributing to student mobility as an integral aspect of the promotion of the University's academic purposes.

5. By accepting accommodation at the Student Halls, students and guests unreservedly accept the terms and clauses of the Internal Rules and Regulations of the Democritus University of Thrace and especially of this Student Halls Rules and Regulations as well as the terms of the lease agreements concluded with hotels or counterparties operating comparable accommodation installations, after their (students') enrolment at the University and upon signing an Agreement for Tenancy.

6. Tenants shall cooperate with the competent Administrative Services of the University to ensure observance and proper implementation of the above.

7. The sensitive personal data (financial data, family and social status, medical records) of students applying for accommodation and their family members which are included in the documentation submitted as part of the application shall be stored at the competent Student Welfare Department and used exclusively to evaluate students' applications. The members of the competent Committees, as well as the personnel of the Student Halls and the Student Welfare Department in each city who may access the corresponding data shall process said

data with discretion and ensure their protection. Any disclosure of the data to third parties is expressly prohibited. The evaluation lists of student applicants and the minutes of meetings to evaluate applications and appeals which refer to sensitive personal data shall be published in the interests of transparency. Said lists shall be drafted in observance of the provisions of Laws 4624/2019 (Government Gazette, Series I, No 137) and 2472/1997 (Government Gazette, Series I, No 50), as in force from time to time, to protect the identities of the interested parties.

Article 2

Description of Structures and Infrastructure

1. This Regulation lays down the operating framework of the Student Halls privately owned by the Democritus University of Thrace. Regarding the EKTENEPOL building complex in Xanthi, also owned by the DUTH, the special rules and regulations: a) for doctoral candidates; b) for guests shall apply.

2. Structures

The Student Halls are privately owned by the Democritus University of Thrace. More specifically, they are the following per city:

a) Xanthi

- The Xanthi Student Halls, located within the University Campus of Xanthi (3rd km of the Xanthi-Kimmeria national road). They comprise eight (8) building complexes with an overall capacity of 561 beds. The student halls are managed by the Youth and Lifelong Learning Foundation.
- A food court is planned for the Xanthi Student Halls, which will be owned by the DUTH and operated by a private concessionaire.
- The Xanthi Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.
- The area of the EKTENEPOL west of Xanthi is home to a building complex-student guest house comprising twelve (12) apartments, of which the eight (8) on the ground and first floors (23 rooms/beds) are meant to accommodate Doctoral Candidates studying at the Departments of the DUTH School of Engineering in Xanthi.

b) Komotini

- The Komotini Student Halls are located in the University Campus of Komotini (4th km of the Komotini-Asomaton national road). They comprise five (5) building complexes with an overall capacity of 700 beds. The student halls are managed by the Youth and Lifelong Learning Foundation.
- There is a food court in the Komotini Student Halls, owned by the DUTH and operated by a private concessionaire.
- The Komotini Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.

c) Alexandroupoli

○ The University rents beds in local hotels of Alexandroupoli to cover the accommodation needs of students enrolled in the Departments based in the city.

d) Orestiada

○ The Orestiada Student Halls are located within the city of Orestiada. They are owned by the DUTH and have a capacity of 85 beds, covering the accommodation needs of students enrolled in the Departments based in the city. These Student Halls are managed by the DUTH.

e) Didymoteicho

○ The University rents beds in local hotels of Didymoteicho to cover the accommodation needs of students enrolled in the Departments based in the city.

f) Kavala

○ The Kavala Student Halls are located within the University Campus of Kavala and cover the accommodation needs of the students enrolled in the Departments based in Kavala and Drama. They comprise three (3) building complexes, Φ1, Φ2 and Φ3. The first complex (Φ1) has a capacity of 180 beds, the second (Φ2) 168 beds and the third (Φ3) 112 beds. In other words, the complexes have an overall capacity of 460 beds. These student halls are managed by the DUTH.

○ There is also a restaurant for student residents on the ground floor of building complex Φ2 of the Kavala Student Halls which services students in Kavala and is operated by a private concessionaire.

3. Infrastructure

a) Single- and/or double bedrooms as well as rooms for persons with disabilities are available at the Student Halls.

b) indicatively, the DUTH Student Halls have the following amenities:

- internet connection;
- central heating system;
- communal kitchens;
- laundries;
- daily cleaning of the communal areas and surrounding environment;
- security;
- post office;
- parking spaces;

c) individual rooms have the following indicative amenities: bed, mattress, bedside table, chair, wardrobe, desk, shelf, lamp, outlets, phone outlet, switches, internet socket, keys, curtains, fully equipped bathroom.

Article 3

Requirements for accommodation of students

1. Active under- and post-graduate students as well as doctoral candidates who have had their application and the relevant documentation approved shall qualify for free accommodation at the Student Halls in cities with a DUTH campus. The Student Halls may also be used by Visiting students or professors participating in student exchange programs in which the DUTH participates (e.g. Erasmus+) or other academic initiatives.
2. In case of suspension/termination of studies, the duration of the suspension/termination shall not count towards the maximum limit. In any event, suspension/termination of studies shall be certified by the Secretariat of the relevant Department.
3. The right to accommodation at the student halls shall be subject to consent to this Regulation in its entirety.
4. Before receiving accommodation, students or Visiting Professors must receive notification of the terms herein and shall sign:
 - a) An Agreement for Tenancy for the Student Halls or the contracting hotels, which shall expressly stipulate observance of the Student Halls Rules and Regulations of the Democritus University of Thrace (Annexes 1, 2, 3).
 - b) Solemn Declaration – Room equipment receipt report (Annex 5).
5. A further condition for accommodation is the submission of a Security Deposit worth EUR two hundred (200) for proper use of the room granted at the Student Hall or hotel. The above amount may change by Senate decision.
6. The Student Hall Regulation of the DUTH shall apply to all qualifying students enrolled at the DUTH as well as to visiting professors, invitee researchers and students of other Universities attending the DUTH as part of exchange programs or other academic initiatives in the course of which they are accommodated at the DUTH Student Halls.
7. Qualifying Doctoral Candidates at the EKTENEPOL complex in Xanthi shall pay their due monthly utility charges for the building complex in which they are accommodated to the DUTH Property Development and Management Company. The amount of the above charges shall be determined by decision of the BoD of the Company.

Article 4

Duration of accommodation at the DUTH Student Halls

1. Accommodation at the student halls shall have a duration of one academic year (from September to June). The duration may be extended in case the academic year is likewise extended, while it is suspended during the Christmas, New Year's, Easter and Summer Holidays. Specifically:
 - i. The annual academic duration for students qualifying for accommodation at the Student Halls shall be defined on the signing of the Agreement for Tenancy and shall expire after the end of the June examination period as defined each year in the academic calendar. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.
 - ii. The duration shall start no more than one week before the start of the September examination period depending on the capacity of the hall of residence and the city, and shall

expire upon conclusion of said period as defined each year in the academic calendar. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.

iii. As such, it is noted that students staying at the Student Halls (except for the EKTENEPOL in Xanthi) over the summer holidays shall vacate their rooms no later than one week after the end of the June examination period and shall return before the start of the September examination period.

iv. Students who wish to remain at their accommodations in the following academic year must submit a new application, which shall be examined independently from the previous application, after the announcement of the deadline for submission of applications.

v. At the end of the June examination period the Student Halls (except for the EKTENEPOL in Xanthi) shall be closed for a period defined in the academic calendar. During this period, tenants staying at the halls may leave their belongings in their rooms, accepting the following conditions:

a) access to the belongings shall not be possible while the Student Hall remains closed

b) the Student Halls and the University shall bear no liability for any potential thefts or damages to students' belongings.

vi. In extraordinary cases, tenants staying at the Student Halls may remain there throughout the holidays. Tenants making such a request shall submit a substantiated request-solemn declaration to the Student Halls Department (Annex 6) and sign a Solemn Declaration absolving the University of any liability for any potential incidents at the Student Halls over the holidays. A copy of the solemn declaration shall be forwarded by the Student Halls Department to the entrance and the competent Department of the Academic Affairs Directorate. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.

vii. For the leased rooms, the duration and expiry of the accommodation shall be defined by the agreements in force.

viii. Students who are expected to be absent from their accommodations for periods exceeding one (1) month shall deliver their room to the competent employee of the Student Halls or to the Kavala-Drama Department of Student Welfare, to enable temporary accommodation of another beneficiary upon a decision of the competent Housing Committee of each city. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.

2. The total duration of accommodation at the Student Halls may in no case exceed active (under- and post-graduate, doctoral candidate) students' years of study as further specified in the applicable legislation.

Article 5 Competent Bodies

1. **The Senate**, which shall address all significant issues pertaining to accommodation as well as issues connected with the institutional role of student services in general (including student halls). Relevant proposals shall be submitted to the Senate by the Student Welfare Council or the competent Vice-Rector for Student Affairs.

2. **The Student Welfare Council**, which is established as per Annex 22 of the DUTH Internal Rules and Regulations. The Student Welfare Council shall possess the following powers:

- implementing the present Student Halls Rules and Regulations (through the Department of Undergraduate Studies and Student Welfare and the other corresponding Departments and the Student Halls Departments in each city);
- identifying issues related to the accommodations and proposing solutions;
- making recommendations to upgrade the quality of the services provided by the Student Halls;
- making recommendations regarding the proper implementation of the relevant collective body decisions;
- imposing penalties on tenants staying at the student halls as per articles 17, 24, 30 herein who violate the provisions herein, upon a proposal by the Department of Undergraduate Studies and Student Welfare or of the competent Department in each city. In cases of severe violations of the terms of this Regulation, the DUTH Senate shall be a second-instance disciplinary body upon a proposal of the Student Welfare Council,
- recommending amendments, updates or supplementations of the DUTH Student Halls Rules and Regulations to the DUTH Senate.

3. A) **The Housing Committee** in each city with a DUTH campus shall possess the competence to address issues concerning student accommodations. The Committee is composed of:

- a) The Vice Rector for Academic, Student and Lifelong Learning Affairs (or the Vice-Rector responsible for Student Support regardless of title);
- b) The Head of the Academic Affairs Directorate (or the Directorate responsible for student services under the DUTH Regulation, regardless of title);
- c) The Head of the Department of Undergraduate Studies and Student Welfare or the corresponding Departments in each city;
- d) One student representative per each cycle of study -first, second and third- in each city. Representatives and their alternates shall be proposed by the Student Council.

B) The Head of the Department of Undergraduate Studies and Student Welfare or the corresponding Department in each city shall serve as the Secretary for the above committee.

C) The committee shall meet when called by the Chairperson or if called by at least two members. The committee shall be quorate when the number of attending members exceeds the number of absent members. The Secretaries shall propose the items of the agenda and record minutes. Decisions shall be recorded and certified at the subsequent meeting of the committee. Each committee member shall possess a personal vote. The Housing Committee shall decide by absolute majority of members attending. The Housing Committee in each city shall seek final approval from the Student Welfare Council.

D) The Housing Committee shall possess the following powers to propose and decide:

1. Evaluating and selection of students qualifying for accommodation.
2. Recommending improvements to the operation of the Student Halls to the Rector.
3. Committee members shall be entitled to access and inspect the rooms of students and others staying at the student halls after a relevant notification as well as throughout the Christmas, Easter and Summer holidays.

4. The competent Vice-Rector for Academic and Student Welfare Services may, upon timely notification (at least one month in advance), issue a decision making accommodations at the Student Halls available within the summer holiday period for participants in University (Summer School, accommodation of faculty members, etc.) and other initiatives if available. The above Vice-Rector may also issue a decision rejecting a relevant application for accommodation.

Article 6

Administrative Support for accommodation

1. Administrative support and services for issues of student accommodation at the DUTH shall be provided by the Academic Affairs Directorate, and more specifically by the Student Welfare Department of each city, which shall be entrusted with addressing any issues of student accommodation.
2. Concurrently, to more effectively organise accommodation and coordinate the necessary actions to address any issues that arise, the DUTH Senate shall appoint a Student Welfare Council and Housing Committee for each city.

Article 7

Administrative Support for the DUTH Student Halls

1. Regarding student halls belonging to and managed by the DUTH, each Department or Office or responsible employee of the Academic Affairs Directorate or the competent Directorate in each city regardless of title, shall be entrusted with the oversight of the keys to individual rooms and communal areas; preparing and making rooms available; distributing rooms among students; managing arrivals and departures; managing the financial obligations relating to the student halls of persons qualifying for accommodation (i.e. security deposits); operating the student post office; serving persons who qualify for accommodation; inspecting rooms; addressing any issues which may arise at the halls and generally managing and communicating with the technical service to maintain the Student Halls; maintaining a file documenting the above actions and works; and signing Agreements for Tenancy. Furthermore, the DUTH-PDMC shall be responsible for collecting any claims for damages.
2. Regarding student halls belonging to the DUTH and managed by the Youth and Lifelong Learning Foundation, the responsible supervisor of the Foundation shall be entrusted with the oversight of the keys to individual rooms and communal areas; preparing and making rooms available; distributing rooms among students; managing arrivals and departures; managing the financial obligations relating to the student halls of persons qualifying for accommodation (i.e. security deposits); operating the student post office; serving persons who qualify for accommodation; inspecting rooms; addressing any issues which may arise at the halls and generally managing and maintaining the Student Halls; maintaining a file documenting the above actions and works; and signing Agreements for Tenancy. Furthermore, the DUTH-PDMC shall be responsible for collecting any claims for damages after relevant communication with the Youth and Lifelong Learning Foundation.
3. The DUTH Property Development and Management Company shall have the financial management of the Student Halls meant to accommodate Doctoral Candidates at the

Departments of the School of Engineering (specifically at the EKTENEPOL in Xanthi). Utility charges and any damages shall be paid directly to the Company.

Article 8

Criteria for participation in the selection process

1. Students wishing to participate in the selection process and qualify for accommodation must meet the following criteria:

a) They must be active first-, second- or third-cycle students as further specified in the applicable legislation and, depending on room availability, must not be attending courses for a second degree in a cycle of study they have already completed and for which they have already received the corresponding degree.

b) Neither the student applying for accommodation nor his/her family must own or lease property or possess right of usufruct over property in the city in which the student's Department is based.

c) The parents of any student applying for accommodation must have their permanent residence outside the prefecture in which the student is currently enrolled.

Only by way of exception, if there is availability after the applications of all qualifying students have been addressed, accommodations may be provided:

i) To students enrolled and living in the same prefecture, under the condition that their parents do not have their permanent residence in the following Municipalities:

Xanthi: Municipality of Xanthi

Komotini: Municipality of Komotini and Municipality of Iasmos
Alexandroupoli: Municipality of Alexandroupoli

Orestiada: Municipality of Orestiada

Kavala: Municipality of Kavala

ii) By way of exception, students with a permanent residence in the Municipality in which they are enrolled may also be provided accommodation if it is demonstrated that there is no regular public transportation to said residence (e.g. isolated settlement not serviced or only serviced by occasional daily routes).

d) An audit must be performed on the income of both the student applying for accommodation and his/her family.

e) Applicants must possess certified social grounds for accommodation.

f) Students must submit their applications for accommodation together with all the necessary documentation strictly within the deadlines for each student category as defined by the competent Academic Affairs Directorate. Late applications shall not be processed. Applications with inadequate documentation -if the missing information is not submitted by the evaluation date at the latest- shall be considered late and shall not be processed. Furthermore, any information submitted after the conclusion of the evaluation process and the notification of results shall not be taken into consideration.

g) Applicants must not have been previously expelled from the Student Halls by relevant decision.

h) Applicants must not possess a degree from another tertiary education institute regardless of how they earned it (students enrolled in the University after qualifying examinations shall not be entitled to any benefits).

i) Applicants' annual family income as shown in the corresponding tax returns for the previous fiscal year issued by the competent Tax Office **must not exceed EUR forty-five thousand (45,000), subject to the reductions herein.** This financial limit for the submission of documentation shall be determined by the DUTH Senate and may be amended after a proposal by the Student Welfare Council.

Annual family income means the total taxable actual or notional annual income plus any income exempt from taxes or subject to special taxation from any source of the applicant, his/her parents and any minor siblings. In cases of married students, annual family income means the total taxable actual or notional annual income plus any income exempt from taxes or subject to special taxation from any source of the applicant, his/her spouse and any minor children.

Article 9

Accommodation quotas per student category

1. 5% of overall accommodation shall be allocated to Postgraduate Students enrolled in instituted Postgraduate Programs of the Departments of the Democritus University of Thrace, only if there is sufficient capacity and after approval by the Housing Committee.
2. 5% of overall accommodation in all cities except for Xanthi shall be allocated to Doctoral Candidates, only if there is sufficient capacity and after approval by the Housing Committee. A total of 23 doctoral candidates may be accommodated at the EKTENEPOL complex in Xanthi per academic year.
3. Accommodations shall be allocated to Erasmus students upon timely organisation for the subsequent academic year from mid-summer. Erasmus students in Xanthi shall be accommodated at the EKTENEPOL complex.
4. 2% of overall accommodation, which may increase depending on available capacity, shall be allocated to Students belonging to the Greek diaspora.
5. 2% of overall accommodation, which may increase depending on available capacity, shall be allocated to Foreign Students.
6. 2% of overall accommodation, which may increase depending on available capacity, shall be allocated to Foreign Scholars on grants from the Ministry of Education or other Ministries.

Article 10 Required documentation

A. Undergraduate Students shall submit the following through the special application.

1. A solemn declaration of accommodation to the special application, declaring that:
 - they and their minor siblings do not file tax statements
 - the address declared is both their and their parents' place of permanent residence

- they have been notified of the consequences of submitting untrue declarations or inaccurate, false or forged documentation
- the content of the submitted documentation is accurate
- they have been informed and consent to the Student Halls Rules and Regulations of the Democritus University of Thrace
- they have been informed regarding the Personal Data Protection Policy.

2. A tax return a) of the parents and b) of the student.

(Students who do not submit tax statements shall make a relevant declaration in the digital application as in par. 2 above).

3. A family status certificate issued (no more than six months previously) by the competent municipal or community authority.

4. Applicants who cite health reasons shall submit a decision of the Disability Certification Centre (KEPA) or the competent disability certification system specifying the disability percentage and valid on the date of submission of the application.

5. Applicants who have siblings enrolled in tertiary education in a different city to that in which their parents have their permanent residence must submit a certificate from the Educational Institution in which said sibling is enrolled as an active student in a first-cycle course of study at an H.E.I., Upper Ecclesiastical Academy, School of Pedagogical and Technological Education (ASPATE) or Advanced School of Tourism Education of the Ministry of Culture and Tourism as defined in the applicable legislation, if the sibling does not already hold an undergraduate, post-graduate or doctorate degree.

6. Applicants with siblings who are currently fulfilling their mandatory military service shall submit a relevant certificate.

7. Applicants belonging to multi-child families shall submit a certificate of the Supreme Confederation of Multi-Child Parents of Greece certifying this status, which must be valid on the date of submission of the application.

8. Applicants belonging to divorced families shall submit a relevant certificate or court decision certifying this status. Tax returns submitted by applicants must be of the parent who demonstrably possesses custody.

9. Applicants with unemployed parents shall submit a parent unemployment benefit certificate or a certificate of unemployment issued by the Public Employment Service (DYPA), which must be valid on the date of submission of the application.

10. All other social grounds shall be proven with the submission of a corresponding certificate issued by the competent public authority (e.g. single-parent household etc.).

B. Post-graduate Students and Doctoral Candidates shall submit the same documentation as undergraduate students as provided in this Regulation.

Doctoral Candidates at the Departments of the DUTH School of Engineering in Xanthi shall submit the following additional documentation:

- A certificate of their supervising Professor showing constant and continued attendance and drafting of their doctoral dissertation and

- An approval decision issued by the Assembly of their Department.

C. a). Similarly to the other categories of tenant at the student halls (academic and administrative staff, researchers, summer school participants etc.), Erasmus students shall pay

the amount for accommodation specified by decision of the DUTH Senate after a recommendation of the International Relations Department/Erasmus Office.

b). Erasmus Students shall submit the following documentation to the International Relations Department/Erasmus Office:

1. Application for accommodation; and
2. Application with the student's information.

The International Relations Department/Erasmus+ Office shall forward a document including the full information of the student, precise arrival dates and duration of stay to the competent Department of the Academic Affairs Directorate in each city, which shall perform the necessary actions to accommodate the student at the student halls.

c). Erasmus students in various cities (except Xanthi) shall pay €130 for a single room or €100 for a double room. The above amounts shall be determined by decision of the Senate. The amount shall be deposited into account number ALPHA BANK IBAN GR 0201408540854002001000047 or the one to be indicated by the DUTH-PDMC.

D. Individuals staying at the EKTENEPOL complex in Xanthi (Erasmus+ etc.) shall be governed by the provisions regarding tenants of the Special Rules and Regulations for the complex.

E. Students belonging to the Greek Diaspora shall submit the same documentation provided herein as domestic students, as well as a certificate showing their status issued by the local consular authority (Embassy or Consulate).

F. Foreign Students shall submit the following documentation:

1. A printed application.
2. A solemn declaration that they have been informed and consented to the Student Halls Rules and Regulations.
3. A (certified translation of a) copy of the tax return showing the family income or a certificate of the consular authority from the place of residence showing the overall family income.
4. A family status certificate or a document from the embassy or consulate showing the applicant's family status.
5. A certificate from the Secretariat of the Department at which the applicant is enrolled showing date and means of enrolment, Special Registration Number, and current academic year.
6. Photocopies of passport and residence permit.

Z. Foreign Scholars on grants from the Ministry of Education, Religious Affairs and Sports shall submit the following documentation:

1. A printed application.
2. A solemn declaration that they have been informed and consented to the Student Halls Rules and Regulations.
3. A Tax return showing the family income or a certificate issued by the competent fiscal authority of the place of origin.
4. A family status certificate or a document from the embassy or consulate showing the applicant's family status.
5. A certificate from the Secretariat of the Department at which the applicant is enrolled showing date and means of enrolment, Special Registration Number, and current academic year.

6. A scholarship certificate issued by the Ministry confirming the applicant as a scholar at the DUTH.
7. Photocopies of passport and residence permit.
- H. In case of uncertainty, the housing committee may request additional information when evaluating the applications of all categories of students.

Article 11

Documentation submission deadline and procedure

1. Applicants may submit the required documentation to qualify for accommodation within the deadline announced by the University each academic year for as many years as they are active students in accordance with the law.

APPLICATIONS shall be submitted electronically, through the DUTH's accommodation application submission information system. By way of exception and on extraordinary grounds, printed applications shall be accepted per city at the following Departments:

XANTHI: At the Department of Academic Affairs of Xanthi.

KOMOTINI: At the Department of Undergraduate Studies and Student Welfare.

ALEXANDROUPOLI: At the Department of Academic Affairs of Alexandroupoli.

ORESTIADA: At the office or to the competent officer of the Academic Affairs Directorate.

KAVALA: At the Student Welfare Department of Kavala-Drama

2. Applications may be submitted annually:

Applications may be submitted annually:

- a) By active students, from mid-March to mid-April of each year, following a relevant announcement with instructions posted on the official University website or in a special University announcement.
- b) By first-year students, on dates specified each year by the Ministry of Education, Religious Affairs and Sports for enrolment of students and in accordance with the relevant announcement with instructions posted on the official University website.
- c) Special categories (foreign students, members of the Greek diaspora, transfer students, athletes etc.) who enrol at later dates shall submit documentation for accommodation at their enrolment dates, as these are determined by the Ministry of Education, Religious Affairs and Sports. Said categories shall submit their applications following a relevant announcement with instructions posted on the official University website.
- d) Erasmus students shall submit an application for acceptance together with the appropriate documentation to the International Relations Department/Erasmus+ Office.
- e) Postgraduate students and doctoral candidates shall submit documentation following a relevant announcement with instructions posted on the official University website.
- f) The scientific coordinator or the International Relations Department/Erasmus+ Office shall submit applications for approval of accommodation for tenants in the guest rooms to the competent Departments of the Academic Affairs Directorate in each city.
- g) Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and tenants of the Special Rules and Regulations for the complex.

Article 12

Admission priority

The following categories shall be prioritised in the assignment of accommodations at the student halls without financial criteria restrictions:

- I. Orphaned students (aged 25 and below) who have lost both parents.
- II. Students with disabilities and students enrolled in the University as part of the special 5% category for those suffering severe health problems.

Article 13

Selection Process and Announcement of Results

1. The Housing Committee of each city shall evaluate applications in accordance with the socio-economic criteria. More specifically, it shall take into account:

1.1 The annual family income of each applicant. Annual family income means the total taxable actual or notional -where greater than the actual- annual income plus any income exempt from taxes or subject to special taxation from any source of the taxpayer, his/her spouse and any children considered family members. Family income does not include extraordinary one-off payments (lump-sum retirement benefit, severance pay, income from sale of real property). Unwed students over 25 years of age shall submit tax returns issued by the competent Tax Office showing only their own annual personal income and only this annual income shall be taken into account. Overall family income shall be taken into account only if said students do not have any annual income.

1.2 Subsequently, the number of family members of each applicant shall be taken into account. Family members include parents and children whom the parents are legally required to include in their tax statements.

1.3 The income per capita of each applicant is calculated based on the information above (family income and members), by dividing the overall family income by the number of family members.

1.4 This per capita income may be reduced on serious grounds by the following percentages in the following cases:

- a) By 10% for each family in which at least one member has certified disability of 67% or above.
- b) By 10% in the case of divorced or single-parent families.
- c) By 10% in the case of students who are parents.
- d) By 20% for orphaned applicants (25 years of age and below) who have lost one (1) parent.
- e) By 15% for each sibling who is an active student at another H.E.I. in Greece in a different region than their parents' permanent place of residence. Students enrolled after qualifying examination or to obtain an additional degree as well as students enrolled at military Academies or other Schools which provide accommodation do not fall under this category.
- f) By 10% for each brother fulfilling his mandatory unpaid military service.
- g) By up to 20%, according to an estimate by the Tax Authority, for victims of earthquakes or other natural disasters or for families suffering emergencies which severely impact family income. This shall also be the case when the primary source of income of the family (business,

livestock or crop capital) is impacted, on the condition that said impact is adequately demonstrated.

h) By 10% for parents experiencing unemployment within the year of application and up to the date of submission of the application. If both (2) parents are unemployed, their percentages shall be cumulative. In any event, unemployment shall be certified by a parent unemployment benefit certificate or certificate of unemployment issued by the Public Employment Service (formerly OAED), which must be valid on the date of submission of the application.

i) By 25% if the source of family income is salaried work. j) By 10% in cases of demonstrated multi-child families.

The respective percentages shall be cumulative if more than one of the above grounds for reduction of per capita income apply. In any event, the relevant reduction may not exceed 75% of actual income.

2. Certified social reasons include the following:

- Orphans with the loss of at least one parent.
- Divorced parents.
- Siblings enrolled in other HEIs.
- Brothers fulfilling their military service.
- Disability above 67%.
- Multi-child families.
- Unemployment.
- Serious health reasons (cancer, heart disease, leukaemia, kidney failure, deafness, blindness, disability, tetraplegia, mobility difficulties, etc.).
- Children of a single mother.

3. The Housing Committee shall evaluate the above information and draft a table depicting family income, calculated as per the above, in ascending order. In its final form, this table shall determine the priority for assignment of accommodations at the student halls.

4. The Housing Committee shall draft a separate table for categories of students enrolled in the University through means other than the nationwide examinations (members of the diaspora, foreigners etc.).

5. Foreigners or members of the diaspora who have enrolled in the university through the nationwide examinations shall be included in the first table and not in the separate table.

6. Applicants included in these tables shall be assigned accommodations corresponding to the number of rooms for each category. Applicants who are not assigned accommodations shall be runners-up in the order in which they are included in the table.

7. The Housing Committee shall announce the applicants qualifying for accommodation together with instructions for receiving their accommodations, taking into consideration the principles of personal data protection, before the end of each June.

8. The results and qualifying applicants belonging to the group of first-year students as well as of all other categories shall be announced immediately after the evaluation of the applications.

9. All results shall be posted on the main website of the Democritus University of Thrace www.duth.gr with relevant instructions for receiving the accommodations.

10. Appeals may be submitted within five (5) days of posting of the results on the central website of the University. Appeals shall be submitted together with the specific information

justifying them to the Housing Committee at the competent Department of the Academic Affairs Directorate for each city.

11. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and tenants of the Special Rules and Regulations for the complex.

CHAPTER A

STUDENT HALLS MANAGED DIRECTLY BY THE DUTH

Article 14

Student Halls managed directly by the DUTH

The DUTH owns and directly manages the following Student Halls:

a) In Orestiada

The student halls are located within the town of Orestiada. They are owned by the DUTH and have a capacity of 85 beds, covering the accommodation needs of students enrolled in the Departments based in the city.

b) In Xanthi

The area of the EKTENEPOL west of Xanthi is home to a building complex-student hostel comprising twelve (12) apartments, of which the eight (23 rooms/beds) are meant to accommodate doctoral candidates studying at the Departments of the DUTH School of Engineering in Xanthi. The remaining rooms are for guests (Erasmus students, Visiting professors etc.).

c) In Kavala

The student halls are located within the Kavala University Campus. They are owned by the DUTH and comprise 3 building complexes of an overall capacity of 460 beds. Ten (10) of the total available rooms are allocated for accommodation of Erasmus students, visitors etc.

Article 15

Room delivery and reception

1. The competent Department of the Academic Affairs Directorate or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website and undertake to assign the rooms to applicants who qualify for accommodation.

2. Applicants who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the Student Hall by showing their academic identity card.

3. Qualifying students who do not receive their rooms within the specified deadlines without informing the competent officer of the Academic Affairs Directorate in Orestiada, or the Student Service Department of Kavala-Drama in Kavala or the corresponding Department of Academic Affairs in Xanthi regarding their reasons for not receiving the room shall be

deemed to not intend to receive their room, which shall be assigned to the next student on the list.

4. Upon being registered as graduates in the system (regardless of graduation ceremony date), tenants shall lose the right of accommodation and are required to deliver their room to the Student Hall forthwith. By way of exception and depending on available capacity, students living far away may submit a written application to remain at their accommodations until the graduation ceremony, to be approved by the Housing Committee of their city.

5. Concurrently, students shall request the issuance of a certificate from the Office or the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Service Department in Kavala or, correspondingly, the Department of Academic Affairs in Xanthi, showing that the room was delivered in pristine condition and any financial obligations have been fulfilled. The room must be inspected by the service of the competent Department as described above, based on the list of delivered items, before any certificate may be issued and the student is permitted to deliver it. Any undue wear or loss shall be deducted from the amount of the Security Deposit; if the wear or loss exceeds the amount of the Deposit, the student shall be liable for the amount in excess.

6. Students transferring to other HEIs shall have the same requirement.

7. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and tenants of the Special Rules and Regulations for the complex.

Article 16

Rights and Obligations of Tenants at the Student Halls

1. All tenants staying in Student Halls shall observe the present Rules and Regulations and the DUTH Internal Rules and Regulations

2. Tenants must fulfil all their financial obligations.

3. Each tenant who receives a room for the first time shall sign an Agreement for Tenancy with the University -see Annex 1- for a duration of one year, which shall stipulate the observance of this Regulation, list the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room as well as to any communal areas of the rooms which are furnished with more than one (1) beds for the duration of his/her accommodation. Tenants accommodated at rooms with more than one (1) beds shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.

4. Upon signing the Agreement, the tenant shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.

The Security Deposits shall be kept by the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi. The Security Deposits for observance of the terms of accommodation shall be returned to tenants within a reasonable

period after departure, if the room has been delivered in good condition. Rooms shall be inspected by the competent officer of the Academic Affairs Directorate per city. Otherwise, any damages or losses of items, found by decision of the competent body of the University, shall result in the reasoned forfeiture of the Security Deposit, with compensation costs for said damages or losses withheld from the amount of the Deposit as per the above. The damages or losses shall be calculated by a three-member Committee established for this purpose by the competent University body; the Committee shall consist of the competent officer of the Academic Affairs Directorate and two officers of the Technical Services Directorate. If the cost of the damages exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess.

5. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited.

Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.

6. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 8) to the employees of the Student Halls Department and/or the competent Department of the Academic Affairs Directorate and must receive approval from the Housing Committee. Violators shall receive a citation. Tenants shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld from the Security Deposit or paid as additional compensation, if necessary.

7. Tenants may not exchange rooms. Rooms may be changed exclusively through the competent Department or, in the absence thereof, through the office or the competent officer of the Academic Affairs Directorate in Orestiada the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi or, in general, the competent Department regardless of title.

8. Tenants shall observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

9. Tenants shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the competent Office and, in the absence thereof, to the competent officer of the Academic Affairs Directorate in Orestiada the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi; in case of absence from the room for periods exceeding twenty (20) days, tenants shall deliver their room keys to the Office and, in the absence thereof, to the competent officer of the Academic Affairs Directorate in Orestiada the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi or, in general, the competent Department regardless of title.

10. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Students staying at the Student Halls without permission are in serious breach of this Regulation. Such an action constitutes a breach of the property rights of the DUTH as well as the rights of their fellow students. All appropriate steps shall be taken to remove said student and bring disciplinary proceedings for immediate

eviction. The tenant harbouring the above student without permission is also in serious breach of this Regulation.

11. Students planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.

12. Tenants shall be responsible for the cleanliness and orderliness of their rooms and the communal spaces. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, lifts, terraces).

13. Tenants shall be responsible for procuring cleaning supplies.

14. It is strictly prohibited to keep pets in the rooms and communal areas.

15. Changes to accommodations are prohibited; changes include removal or replacement of furniture, graffiti of any kind on the walls, hanging of photographs, posters or other printed media on the walls, hanging of frames, paintings or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the Student Halls etc.

16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

17. The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.

18. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

19. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

20. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.

21. In case of loss of keys, tenants shall notify the Office forthwith and, in the absence thereof, the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction.

22. Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.

23. Tenants shall observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

24. Tenants shall not endanger their own or others' physical integrity within the spaces of the Student Halls.

25. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.

26. Tenants shall inform the competent Department or Office of Academic Affairs or the competent officer of the Academic Affairs Directorate or the competent Department regardless of title in the following cases:

a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;

- b) in the event that suspicious individuals are seen within the spaces of the student halls;
- c) in the event of theft, harassment or other misconduct.

27. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:

- respect the diversity and uniqueness of their fellow tenants
- care for their daily personal hygiene and cleanliness
- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within the Student Halls and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- clean the dryer filters after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution
- not bring visitors into the student halls after 10 in the evening.

28. Before departure, tenants shall:

- Inform the competent Department, Office or employee to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Regulation.
- Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.

29. The competent Department, Office or employee of the Academic Affairs Directorate shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7, 15 and 16 of the Student Halls Rules and Regulations.

30. Tenants may leave specific items, such as suitcases or hand luggage, in the storage spaces of the Student Halls over the summer holidays, after delivering the keys to their rooms. On departure, tenants shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for destruction or recycling.

31. Tenants shall assist the competent Office or the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi during room inspections for specific purposes:

- Confirmation that the rooms are occupied by eligible students;
- documentation of issues which require maintenance or repair;
- confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
- in emergencies.

32. Facilitating the inspection by officers of the Technical Services Directorate and the Office or the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi by

inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.

33. Tenants shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.

34. Tenants may use the local internet connection for educational purposes, research and communication with the DUTH services

35. Tenants at the student halls may communicate with the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.

36. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and guests of the Special Rules and Regulations for the complex.

Article 17

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be removed from their accommodations at the Student Halls by decision of the Student Welfare Council, implemented by the competent employee of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi, in the following cases:

a) upon losing their capacity as full-time students for any reason; b) if they are found to be sub-letting or granting their accommodations to third parties;

c) if they are found to be accommodating third parties without Housing Committee approval;

d) if they keep pets in their rooms;

e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;

f) if their actions repeatedly disturb the other tenants; g) if they have submitted false information during the selection process;

h) if they have not submitted documentation for their accommodation;

i) if they are assigned a room but do not use it; j) if they do not fulfil their financial obligations

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the Student Halls when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the Student Halls on any of the above grounds shall be barred from submitting new applications for accommodation at the Student Halls.

5. Duplicates of keys shall be maintained by the competent personnel, which shall be entitled to perform unscheduled inspections.
6. In case serious issues arise between tenants or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation does not identify the offending party, the competent employee of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi may refer the issue to the Center for Psychological and Counseling Support of the DUTH in each city to investigate possible solutions to the issue before the permanent removal of the tenant from the Student Halls.
7. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and guests of the Special Rules and Regulations for the complex.

Article 18

Granting of Student Halls spaces for use

Educational, cultural, entertainment and other events may be held within the spaces of the Student Halls after a relevant application of the Tenant Association to the competent Department of the Academic Affairs Directorate in each city; the oral decision granting or rejecting the application shall be issued by the Head of the competent Student Welfare Department in each city, after notification to the Academic Affairs Directorate and the competent Vice-Rector of Academic Affairs and Student Welfare. The DUTH shall have no liability; the Association shall be exclusively responsible for the safety of approved events. At the conclusion of the above events, tenants shall ensure that the spaces and items therein are in the same condition in which they were made available. The Association shall be liable for any damages.

Article 19

Damage-complaint procedure

1. If an issue arises at Student Halls managed by DUTH concerning tenant accommodations (e.g. leaks, wear etc.), tenants shall send a relevant application to the DUTH help desk addressed to the Technical Service, requesting that the issue be solved
2. Furthermore, tenants who identify any specific issues or dysfunctions regarding accommodation at the student halls may submit their observations or complaints to the competent Department or Office or employee of the Academic Affairs Directorate or to the competent body regardless of title.

CHAPTER B

DUTH STUDENT HALLS MANAGED BY THE YOUTH AND LIFELONG LEARNING FOUNDATION (INEDIVIM)

Article 20

Student Halls managed by the DUTH Youth and Lifelong Learning Foundation (INEDIVIM)

Student Halls owned by the DUTH but managed by the Youth and Lifelong Learning Foundation are the following:

a) Xanthi

- The Xanthi Student Halls, located within the University Campus of Xanthi (3rd km of the Xanthi-Kimmeria national road). They comprise eight (8) building complexes with an overall capacity of 561 beds.
- A food court is planned for the Xanthi Student Halls, which will be owned by the DUTH and operated by a private concessionaire.
- The Xanthi Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.

b) Komotini

- The Komotini Student Halls are located in the University Campus of Komotini (4th km of the Komotini– Asomaton national road). They comprise five (5) building complexes with an overall capacity of 700 beds.
- There is a food court in the Komotini Student Halls, owned by the DUTH and operated by a private concessionaire.
- The Komotini Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.

Article 21

Management of DUTH Student Halls by the Youth and Lifelong Learning Foundation

The Youth and Lifelong Learning Foundation is exclusively responsible for the management, operation and coverage of the operational expenses of the DUTH Student Halls in Komotini and Xanthi. The DUTH and the Youth and Lifelong Learning Foundation cooperate to establish committees tasked with monitoring the performance of the catering, cleaning and security agreements concluded by the Youth and Lifelong Learning Foundation concerning the operation of the Student Halls and restaurants in the Komotini and Xanthi University Campuses. The Youth and Lifelong Learning Foundation shall be exclusively responsible for providing catering, maintenance and cleaning services, bolstering restaurant staff, and procuring foodstuffs, heating fuel, materials needed for maintenance and other items. All the above shall burden the budget of the Youth and Lifelong Learning Foundation. This is confirmed by the agreement concluded and signed between the DUTH and the Youth and Lifelong Learning Foundation.

Article 22

Room delivery and reception

1. The competent Department of the Academic Affairs Directorate or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website, notifying them to the competent employee of the

Student Halls-Youth and Lifelong Learning Foundation supervisor in each city, and undertake to assign the rooms to applicants who qualify for accommodation.

2. Applicants who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the Student Hall by showing their academic identity card. Rooms shall be assigned at random from those available.
3. Qualifying students who do not receive their rooms within the specified deadlines without informing the competent Department of the Academic Affairs Directorate or Office or competent employee regarding their reasons for not receiving the room shall be deemed to not intend to receive their room, which shall be assigned to the next student on the list.
4. Upon being registered as graduates in the system (regardless of graduation ceremony date), tenants shall lose the right of accommodation and are required to deliver their room to the Student Hall forthwith. By way of exception and depending on available capacity, students living far away may submit a written application to remain at their accommodations until the graduation ceremony, to be approved by the Housing Committee of their city.
5. As with the procedure before the graduation ceremony, a certificate of completion may only be granted after Departments have sent lists of students who have been declared graduates to the hall of residence overseer and received confirmation that said students have no outstanding obligations regarding the student halls. Certificates of completion shall not be granted to students with outstanding obligations until said obligations are fulfilled and the competent employee of the student halls has been notified. The room must be inspected by the service of the competent office as described above, based on the list of delivered items, before any certificate may be issued and the student is permitted to deliver it. Any undue wear or loss shall be deducted from the amount of the Security Deposit; if the wear or loss exceeds said amount, the student shall be liable for the amount in excess.
6. Students transferring to other HEIs shall have the same requirement.

Article 23

Rights and Obligations of tenants at the Student Halls

1. All tenants staying in Student Halls shall observe the present Rules and Regulations and the DUTH Internal Rules and Regulations
2. Tenants must fulfil all their financial obligations.
3. Each tenant shall sign an Agreement for Tenancy with the University -see Annex 2- for a duration of one year, which shall stipulate the observance of this Regulation, list the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room as well as to any communal areas of the rooms which are furnished with more than one (1) beds for the duration of his/her accommodation. Tenants accommodated at rooms with more than one (1) beds shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.
4. Upon signing the Agreement, the tenant shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two

hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.

The security deposits shall be managed by the designated employee-supervisor of the Youth and Lifelong Learning Foundation at the student halls in each city. The Security Deposits for observance of the terms of accommodation shall be returned to tenants within a reasonable period after departure, if the room has been delivered in good condition. The rooms shall be inspected by the designated employee-supervisor of the Youth and Lifelong Learning Foundation at the student halls in each city. Otherwise, any damages or losses of items, found by decision of the competent body of the DUTH, shall result in the reasoned forfeiture of the Security Deposit, with compensation costs for said damages or losses withheld from the amount of the Deposit as per the above. The damages or losses shall be calculated by a three-member Committee established for this purpose by the competent DUTH body; the Committee shall consist of the competent officer of the Student Halls Department, the Head of the competent Department of the Academic Affairs Directorate and one officer of the Technical Services Directorate. If the cost of the damages exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess.

5. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited.

Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.

6. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 8) to the competent Department of the Academic Affairs Directorate and must receive approval from the Housing Committee. Violators shall receive a citation. Tenants shall be responsible for the conduct of accommodated third parties; any damages caused by the latter shall be withheld from the Security Deposit.

7. Tenants may not exchange rooms. Room changes may only be made through the designated employee-supervisor of the Youth and Lifelong Learning Foundation at the student halls in each city.

8. Tenants shall observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

9. Tenants shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city. In case of absence from the room for periods exceeding twenty (20) days, tenants shall deliver their room keys to the above officer.

10. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Students staying at the Student Halls without permission are in serious breach of this Regulation. Such an action constitutes a breach of the property rights of the DUTH as well as the rights of their fellow students. All appropriate steps shall be taken to remove said student and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above student without permission is also in serious breach of this Regulation.

11. Students planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
12. Tenants shall be responsible for the cleanliness and orderliness of their rooms and the communal spaces. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, lifts, terraces).
13. Tenants shall be responsible for procuring cleaning supplies.
14. It is strictly prohibited to keep pets in the rooms and communal areas.
15. Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.
16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.
17. Smoking in Public areas is strictly prohibited.
18. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.
19. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
20. In case of loss of keys, tenants shall inform the competent student hall's officer-supervisor of the Youth and Lifelong Learning Foundation in each city forthwith. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction by the Student Welfare Council. Tenants shall bear the cost of duplicating replacement keys.
21. Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
22. Tenants shall observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
23. Tenants shall not endanger their own or others' physical integrity within the spaces of the Student Halls.
24. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.
25. Tenants shall inform the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city and the Academic Affairs Directorate or the competent Department regardless of title in the following cases:
 - a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;
 - b) in the event that suspicious individuals are seen within the spaces of the student halls;
 - c) in the event of theft, harassment or other misconduct.
26. Tenants shall assist the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city or the competent Department or Office or officer of the Academic Affairs Directorate during room inspections for specific purposes:
 - Confirmation that the rooms are occupied by eligible students.
 - Documentation of issues which require maintenance or repair.

- Confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms.
 - In emergencies.
27. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:
- Respect the diversity and uniqueness of their fellow tenants.
 - Care for their daily personal hygiene and cleanliness.
 - Ensure the cleanliness of their room and the communal areas.
 - Not discard toilet paper or other rubbish in the toilet.
 - Not smoke within the Student Halls and not discard cigarette butts anywhere inside or outside the buildings.
 - Wash utensils and cookware and clean the kitchen after each use.
 - Clean the dryer filters after each use.
 - Regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
 - Not bring visitors into the student halls after 10:00 in the evening.
23. Before departure, tenants shall:
- Inform the competent Department of the Academic Affairs Directorate to arrange an inspection of their room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Regulation.
 - Tenants shall ensure that the keys and/or magnetic entry keycards are returned to the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city. The cost of any non-returned keys shall be charged to the tenant.
24. The Department, Office or Employee of the Academic Affairs Directorate shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7, 22 and 23 of the Student Halls Rules and Regulations.
25. Tenants may leave one suitcase and one item of hand luggage in the storage spaces of the Student Halls over the summer holidays, after delivering the keys to their rooms. On departure, tenants shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.
26. Tenants shall also facilitate the inspection by employees of the Technical Services Directorate and the Department or Office or Employee of the Academic Affairs Directorate in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
27. Tenants shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
28. Tenants may use the local internet connection for educational purposes, research and communication with the DUTH services

29. Tenants at the student halls may communicate with the competent hall of residence officer-supervisor of the Youth and Lifelong Learning Foundation in each city and/or with the competent Department or Office or officer of the Academic Affairs Directorate to request information and report issues associated with their stay as well as any other issues that may arise. The Department shall be responsible for addressing issues forthwith or forwarding them to the competent services.

Article 24

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be evicted from their accommodations at the Student Halls by decision of the Student Welfare Council, implemented by the Student Halls Department, in the following cases:

- a) upon losing their capacity as full-time students for any reason;
 - b) if they are found to be sub-letting or granting their accommodations to third parties;
 - c) if they are found to be accommodating third parties without Housing Committee approval;
 - d) if they keep pets in their rooms;
 - e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;
 - f) if their actions repeatedly disturb the other tenants; g) if they have submitted false information during the selection process;
 - h) if they have not submitted documentation for their accommodation;
 - i) if they are assigned a room but do not use it; j) if they do not fulfil their financial obligations
- Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the Student Halls when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the Student Halls on any of the above grounds shall be barred from submitting new applications for accommodation at the Student Halls.

5. Duplicates of keys shall be maintained by the personnel of the Student Halls, which shall be entitled to perform unscheduled inspections.

6. In case serious issues arise between tenants or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation does not identify the offending party, the Student Halls Department may refer the issue to the Centre for Psychological and Counseling Support of the DUTH to investigate possible solutions to the issue before the permanent removal of the tenant from the Student Halls.

Article 25

Granting of Student Halls spaces for use

Educational, cultural, entertainment and other events may be held within the spaces of the Student Halls after a relevant application of the Tenant Association to the competent Department of the Academic Affairs Directorate in each city; the oral decision granting or rejecting the application shall be issued by the Head of the competent Student Welfare Department in each city, after notification to the Academic Affairs Directorate and the competent Vice-Rector of Academic Affairs and Student Welfare. The DUTH shall have no liability; the Association shall be exclusively responsible for the safety of approved events. At the conclusion of the above events, tenants shall ensure that the spaces and items therein are in the same condition in which they were made available. The Association shall be liable for any damages.

Article 26

Damage-complaint procedure

1. If an issue arises at Student Halls concerning tenant catering or accommodations (e.g. leaks, wear etc.), tenants shall go through a specific process to inform the competent employees and technicians and request that the issues be addressed. If necessary, the Youth and Lifelong Learning Foundation may be informed at a second stage in accordance with the relevant announcements.
2. If the issue is not addressed within a reasonable period or for reasons of force majeure (e.g. heater failure, extensive leaks etc.), tenants should not inform the University; instead, they contact the Supervisor appointed by the Youth and Lifelong Learning Foundation, who will inform the body of the issue.
3. The telephone numbers of all competent employees and technicians are posted at all entrances to the student halls in Komotini and Kimmeria, Xanthi to facilitate tenant communication.
4. Furthermore, tenants who identify any specific issues or dysfunctions regarding catering at the student restaurants located within the student halls or accommodation in general may submit their observations or complaints via electronic message to the competent Supervisor appointed by the Youth and Lifelong Learning Foundation, who will inform the body of the issue.

CHAPTER III LEASED ROOMS

Article 27

Leased Rooms

The University leases rooms in the following cities: a) Alexandroupoli

The University rents beds in local hotels of Alexandroupoli to cover the accommodation needs of students enrolled in the Departments based in the city.

b) Didymoteicho

The University rents beds in local hotels of Didymoteicho to cover the accommodation needs of students enrolled in the Departments based in the city.

c) In any other city, as necessary and depending on capacity.

The provisions of Chapter A of this Regulation shall apply to the Student Halls of Alexandroupoli upon their construction and entry into operation.

Article 28

Receiving and Delivery of rooms

1. The competent Department of the Academic Affairs Directorate or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website, and the competent Department or Office or employee of the Academic Affairs Directorate in each city or the competent Student Welfare Department as specified in the DUTH Regulation respectively shall undertake the assignment of rooms to applicants who qualify for accommodation.
2. Applicants who qualify or their duly authorised representatives shall receive the keys to their leased hotel rooms by showing their academic identity card, following a public lottery.
3. Qualifying students who do not receive their rooms within the specified deadlines without informing the competent Department of Academic Affairs of Alexandroupoli or the competent Office in Orestiada-Didymoteicho regarding their reasons for not receiving the room shall be deemed to not intend to receive their room, which shall be assignment to the next student on the list.
4. Upon being registered as graduates in the system (regardless of graduation ceremony date), students shall lose the right of accommodation and are required to deliver their room to the hotel forthwith. By way of exception and depending on available capacity, students living far away may submit a written application to remain at their accommodations until the graduation ceremony, to be approved by the Housing Committee of their city.
5. Concurrently, students should contact the Department of Academic Affairs of Alexandroupoli or the competent Office in Orestiada-Didymoteicho or other cities to receive a certificate showing proper delivery of the room in good condition and fulfilment of any financial obligations. The room must be inspected by the service of the above office as described above, based on the list of delivered items, before any certificate may be issued and the student is permitted to deliver it. Any undue damage, wear or loss shall be deducted from the amount of the Security Deposit. If the amount of the damage, wear or loss exceeds the amount of the security deposit, the student shall be liable for the amount in excess.
6. Students transferring to other HEIs shall have the same requirement.

Article 29

Rights and Obligations of tenants at the Student Halls

1. All tenants staying in Student Halls shall observe the present Rules and Regulations and the DUTH Internal Rules and Regulations

2. Tenants must fulfil all their financial obligations.
3. Each tenant shall sign an Agreement for Tenancy with the University -see Annex 3- for a duration of one year, which shall stipulate the observance of this Regulation, list the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room as well as to any communal areas of the rooms which are furnished with more than one (1) beds for the duration of his/her accommodation. Tenants accommodated at rooms with more than one (1) beds shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenants(s) assume said obligation by written declaration.
4. Upon signing the Agreement, the tenant shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.
The Security Deposits shall be kept by the competent Departments of the Academic Affairs Directorate. The Security Deposits for observance of the terms of accommodation shall be returned to tenants within a reasonable period after departure, if the room has been delivered in good condition. The rooms shall be inspected by the competent Departments of the Academic Affairs Directorate. Otherwise, any damages or losses of items, found by decision of the Rector's Council, shall result in the reasoned forfeiture of the Security Deposit, with compensation costs for said damages or losses withheld from the amount of the Deposit as per the above. The damages or losses shall be calculated by a three-member Committee established for this purpose by the competent body; the Committee shall consist of two employees from the competent Academic Affairs Directorate and one employee of the Technical Services Directorate. If the cost of the damages exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess.
5. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited.
Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.
6. Hosting any third parties is prohibited.
7. Tenants may not exchange rooms. Rooms may be changed exclusively through the competent Departments of the Academic Affairs Directorate.
8. Tenants shall observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
9. Tenants shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, tenants shall deliver their room keys to the competent Department of the Academic Affairs Directorate.
10. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Students staying at the hotel rooms without permission are in serious breach of this Regulation. Such an action constitutes a breach of the property rights of the DUTH as well as the rights of their fellow students. All appropriate steps

shall be taken to remove said student and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above student without permission is also in serious breach of this Regulation.

11. Students planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.

12. Tenants shall be responsible for the cleanliness and orderliness of their rooms and the communal spaces. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, lifts, terraces, as applicable).

13. Doctoral candidates shall be personally responsible for procuring cleaning supplies.

14. It is strictly prohibited to keep pets in the rooms and communal areas.

15. Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.

16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

17. In case of loss of keys, tenants shall inform the competent Department of the Academic Affairs Directorate forthwith. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction by the Student Welfare Council.

18. Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.

19. Smoking in Public areas is strictly prohibited.

20. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

21. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

22. Tenants shall observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

23. Tenants shall not endanger their own or others' physical integrity within the spaces of the Student Halls.

24. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited. Tenants shall inform the competent Department of the Academic Affairs Directorate or the competent Department regardless of title in the following cases:

a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;

b) in the event that suspicious individuals are seen within the spaces of the student halls;

c) in the event of theft, harassment or other misconduct.

25. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:

- respect the diversity and uniqueness of their fellow tenants
- care for their daily personal hygiene and cleanliness

- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within the Student Halls and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- clean the dryer filters after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution
- not bring visitors into the student halls after 10 in the evening.

26. Before departure, tenants shall:

- Inform the competent Department of the Academic Affairs Directorate to arrange an inspection of their room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Regulation.
- Ensure that the keys and/or magnetic entry keycards are returned to the competent Department, Office or employee. The cost of any non-returned keys shall be charged to the tenant.

27. The competent Department of the Academic Affairs Directorate shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7, 28 and 29 of the Student Halls Rules and Regulations.

28. Tenants may leave one suitcase and one item of hand luggage in the storage spaces of the Student Halls over the summer holidays, after delivering the keys to their rooms. On departure, tenants shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.

29. Tenants shall facilitate the competent Departments during room inspections for specific purposes:

- a) Confirmation that the rooms are occupied by eligible tenants; b) documentation of issues which require maintenance or repair;
- c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
- d) in emergencies.

30. Tenants shall also facilitate the inspection by employees of the Technical Services Directorate and the competent Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.

31. Tenants-counterparties shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.

32. Tenants may use the local internet connection for educational purposes, research and communication with the DUTH services.

33. Tenants at the student halls may contact the Student Halls Department for information, to report issues with their accommodations as well as regarding any other problems that may

arise. The Department shall be responsible for addressing issues forthwith or forwarding them to the competent services.

Article 30

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be removed from their accommodations by decision of the Student Welfare Council, implemented by the competent Department of the Academic Affairs Directorate in each city, in the following cases:

- a) upon losing their capacity as full-time students for any reason;
- b) if they are found to be sub-letting or granting their accommodations to third parties;
- c) if they are found to be accommodating third parties without Housing Committee approval;
- d) if they keep pets in their rooms;
- e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the hotels;
- f) if their actions repeatedly disturb the other tenants;
- g) if they have submitted false information during the selection process; h) if they have not submitted documentation for their accommodation;
- i) if they are assigned a room but do not use it; j) if they do not fulfil their financial obligations.

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the hotel rooms when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the hotel rooms on any of the above grounds shall be barred from submitting new applications for accommodation.

5. The competent employees shall perform an inspection of the room together with the hotel owner, attended by the tenant (or if he/she is unable to attend, without his/her attendance) to record any wear or damage caused during the tenant's stay before delivery of the room. The rooms may also be inspected at another time by decision of the Housing Committee. Those responsible for the student halls shall draft a document for each room documenting and accounting for any damages and connecting said damages to reasonable use or attributing them to the tenant. If there are any damages falling under the latter case, the document shall be notified to the tenant, who is obligated to pay the corresponding compensation. Failure to fulfil this obligation shall constitute grounds for removal from the Student Halls and inability to submit new applications for accommodation.

6. Duplicates of keys shall be maintained by the hotel personnel, which shall be entitled to perform unscheduled inspections.

7. In case serious issues arise between tenants or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the hotel rooms and an investigation does not identify the offending party, the competent Department of the Academic Affairs Directorate in each city may refer the issue to the Centre for Psychological and Counseling

Support of the DUTH in each city to investigate possible solutions to the issue before the permanent removal of the tenant from the room.

Article 31

Damage-complaint procedure

1. If an issue arises at the leased hotel rooms concerning tenant accommodations (e.g. leaks, wear etc.), tenants can contact the concessionaire as a first stage in the procedure.
2. Furthermore, tenants who identify any specific issues or dysfunctions regarding accommodation at the leased hotel rooms may submit their observations or complaints to the competent Department or Office or employee of the Academic Affairs Directorate or to the competent body regardless of title.

CHAPTER D

General Provisions

Article 32 Special provisions

This Regulation for the Operation of the Student Halls of DUTH shall be amended by the Senate after a proposal by the Student Welfare Council.

Article 33 Transitional provisions

Persons qualifying for accommodation at the Student Halls before the entry into force of this Regulation shall be entitled to remain at their accommodations through academic year 2023-2024 to the extent that such right is based on the previous Regulation; however, their stay at their accommodations shall be subject to the provisions hereof. All rights of accommodations based on previous Regulations shall cease to be valid upon the end of the September 2024 examination period.

Article 34

Entry into force of the Regulation

The provisions of this Regulation shall enter into force from the publication thereof in the Official Government Gazette.

ANNEXES

ANNEX 1. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL

ANNEX 2. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL MANAGED BY THE YOUTH AND LIFELONG LEARNING FOUNDATION

ANNEX 3. AGREEMENT FOR TENANCY AT A STUDENT HALL LEASED ROOM

ANNEX 4: AGREEMENT FOR TENANCY (IN ENGLISH)

ANNEX 5: SOLEMN DECLARATION – ROOM EQUIPMENT RECEIPT (accompanying Annexes 1 and 2)

ANNEX 6: DECLARATION OF STAY IN RESIDENCES DURING HOLIDAYS

ANNEX 7: REQUEST FOR A ROOM ASSIGNMENT ANNEX 8: REQUEST FOR GUEST ACCOMMODATION

ANNEX 1. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL



AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL

The Department, representing the Rector of the Democritus University of Thrace and.....

undergraduate/post-graduate student/doctoral candidate of the Department of

with Registration No. of the Democritus University of Thrace, Tax Identification No.of the Tax Office of, agree and mutually accept the following:

The Democritus University of Thrace owns the building complex of the Student Halls (hereinafter the "SH")in, which include student room under no., a single-bed/double-bed/triple-bed room comprising a main room and a WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no....., for the proper use of the room (date of deposit/.....

/.....).....which shall be returned upon departure of the party, upon a signed certificated of the Department confirming good condition of the room. The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the Student Halls Rules and Regulations and the respective amount shall be withheld from the Security Deposit. If the cost of replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages caused to the room during his/her stay.

2. The tenancy agreement takes effect, starting on/...../.....and ending at the conclusion of the examination period of academic year-.....

3. The second contracting party shall:
- Observe the Student Halls Rules and Regulations.
 - Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
 - Exercise the same due care in the use of the communal areas.
 - Changes to accommodations are prohibited; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls in a way that may cause damages, fouling and pollution of the rooms, furniture or communal spaces of the SH.

- More specifically, the second contracting party shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.

- Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.

ensure peaceful cohabitation in all spaces of the SH. More specifically, tenants shall:

- respect the diversity and uniqueness of their fellow tenants

- care for their daily personal hygiene and cleanliness

- ensure the cleanliness of their room and the communal areas

- not discard toilet paper or other rubbish in the toilet

- not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings

- wash utensils and cookware and clean the kitchen after each use

- clean the dryer filters after each use

- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.

- not bring visitors into the student halls after 10 in the evening.

- Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.

- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

- Notify the Student Halls Department in the event of personal illness or in the event that he/she receives information that another tenant is suffering from a contagious illness.

- The second contracting party shall not endanger his/her own or others' physical integrity within the spaces of the SH.

- Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.

- Use the local internet connection for educational purposes, research and communication with the DUTH services.

- Leasing or sub-letting of the rooms to third parties is prohibited. The relevant inspection shall be carried out by the competent Departments of the Academic Affairs Directorate. Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.

- Tenants may not exchange rooms.

- It is strictly prohibited to throw items from the windows.

- The use of electrical appliances (heating units etc.) in the rooms is strictly prohibited.

- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

- Any Tenant accommodated in a room with more than one (1) bed shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.

- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

- The tenant shall use his/her room for private accommodation. The granting of use or overnight hospitality exceeding three (3) days to any third party is prohibited.
- The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Student Halls Department as well as to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
- Tenants planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
- In case of loss of keys, the tenant shall inform the competent Student Halls Department forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction.
- The tenant shall facilitate the Student Halls Department during room inspections for specific purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) documentation of issues which require maintenance or repair;
 - c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - d) in emergencies.
- The tenant shall also facilitate the inspection by employees of the Technical Services Directorate and the Student Halls Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
- Before departure, the second contracting party shall:
 - Inform the SH Department to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
 - Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.
- The Student Halls Department shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the

tenant staying in the room to be inspected and as per the relevant provisions of articles 7 and 15 of the Student Halls Rules and Regulations.

- The second contracting party may leave one suitcase and one item of hand luggage in the storage spaces of the SH over the summer holidays, after delivering the keys to his/her room. On departure, the second contracting party shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.

- Tenants may only be issued their degrees upon issuance of a certificate showing fulfilment of all their obligations of any kind.

- The second contracting party has been fully informed regarding the Student Halls Rules and Regulations of the Democritus University of Thrace and has consented in full to its terms and provisions. The party shall fully and unerringly observe the provisions thereof. In case of breach of any of the clauses hereof, the provisions of article 16 of the Student Halls Rules and Regulations shall apply.

- A Solemn Declaration-Room equipment receipt is attached as an annex hereto.

- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES

(signatures)

THE EMPLOYEE OF THE ACADEMIC AFFAIRS DIRECTORATE

THE TENANT STUDENT...

**ANNEX 2. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL
MANAGED BY THE YOUTH AND LIFELONG LEARNING FOUNDATION**



**AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL MANAGED BY
THE YOUTH AND LIFELONG LEARNING FOUNDATION**

The employee representing the Rector of the Democritus University of Thrace and in the framework of the program agreement with the “Youth and Lifelong Learning Foundation under which the latter has assumed the management of the student halls, and undergraduate/post-graduate student/doctoral candidate of the Department with Registration Numberof the Democritus University of Thrace, with Tax Identification No.....of the Tax Office....., agree and mutually accept the following:

The Democritus University of Thrace owns the building complex housing the Student Halls (hereinafter the “SH”) in, **which are managed and operated by the Youth and Lifelong Learning Foundation**. These include student room under no., a single-bed/double-bed/triple-bed room comprising a main room and a WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations. The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today, on and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no....., for the proper use of the room (date of deposit/...../.....) to the Deposits and Loans Fund, which shall be returned upon departure of the party, upon a signed certificated of the Student Halls Department confirming good condition of the room. The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the Student Halls Rules and Regulations and the respective amount shall be withheld from the Security Deposit. If the cost of replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages caused to the room during his/her stay.
2. The tenancy agreement takes effect, starting/...../..... ending at the conclusion of the examination period of academic year 30/06/.....
3. The second contracting party shall:
 - Observe the Student Halls Rules and Regulations.
 - Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
 - Exercise the same due care in the use of the communal areas.
 - Changes to accommodations are prohibited; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls in a way that may cause damages, fouling and pollution of the rooms, furniture or communal spaces of the SH.

- More specifically, the second contracting party shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.
- Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.
- The second contracting party shall observe basic personal hygiene rules regarding himself/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:
 - respect the diversity and uniqueness of their fellow tenants
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings
 - wash utensils and cookware and clean the kitchen after each use
 - clean the dryer filters after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
- not bring visitors into the student halls after 10 in the evening.
- Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
- Notify the Student Halls Department in the event of personal illness or in the event that he/she receives information that another tenant is suffering from a contagious illness.
- The second contracting party shall not endanger his/her own or others' physical integrity within the spaces of the SH.
- Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.
- Use the local internet connection for educational purposes, research and communication with the DUTH services.
- Leasing or sub-letting of the rooms to third parties is prohibited. The relevant inspection shall be carried out by the competent Departments of the Academic Affairs Directorate. Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.
- Tenants may not exchange rooms.
- It is strictly prohibited to throw items from the windows.
- The use of electrical appliances (heating units etc.) in the rooms is strictly prohibited.
- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
- Any Tenant accommodated in a room with more than one (1) bed shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.

- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
- The tenant shall use his/her room for private accommodation. The granting of use or overnight hospitality exceeding three (3) days to any third party is prohibited.
- The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Student Halls Department as well as to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.

- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
- Tenants planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
- In case of loss of keys, the tenant shall inform the competent Student Halls Department forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- administrative eviction.
- The tenant shall facilitate the Student Halls Department during room inspections for specific purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) documentation of issues which require maintenance or repair;
 - c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - d) in emergencies.
- The tenant shall also facilitate the inspection by employees of the Technical Services Directorate and the Student Halls Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
- Before departure, the second contracting party shall:
 - Inform the SH Department to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the internal Rules and Regulations.
 - Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.
- The Student Halls Department shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the

tenant staying in the room to be inspected and as per the relevant provisions of articles 7 and 15 of the Student Halls Rules and Regulations.

- The second contracting party may leave one suitcase and one item of hand luggage in the storage spaces of the SH over the summer holidays, after delivering the keys to his/her room. On departure, the second contracting party shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.

- Tenants may only be issued their degrees upon issuance of a certificate showing fulfilment of all their obligations of any kind.

- The second contracting party has been fully informed regarding the Student Halls Rules and Regulations of the Democritus University of Thrace and has consented in full to its terms and provisions. The party shall fully and unerringly observe the provisions thereof. In case of breach of any of the clauses hereof, the provisions of article 23 of the Student Halls Rules and Regulations shall apply.

- A Solemn Declaration-Room equipment receipt is attached as an annex hereto.

- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES

(signatures)

The Employee

THE TENANT STUDENT

ANNEX 3. AGREEMENT FOR TENANCY AT A STUDENT HALL LEASED ROOM
AGREEMENT FOR TENANCY AT A STUDENT HALL LEASED ROOM



The Department of Academic Affairs of, representing the Rector of the Democritus University of Thrace, and an undergraduate/postgraduate student/doctoral candidate of the Department

with Registration No..... of the Democritus University of Thrace, Tax Identification No.of the Tax Office of, agree and mutually accept the following:

Following a public tender, the Democritus University of Thrace has leased rooms at the hotel under the name....., which include student room under no., a single-bed/double-bed/triple-bed room comprising a main room and a WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no., for the proper use of the room (date of deposit/...../.....) to the Deposits and Loans Fund, which shall be returned upon departure of the party, upon a signed certificated of the Student Halls Department confirming good condition of the room. The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the Student Halls Rules and Regulations and the respective amount shall be withheld from the Security Deposit. If the cost of replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages caused to the room during his/her stay. The tenancy agreement takes effect, starting/...../..... and ending at the conclusion of the examination period of academic year 30/06/.....

2. The second contracting party shall:

- Observe the Student Halls Rules and Regulations.
- Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
- Exercise the same due care in the use of the communal areas.
- Changes to accommodations are prohibited; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls in a way that may cause damages, fouling and pollution of the rooms, furniture or communal spaces of the SH.
- More specifically, the second contracting party shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.

- Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.
- The second contracting party shall observe basic personal hygiene rules regarding himself/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:
 - respect the diversity and uniqueness of their fellow tenants
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings
 - wash utensils and cookware and clean the kitchen after each use
 - clean the dryer filters after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
- not bring visitors into the student halls after 10 in the evening.
- Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
- Notify the Student Halls Department in the event of personal illness or in the event that he/she receives information that another tenant is suffering from a contagious illness.
- The second contracting party shall not endanger his/her own or others' physical integrity within the spaces of the SH.
- Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.
- Use the local internet connection for educational purposes, research and communication with the DUTH services.
- Leasing or sub-letting of the rooms to third parties is prohibited. The relevant inspection shall be carried out by the competent Departments of the Academic Affairs Directorate. Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.
- Tenants may not exchange rooms.
- It is strictly prohibited to throw items from the windows.
- The use of electrical appliances (heating units etc.) in the rooms is strictly prohibited.
- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
- Any Tenant accommodated in a room with more than one (1) bed shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.
- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

- The tenant shall use his/her room for private accommodation. The granting of use or overnight hospitality exceeding three (3) days to any third party is prohibited.
- The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Student Halls Department as well as to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
- Tenants planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
- In case of loss of keys, the tenant shall inform the competent Student Halls Department forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- The duplication and delivery of keys to third parties is expressly prohibited; any breach shall result in an administrative eviction.
- The tenant shall facilitate the Student Halls Department during room inspections for specific purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) documentation of issues which require maintenance or repair;
 - c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - d) in emergencies.
- The tenant shall also facilitate the inspection by employees of the Technical Services Directorate and the Student Halls Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
- Before departure, the second contracting party shall:
 - Inform the SH Department to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
 - Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.
- The Student Halls Department shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7 and 15 of the Student Halls Rules and Regulations.

- The second contracting party may leave one suitcase and one item of hand luggage in the storage spaces of the SH over the summer holidays, after delivering the keys to his/her room. On departure, the second contracting party shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.
- Tenants may only be issued their degrees upon issuance of a certificate showing fulfilment of all their obligations of any kind.
- The second contracting party has been fully informed regarding the Student Halls Rules and Regulations of the Democritus University of Thrace and has consented in full to its terms and provisions. The party shall fully and unerringly observe the provisions thereof. In case of breach of any of the clauses hereof, the provisions of article 29 of the Student Halls Rules and Regulations shall apply.
- A Solemn Declaration-Room equipment receipt is attached as an annex hereto.
- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES
(signatures)

THE EMPLOYEE OF THE ACADEMIC AFFAIRS DIRECTORATE

THE TENANT STUDENT

ANNEX 4: AGREEMENT FOR TENANCY (IN ENGLISH)



DEMOCRITUS UNIVERSITY OF THRACE

STUDENT HALLS

.....(Name)employee of the Department of Academic Affairs of *Xanthi, Komotini, etc.* representing the Rector of the Democritus University of Thrace (DUTH), thereafter **the lessor**

and(Name & Passport No)..... student/Professor of the Department of..... University, thereafter **the**

tenant enter into the following agreement:

The lessor lets the property described below (hereinafter referred to as '**the student accommodation**') to the tenant, who accepts it, under the conditions set out below:

1. The lessor lets the student accommodation with the number. hereinafter situated in the *Xanthi, Komotini, etc.* Student Halls.
2. The student accommodation comprises a bedroom, a shared kitchen, bathroom, and WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.
3. The tenant has submitted a deposit of (...) euros (date of deposit ... / ... / ...), which is the specified amount set by the Senate of DUTH.
4. The tenancy agreement takes effect on/...../.....and ends on .../.../ of the academic yearThis tenancy is for the named tenant only. The tenant will not sublet the Accommodation or allow anyone else to use it for residential purposes.
5. The student accommodation, currently in good condition with all facilities functioning, is being let by the lessor to the tenant under the following terms and conditions. The tenant agrees to:
 - abide by the DUTH Student Halls Rules and Regulations.
 - abide by the DUTH Internal Rules and Regulations.
 - exercise due care in the use of facilities, accommodation, and/or common parts to keep them clean and tidy, maintaining the decorations, fittings, and furnishings of the accommodation, including doors and shared facilities. Costs arising from any wilful or negligent damage or defacement of DUTH property will be charged in full to the responsible tenant.
 - keep the accommodation clean and tidy and contribute to the housekeeping of the shared/common areas.
 - take care for shared areas and facilities (kitchens, laundries, refrigerators, lifts, terraces, and surrounding areas). The cost to repair damages in the common areas is shared between the tenants, unless one of them takes written responsibility and pays for the repair/restoration.
 - not to remove furniture or equipment from the accommodation, shared facilities or communal areas.
 - not to cause any damage to the walls (e.g., by hanging posters, hangers, etc.).

- to promptly report to the Student Hall Supervisor any damage to the accommodation, shared facilities or communal areas, including damage to furniture and equipment.
- not to allow any animal(s) (cats, dogs, rabbits, etc.)
- not to cause or permit any blockage to drains and pipes, gutters and channels in or about the accommodation. Common causes of blockages for which the tenant would be responsible would include putting fat down the sink, failure to remove hair from plugholes and flushing inappropriate material (wipes, sanitary towels) down the toilet.
- to follow the non-smoking rules of the student Hall. The tenant is also responsible for ensuring that visitors uphold this rule. The non-smoking rule applies to all areas. Smoking by windowsills or on the balconies is not permitted. Using e-cigarettes is not permitted indoors. A violation to this rule will be seen as a breach of contract.
- not to keep or use illegal drugs on the accommodation or inside the student hall. A violation to this rule leads to immediate eviction.
- abide by the basic rules of personal hygiene.
- to dispose of all garbage in the municipal waste bins daily.
- to supply cleaning products required for the housekeeping, in case of staying for more than ten (10) days.
- to ensure that shared areas should be cleaned at least once a week.
- to ensure that the refrigerator as well as shared cupboards are kept clean and tidy.
- that shower, toilets, main entrances and shared kitchens must be cleaned at least once a week.
- respect other tenants right to work and sleep undisturbed and maintain peace and order after 10.00 pm Sunday until Thursday, and after 12.00 midnight Friday and Saturday up until 08.00 am in the morning. This applies for the accommodation and the Student Hall as a whole. The tenant is also responsible for the conduct of his/her visitors.
- to not bring visitors to the student hall after 10:00 pm.
- to use the internet for educational purposes, research and communication.
- to not throw anything from the windows of the accommodation (water, food, etc.).
- to place sleds, bicycles etc. in the assigned space and not inside the residential common area.
- have overnight visitors for up to 3 nights. The tenant must be present during the visit. The name of the visitor must be reported to the Housing Committee. The tenant is also responsible for the conduct of his/her visitor who has to abide by the Rules and Regulations of the Student Hall.
- to notify in writing the ... (Xanthi, Komotini, etc.) Academic Affairs Directorate in the case of absence from the Student Hall for a period longer than fifteen (15) days. In the case of absence for a period longer than twenty (20) days, the tenant will return the keys to the Academic Affairs Directorate.
- to notify promptly the Academic Affairs Directorate of ... (Xanthi, Komotini, etc.) in the case of loss of the keys. The tenant will be charged with the cost of replacement.
- to not copy or hand over keys to other persons.
- to notify promptly the Academic Affairs Directorate of ... (Xanthi, etc.) in case of illness especially of contagious.
- to report to the Supervisor the presence of suspicious person(s) in the Student Hall.
- to implement the safety instructions relating the building facilities in case of natural disasters (earthquake, flood, fire, etc.). The use of any electrical devices not included in the room (heaters, microwave ovens, etc.) or other equipment that can cause a fire (candles, gas lighters, etc.) is strictly prohibited. The DUTH will treat any action that endangers tenants (such as possession of fireworks, lighting a fire, climbing to the top, etc.) with the utmost severity. All cases of misconduct that endanger safety will result in action under the Disciplinary Procedures of the DUTH Internal Rules and Regulations.

-to give access to the Housing Committee (one member of staff of the Academic Affairs Directorate and one of the Technical Projects Directorate) at least four times (4) per year at reasonable times of the day on reasonable prior notice for the following purposes:

- Inspect the student accommodation
- Confirm that the student accommodation is occupied by the eligible tenant
- Check for damages or maintenance and repair needs,
- Confirm that objects or illegal substances threatening the safety and health of the tenants are not used in the student accommodation,
- Address any other matters deemed necessary by the Supervisor of the Student Hall or the Department of Academic Affairs.
- In case of an emergency, access is granted at any time without prior notice.
- To give access to authorised cleaning and technical crews for repairs.
- Tenants are expected to respect each other and to promote the well-being of the community. The following behaviours are expressly forbidden:
 - Violent, indecent, threatening, intimidating or other offensive behaviour or language whether expressed orally or in writing (including emails).
 - Theft including minor pilfering of e.g. food items.
 - Sexual, racial or any other form of harassment, including bullying of any student or member of staff of DUTH, or any visitor of the University.
 - Lewd or sexually inappropriate behaviour.
 - Other behaviour that may cause danger or distress.

6. The tenant undertakes to return the student accommodation upon termination of the tenancy agreement in the same condition as it was at the start of the tenancy agreement. In the event of any damage or loss occurring within the student accommodation or shared areas, exceeding normal wear and tear resulting from appropriate use, the tenant shall be responsible for covering the costs associated with repair, compensation, or replacement. These charges will be applied in accordance with the Rules and Regulations of the DUTH Student Halls.

7. Failure to comply will result in the issuance of an administrative eviction. Having a tenant's guest stay in the Student Hall without proper authorisation constitutes a serious breach of the Internal Rules and Regulations of the Student Residences. This action infringes upon the proprietary rights of the DUTH and the rights of fellow tenants. The expulsion of the tenant's guest will be carried out using appropriate measures, with the tenant sharing equal responsibility for this violation.

8. At the end of the tenancy:

- The tenant is required to return keys and/or cards to the Supervisor of the Student Hall. Failure to do so will result in incurring the corresponding cost.
- The staff of the Academic Affairs Department and/or the Supervisor of the Student Hall will inspect the accommodation. If there is wear, loss, or damage beyond normal use, the tenant will be charged accordingly.
- The tenant must retrieve all personal belongings. If the belongings are not claimed after notification, they will be donated to charity or recycled.

9. For any information, accommodation problems, and other issues, individuals may contact in the Academic Affairs Directorate of ... (Xanthi, Komotini, etc.)..... is responsible for resolving problems directly or by referring to the relevant services.

10. The tenant has acquired comprehensive knowledge and is required to fully adhere to the Rules and Regulations of the Student Hall in ... (Xanthi, Komotini, etc.) of the Democritus University of Thrace, as well as the conditions outlined herein.

11. Any breach of the terms stipulated in this agreement is subject to the sanctions outlined in Article 14 of the Rules and Regulations of the Student Halls of DUTH.

12. These terms have been mutually agreed upon, acknowledged, and co-accepted by both contracting parties. In confirmation of this agreement, it has been drafted, signed, and two

(2) identical originals have been produced, with each party receiving one.

(Signatures)

The Lessor

The Tenant

ANNEX 5: Solemn Declaration - Room Equipment Receipt



SOLEMN DECLARATION

(article 8 L. 1599/1986)

The accuracy of the information submitted with this application can be verified based on the records of other authorities (article 8 par. 4, Law 1599/1986)

To ⁽¹⁾ :					
Name:		Last Name:			
Father's First and Last Name:					
Mother's First and Last Name:					
Date of birth ⁽²⁾ :					
Place of Birth:					
ID Number:		Place of Residence:			
Street:		No:		ZIP:	
Mobile phone		Email Address:			

On my personal responsibility and knowing the sanctions⁽³⁾ set in the provisions of paragraph 6 of Article 22 of Law 1599/1986, I declare that:

.....

.....

.....

.....

(4)

Date:20.....

Signer
(Signature)

(1) Filled in by the applicant of the Authority or Organisation of the public sector that this application is sent to. .

(2) Written in full.

(3) Whoever knowingly states false facts or denies or conceals the true facts with a written solemn declaration of Article 8 shall be punished with imprisonment of at least three months. If the person responsible for these acts intended to obtain pecuniary advantage harming others or intended to harm others, is punishable by imprisonment of up to 10 years.

(4) In case of insufficient space, the declaration may continue at the back side and is signed by the applicant.

Text of the Solemn Declaration -Room equipment receipt for use either in a printed solemn declaration or in an electronic declaration issued through gov.gr

I have received today, in good condition, room number in apartment of the Student Hall of the Democritus University of Thrace. I further declare that I have received the following items and that I will be responsible for the cost of repair, compensation, or replacement for any damage, loss, or theft of these items, the room, or the common areas during my stay or upon delivery of the room at the end of the academic year [Academic Year].....

1. ONE (1) BED
2. ONE (1) MATTRESS
3. ONE (1) BEDSIDE TABLE
4. ONE (1) DESK
5. ONE (1) DESK DRAWER UNIT
6. ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7. ONE (1) POLYPROPYLENE CHAIR FOR DESK
8. ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9. ONE (1) FOUR-LEAF WARDROBE
10. OUTLETS
11. ONE (1) TELEVISION OUTLET
12. SWITCHES
13. ONE (1) TELEPHONE-INTERNET SOCKET
14. KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15. STORAGE UNIT

Text for the Declaration - Room Equipment Receipt Protocol to be used

hereby declare that I have received today, in good condition, room number [Room Number] in apartment [Apartment Number] of the Student Residence [Residence Name] of Democritus University of Thrace.

I further declare that I have received the following items and that I will be responsible for the cost of repair, compensation, or replacement for any damage, loss, or theft of these items, the room, or the common areas during my stay or upon delivery of the room at the end of the academic year [Academic Year]:

1. ONE (1) BED
2. ONE (1) MATTRESS
3. ONE (1) BEDSIDE TABLE
4. ONE (1) DESK
5. ONE (1) DESK DRAWER UNIT
6. ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7. ONE (1) POLYPROPYLENE CHAIR FOR DESK
8. ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9. ONE (1) FOUR-LEAF WARDROBE
10. OUTLETS
11. ONE (1) TELEVISION OUTLET
12. SWITCHES
13. ONE (1) TELEPHONE-INTERNET SOCKET
14. KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15. STORAGE UNIT

ANNEX 6: Declaration of Stay in Residences During Holidays



SOLEMN DECLARATION

(article 8 L. 1599/1986)

The accuracy of the information submitted with this application can be verified based on the records of other authorities (article 8 par. 4, Law 1599/1986)

To ⁽¹⁾ :							
Name:				Last Name:			
Father's First and Last Name:							
Mother's First and Last Name:							
Date of birth ⁽²⁾ :							
Place of Birth:							
ID Number:			Place of Residence:				
Street:			No:		ZIP:		
Mobile phone			Email Address:				

On my personal responsibility and knowing the sanctions⁽³⁾ set in the provisions of paragraph 6 of Article 22 of Law 1599/ I declare that:

.....
.....
.....
.....
.....

(4)

Date:20.....

Signer
(Signature)

(1) Filled in by the applicant of the Authority or Organisation of the public sector that this application is sent to.

(2) Written in full.

(3) Whoever knowingly states false facts or denies or conceals the true facts with a written solemn declaration of Article 8 shall be punished with imprisonment of at least three months. If the person responsible for these acts intended to obtain pecuniary advantage harming others or intended to harm others, is punishable by imprisonment of up to 10 years.

(4) In case of insufficient space, the declaration may continue at the back side and is signed by the applicant.

Text of the declaration of stay at the student halls over the holidays for use either in a printed solemn declaration or in an electronic declaration issued through gov.gr

I hereby declare that I am an eligible tenant of room number in building of the Student Halls I wish to remain in the same room during the period (summer, Christmas, Easter holidays) being solely responsible for my living conditions, hygiene, and safety during this time. The University will not be liable for anything that happens in the student halls during the holidays. The reasons why I am staying in the student halls during the summer holidays at my own responsibility are as follows:.....

Text for the Declaration

..hereby declare that I am an eligible resident of room number [Room Number] in building [Building Number] of the Student Residence [Residence Name].

I wish to remain in the same room during the period [Start Date] to [End Date] (summer vacation, Christmas break, or Easter break).

I understand that I will be solely responsible for my living conditions, hygiene, and safety during this time.

The University will not be liable for anything that happens in the student residences during the holidays.

The reasons why I am staying in the student residences during the holidays at my own expense are as follows:

[Provide a brief explanation of your reasons for staying in the residences during the holidays]

I have read and understood this Declaration of Stay and agree to its terms.

ANNEX 7: REQUEST FOR ROOM ASSIGNMENT (in Greek and English)

REQUEST	
Room Assignment	To
Last Name _____	The Department
First Name: _____	of the Democritus University of Thrace
Father's Name: _____	I am writing to request your approval for my accommodation in room number of building in the student halls or in rented rooms in the city of for the academic year I understand that I have been deemed eligible for accommodation following the evaluation of my application.
Mother's Name: _____	
Student of the Department: _____	
Student Registry Number: _____	
Place/Year of Birth: _____	
Address: _____	
Postal Code: _____	THE APPLICANT
ID Number: _____(Signature)
Tax Identification Number: _____/...../20....
Tel: _____	
Tel (mobile): _____	
Tel (parent's mobile): _____	
email: _____	

REQUEST

Room assignment

Surname:

First Name:

Father's Name:

Mother's Name:

Student of the Department:

Place/Year of Birth:

Address:

Postal Code:

ID Number:

Tax Identification Number:

Tel:

Tel (mobile)

email:

Date:

To

the Department of _____

I am writing to request your approval for my accommodation in room number of building in the student residences or in rented rooms in the city of for the academic year 20...-20.....

I understand that I have been deemed eligible for accommodation following the evaluation of my application.

I kindly request your approval to confirm my accommodation arrangements for the upcoming academic year.

Thank you for your time and consideration.

[Student's Full Name].

[Signature]

ANNEX 8: REQUEST FOR GUEST ACCOMMODATION (in Greek and English)

REQUEST

For Guest Accommodation

Last Name

First Name:

Father's Name:

Mother's Name:

Student of the Department:

Student Registry Number:

Place/Year of Birth:

Address:

Postal Code:

ID Number:

Tax Identification Number:

Tel:

Tel (mobile):

Tel (parent's mobile):

email:

Date:

To

the housing committee

of the Democritus University of Thrace

I hereby request authorisation to host a guest in my assigned room, number in building in the student halls or rented rooms in the city of I am an authorised tenant of this room. My guest's name is

I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit and I will be liable for any costs in excess.

THE APPLICANT

.....(Signature)

...../...../20....

REQUEST

For guest accommodation

Surname:

First Name:

Father's Name:

Mother's Name:

Student of the Department:

Place/Year of Birth:

Address:

Postal Code:

ID Number:

Tax Identification Number:

Tel:

Tel (mobile)

email:

Date:

To

The student halls committee

Xanthi

I hereby request authorisation to host a guest in my assigned room, [Room Number], in the [Apartment Number] apartment at the EKTENEPOL Student Dormitories in Xanthi. I am an authorised resident of this room.

My guest's name is [Guest's Full Name]. He/She will be staying for [Number] days, from [Start Date] to [End Date].

I understand that I am solely responsible for my guest's behavior and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

I have read and understood the dormitory's guest policy and agree to abide by all its rules and regulations.

Thank you for considering my request.

[Guest's Full Name].

[Signature]

2. Special Rules and Regulations for the EKTENEPOL Xanthi guest houses for Doctoral Candidates.

Article 1

Purpose - General Principles

1. The Regulation determines the special framework of operation for the privately owned guest house of the EKTENEPOL building complex of Xanthi. The complex is owned by the Democritus University of Thrace and is meant to accommodate doctoral candidates. It is a specialisation of the DUTH Student Halls Rules and Regulations in issues concerning the organisation and operation of the above guest house.
2. Pursuant to Democritus University of Thrace Rector's Council decisions no. 9/152/16-12-2022 and 23/133/806-2022, the EKTENEPOL building complex in Xanthi shall accommodate qualifying students in the third cycle of studies, i.e. doctoral candidates, depending on economic and social criteria. This is meant to support the efforts of students dealing with various issues to complete their studies and produce scientific work.
3. The overall operation as well as all decisions pertaining to the EKTENEPOL Xanthi guest house for doctoral candidates shall be in accordance with this Regulation. The regulation encompasses the following principles: a) the effective support for the academic work conducted at the DUTH; b) the fair distribution of accommodation privileges among students; c) the provision of a quiet, organised environment for tenants; d) the protection of guest house property to enable longevity and use by students going forward.
4. Accommodation privileges shall be granted for the purposes of strengthening the academic, i.e. teaching and research, purposes of the University, offering doctoral candidates the opportunity to dedicate themselves to their duties and mitigate any economic difficulties they may face.
5. By accepting accommodation at the guest house, doctoral candidates unreservedly accept the terms and clauses of the Internal Rules and Regulations of the Democritus University of Thrace, the Student Halls Rules and Regulations and especially these Special Rules and Regulations for the EKTENEPOL Xanthi guest house for doctoral candidates after their enrolment at the University and upon signing an Agreement for Tenancy.
6. The sensitive personal data (financial data, family and social status, medical records) of students applying for accommodation and their family members which are included in the documentation submitted as part of the application shall be stored at the competent Department of Academic Affairs of Xanthi or at the competent department regardless of title and used exclusively to evaluate students' applications. The members of the competent Committees as well as the personnel of the above Department in Xanthi who may access the corresponding data shall process said data with discretion and ensure their protection. Any disclosure of the data to third parties is expressly prohibited. The evaluation lists of doctoral applicants and the minutes of meetings to evaluate applications and appeals which refer to sensitive personal data shall be

published in the interests of transparency. Said lists shall be drafted in observance of the provisions of Laws 4624/2019 (Government Gazette, Series I, No) and 2472/1997 (Government Gazette, Series I, No 50), as in force from time to time, to protect the identities of the interested parties.

Article 2

Description of Structures and Infrastructure of the EKTENEPOL Xanthi guest house

1. Structures

The EKTENEPOL guest house in Xanthi is privately owned by the Democritus University of Thrace. In particular, the area of the EKTENEPOL west of the city is home to a building complex-student hostel with apartments meant to accommodate Doctoral Candidates studying at the Departments of the DUTH School of Engineering in Xanthi.

MORE SPECIFICALLY:

A total of twenty-three (23) doctoral candidates may be accommodated on the ground and 1st floors of the building complex. Specifically: The ground floor comprises four (4) apartments, three (3) of which have three (3) rooms each and one (1) of which has two (2) rooms, i.e. eleven rooms in total. The first floor comprises four (4) apartments which have three (3) rooms each, i.e. twelve rooms in total.

2. Infrastructure

a) The EKTENEPOL Xanthi doctoral candidate guest house of the DUTH possesses the following amenities:

- internet connection;
- central (oil) heating system;
- communal electric stoves (one per apartment);
- communal washing machines (one per apartment);
- communal refrigerators/freezers (one per apartment);
- cleaning service for the communal areas and surrounding environment;
- entryphone;
- security;
- mailboxes;
- parking spaces.

b) rooms are furnished with the following:

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK
5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS

7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

c) apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS- GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

Article 3

Requirements for accommodation of doctoral candidates

1. Active doctoral candidates who have had their application and the relevant documentation approved shall qualify for accommodation at the EKTENEPOL guest house in Xanthi.
2. In case of suspension/termination of the doctoral candidate's studies, the duration of the suspension/termination shall not count towards the maximum limit. In any event, suspension/termination of studies shall be certified by the Secretariat of the relevant Department.
3. The right to accommodation at the Student Halls shall be subject to consent to the present Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University in their entirety.
4. Before receiving accommodation, students must receive notification of the terms of these Rules and Regulations, the Student Halls Rules and Regulations and the Internal Rules and Regulations of the University and shall sign:
 - An Agreement for Tenancy (Annex 1), which shall expressly stipulate observance of these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University.
 - Solemn Declaration – Room equipment receipt report (Annex 2).
5. A further condition for accommodation is the submission of a Deposit worth EUR two hundred (200) for proper use of the room granted at the EKTENEPOL Xanthi guest house. The above amount may change by Senate decision.
6. Doctoral candidates shall not be obligated to pay rent for their accommodations; however, they shall pay their monthly utility charges to the DUTH Property Development and Management Company. The amount of the above charges shall be determined by decision of the BoD of the Company. The above charges may concern the cleaning of communal and other spaces, maintenance or security costs etc.
7. It is noted that in case of late payment of the above charges, the DUTH Property Development and Management Company shall notify the doctoral candidate and request payment within one (1) month. After the expiry of this period without payment of the charges, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority). The DUTH-PDMC shall also notify the Department of Academic Affairs of Xanthi, which shall carry out the actions stipulated in article 14 hereof.
8. The University shall bear no liability for any potential thefts or damages to the rooms of the EKTENEPOL building complex.

Article 4

Duration of accommodation at the DUTH doctoral candidate guest house

Doctoral candidates may remain in their assigned rooms for a duration not exceeding three (3) academic years to complete their doctoral dissertation. Doctoral candidates may stay for the entire academic year (from 1 September through the 31st of August), without pauses for the Christmas, New Year's, Easter and summer holidays. More specifically, eligible doctoral candidates may remain at the guest houses for the following annual duration:

- i. Starting **1 September** or upon the signing of the Agreement for Tenancy and expiring on 31 August of that academic year.

ii. Any doctoral candidates who wish to remain at their accommodations in the following in the following academic year must submit a new application, which shall be examined independently from the previous application.

Article 5

Competent Bodies

1. The competent bodies are:

a) The Senate, which shall address all significant issues pertaining to accommodation as well as issues connected with the institutional role of student services in general (including accommodation). Relevant proposals shall be submitted to the Senate by the Student Welfare Council or the competent Vice-Rector for Student Affairs.

b) The Student Welfare Council.

i. The Student Welfare Council, appointed as per the relevant Regulation:

ii. The Student Welfare Council shall possess the following powers:

- implementing this Regulation and the Student Halls/Guest house Regulation of the DUTH (via the Student Welfare Department of Xanthi);
- identifying issues related to the accommodations and proposing solutions;
- making recommendations to upgrade the quality of the services provided by the guest house;
- making recommendations regarding the proper implementation of the relevant collective body decisions;
- imposing penalties on tenants as per article 14 herein who violate the provisions of these Rules and Regulations and the Student Halls Rules and Regulations of the DUTH, upon a proposal by the Department of Academic Affairs of Xanthi. In notable cases of severe violations of the terms of this Regulation, the DUTH Senate shall be a second-instance disciplinary body upon a proposal of the Student Welfare Council;
- recommending amendments, updates or supplementations of these Rules and Regulations and the DUTH Student Halls Rules and Regulations to the DUTH Senate

c) The Xanthi Housing Committee, which shall possess the competence to address issues concerning student accommodations. The Committee is composed of:

i) The Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning, as Chairperson;

ii) The Head of the Academic Affairs Directorate (or the Directorate responsible for student services under the DUTH Regulation, regardless of title);

iii) The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title;

iv). One representative of the doctoral candidates, selected from among the doctoral candidates of the DUTH Departments in Xanthi. If no such representative is proposed,

each association in Xanthi shall put forward its own representative together with his/her alternate. The representative on the Housing Committee shall be selected from among these representatives via lottery attended by the Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning.

2. The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title shall serve as the Secretary for the above committee.

3. The committee shall meet when called by the Chairperson or if called by at least two members. The committee shall be quorate when the number of attending members exceeds the number of absent members. The Secretary shall propose the items of the agenda and record minutes. Decisions shall be recorded and certified at the subsequent meeting of the committee. Each committee member shall possess a personal vote. The Housing Committee shall decide by absolute majority of members attending. The Housing Committee shall seek final approval from the Student Welfare Council.

4. The Housing Committee shall possess the following powers to propose and decide:

- a) evaluating and selection of students qualifying for accommodation
- b) recommending improvements to the operation of the EKTENEPOL guest house to the Rector
- c) Committee members shall be entitled to access and inspect the rooms after a relevant notification throughout the academic year (including during the Christmas, Easter and summer holidays)

Article 6

Administrative, Technical and Financial Support of the EKTENEPOL Xanthi Guest House

1. Administrative support, management of the EKTENEPOL Xanthi guest house and services regarding issues of DUTH student accommodation shall be provided by the Academic Affairs Directorate and more specifically by Department of Academic Affairs of Xanthi or by the competent Department regardless of title, which shall be entrusted with addressing any issues of accommodation at the EKTENEPOL guest house.

2. Concurrently, to more effectively organise accommodation and coordinate the necessary actions to address any issues that arise, the DUTH Senate has appointed a Student Welfare Council (Government Gazette, Series II, No 98/24-1-2019) and a Housing Committee.

3. The Department of Academic Affairs of Xanthi, or the competent Department regardless of title, shall possess the following powers:

- managing room and communal space keys;
- preparing and delivering-receiving rooms,
- signing and storing of agreements and delivery-receipt reports;
- receiving and storing security deposits;
- assigning rooms to students;
- managing arrivals-departures;
- serving students eligible for accommodation;

- addressing any issues which may arise in the guest houses; and
 - general management and maintenance; as well as
 - keeping records of the above actions and tasks.
4. The DUTH Technical Services Directorate or the competent department regardless of title shall provide technical support for the EKTENEPOL Xanthi guest house.
 5. A joint unit comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi shall inspect the doctoral candidates' rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise.

In addition, the above unit shall perform inspections in emergencies.

6. The DUTH Property Development and Management Company (DUTH-PDMC) shall be responsible for overall financial management. More specifically, the DUTH-PDMC shall manage the financial obligations of beneficiaries for accommodation concerning the guest house (by way of indication, payment of utility charges, providing notification to doctoral candidates in case of non-payment, transfer of the relevant debt to the IAPR wherever necessary, withholding amounts from security deposits, payment of costs associated with any damages or destruction or loss of items by responsible parties etc.). Furthermore, it shall possess the competence regarding any financial issues concerning the organisation and operation of the EKTENEPOL Xanthi guest house, after a relevant decision by the competent bodies of the DUTH-PDMC (by way of indication, cleaning fees).

Article 7

Criteria for participation in the selection process

Doctoral candidates wishing to participate in the selection process and qualify for accommodation must meet the following criteria:

- a) They must be active third-cycle students as further specified in the legislation in force from time to time and, depending on room availability, must not be attending courses for a second degree in a cycle of study they have already completed and for which they have already received the corresponding degree. Beneficiaries may stay in the guest house for a period not exceeding three (3) years.
- b) Neither the student applying for accommodation nor his/her family must own or lease property or possess right of usufruct over property in Xanthi.
- c) The parents of any doctoral candidate applying for accommodation must have their

permanent residence outside the prefecture in which the doctoral candidate is currently enrolled.

d) An audit must be performed on the income of both the student applying for accommodation and of his/her family if he/she is aged 25 and below. Doctoral candidates above 25 years old shall submit income statements for their own income.

e) Applicants must possess certified social grounds for accommodation.

f) Students must submit their applications for accommodation together with all the necessary documentation strictly within the deadlines as defined by the competent Academic Affairs Directorate. Late applications shall not be processed. Applications with inadequate documentation -if the missing information is not submitted by the evaluation date at the latest- shall be considered late and shall not be processed. Furthermore, any information submitted after the conclusion of the evaluation process and the notification of results shall not be taken into consideration.

g) Applicants must not have been previously expelled from the Student Halls/guest house by relevant decision.

h) Doctoral candidates whose family income is above EUR 45,000 (for doctoral candidates aged 25 or younger) and personal income is above EUR 25,000 (for those above 25 years old) may not submit applications for accommodation. The above amounts may be amended by DUTH Senate decision following a recommendation of the Student Welfare Council. Any scholarships received shall count towards the above amounts.

Article 8

Required documentation

A. Doctoral Candidates shall submit:

1. A solemn declaration stating a) that they have been informed of and consented to these Rules and Regulations and the Student Halls Rules and Regulations; and b) their and their family's permanent residence.
2. A photocopy of their ID card or their passport.
3. A certificate of their supervising Professor showing constant and continued attendance and drafting of their doctoral dissertation and
4. A decision approving their candidacy for accommodation by the Assembly of their Department.
5. A tax return from the previous fiscal year a) of their parents and b) for the income of the doctoral candidate clearly showing their Tax Identification Number and Tax Office, for candidates aged 25 or younger. Doctoral candidates above 25 years old shall submit tax returns clearly showing Tax Identification Number and Tax Office only for their own income. (Candidates who do not submit a tax return shall

instead submit a solemn declaration in the corresponding information system as well as a document of attribution of Tax Identification Number).

6. A family status certificate issued (no more than six months previously) by the competent municipal or community authority.
7. A certificate from the Secretariat of the Department at which the applicant is enrolled showing date of enrolment, Special Registration Number, and current academic year and certifying no suspension of studies.
(The information will be cross-referenced by the competent employees of the Departments of the Academic Affairs Directorate with the list of enrolled students kept at the Secretariats of DUTH Departments).
8. Applicants who cite health reasons shall submit a decision of the Disability Certification Centre (KEPA) or the competent disability certification system specifying the disability percentage and valid on the date of submission of the application.
9. A solemn declaration that they have not received a scholarship.
10. Doctoral candidate applicants aged 25 or younger who have siblings enrolled in tertiary education in a different city to that in which their parents have their permanent residence must submit a certificate from the Educational Institution in which said sibling is enrolled as an active student in a first-cycle course of study at an H.E.I., Upper Ecclesiastical Academy, School of Pedagogical and Technological Education (ASPAITE) or Advanced School of Tourism Education of the Ministry of Culture and Tourism as specified in article 2 of Law 4009/2011 (Government Gazette, Series I, No195), if the sibling does not already hold an undergraduate, post-graduate or doctorate degree.
11. Doctoral candidate applicants aged 25 or younger with siblings who are currently fulfilling their mandatory military service shall submit a relevant certificate.
12. Applicants aged 25 or younger and belonging to multi-child families shall submit a certificate of the Supreme Confederation of Multi-Child Parents of Greece certifying this status, which must be valid on the date of submission of the application.
13. Applicants aged 25 or younger belonging to divorced families shall submit a relevant certificate or court decision certifying this status. Tax returns submitted by doctoral candidates must be of the parent who demonstrably possesses custody (If are no relevant divorce papers or court decisions or private agreements, the student shall submit the economic data –tax return and E1 document– of both their parents). Declarations of separation to the tax authorities shall also be accepted. If the divorcee who was awarded custody has re-married, this new family will be considered the applicant's family.
14. Parental death certificate for applicants aged 25 or younger. This document is required only if the status does not appear in the family status certificate. If the surviving parent has re-married, this new family will be considered the applicant's family.

15. Applicants aged 25 or younger with unemployed parents shall submit a parent unemployment benefit certificate or a certificate of unemployment issued by the Public Employment Service (DYPA), which must be valid on the date of submission of the application.
 16. All other social grounds for applicants aged 25 or younger shall be proven with the submission of a corresponding certificate issued by the competent public authority (e.g. single-parent household etc.).
- B.** In case of uncertainty, the housing committee may request additional information when evaluating the applications of doctoral candidates.

Article 9

Documentation submission deadline and procedure

- 1. Doctoral candidate applicants may submit the required documentation to qualify for accommodation within the deadline announced by the University each academic year for up to three years of study.**
2. Doctoral candidates shall submit documentation following a relevant announcement of the University. The period for submission of applications for accommodation at the EKTENEPOL Xanthi guest house shall be May of each year, if no deviations are required for educational or other reasons.
3. Documentation for accommodation at the EKTENEPOL Xanthi guest house of the University shall be submitted through the defined digital application. Applications shall be evaluated by the Department of Academic Affairs of Xanthi.

Article 10

Admission priority

The following categories of doctoral candidate shall be prioritised in the assignment of accommodations at the EKTENEPOL Xanthi guest house:

1. Candidates with families and children.
2. Orphaned students (aged 25 and below) who have lost both parents.
3. Students with disabilities (students enrolled in the University as part of the special 5% category for those suffering severe health problems) or members of vulnerable groups.

Article 11

Selection Process and Announcement of Results

1. The Housing Committee shall evaluate the applications of doctoral candidates in accordance with the socio-economic criteria.
2. Calculation for applicants aged 25 or younger:
 - 2.1 The annual family income of each applicant. Annual family income means the total taxable actual or notional -where greater than the actual- annual income plus any income exempt from taxes or subject to special taxation from any source of the taxpayer, his/her spouse and any children considered family members. Family

income does not include extraordinary one-off payments (lump-sum retirement benefit, severance pay, income from sale of real property).

2.2 Subsequently, the number of family members of each applicant shall be taken into account. Family members include parents and children whom the parents are legally required to include in their tax statements.

2.3 The income per capita of each applicant is calculated based on the information above (family income and members), by dividing the overall family income by the number of family members.

2.4 This per capita income may be reduced on serious grounds by the following percentages in the following cases:

- a) By 10% for each family member who has certified disability of 67% or above.
- b) By 10% in the case of divorced or single-parent families.
- c) By 20% for orphaned applicants who have lost one (1) parent.
- d) By 10% in cases of demonstrated multi-child families
- e) By 15% for each sibling who is an active student at another H.E.I. in Greece in a different region than their parents' permanent place of residence. Students enrolled after qualifying examination or to obtain an additional degree as well as students enrolled at military Academies or other Schools which provide accommodation do not fall under this category.
- f) By 10% for each brother fulfilling his mandatory unpaid military service.
- g) By up to 20%, according to an estimate by the Tax Authority, for victims of earthquakes or other natural disasters or for families suffering emergencies which severely impact family income. This shall also be the case when the primary source of income of the family (business, livestock or crop capital) is impacted, on the condition that said impact is adequately demonstrated.
- h) By 10% for parents experiencing unemployment within the year of application and up to the date of submission of the application. In any event, unemployment shall be certified by a parent unemployment benefit certificate or certificate of unemployment issued by the Public Employment Service (DYPA, formerly OAED), which must be valid on the date of submission of the application.
- i) By 35% if the source of family income is salaried work.
- j) The respective percentages shall be cumulative if more than one of the above grounds for reduction of per capita income apply. In any event, the relevant reduction may not exceed 75% of actual income.

3. Certified social reasons for applicants aged 25 or younger include the following:

- α. **Orphans with the loss of at least one parent.**
- β. **Divorced parents.**
- γ. **Siblings enrolled in other HEIs.**
- δ. **Brothers fulfilling their military service.**
- ε. **Disability over 67% (cancer, heart disease, leukaemia, kidney failure, deafness, blindness, disability, tetraplegia, mobility difficulties, etc.).**
- στ. **Multi-child families.**

- ζ. **Unemployment.**
 - η. Children of a single mother.
4. Certified social reasons for applicants above 25 years old include the following:
- i. **Multi-child families.**
 - ii. **Unemployment.**
 - iii. **Disability over 67% (cancer, heart disease, leukaemia, kidney failure, deafness, blindness, disability, tetraplegia, mobility difficulties, etc.).**
 - iv. **Children who are enrolled in tertiary education.**
 - v. **Children fulfilling their military service.**
5. The Evaluation Committee shall evaluate the above information and draft a table depicting family income, calculated as per the above, in ascending order. In its final form, this table shall determine the priority for assignment of accommodations at the guest house.
6. Applicants included in this table shall be assigned accommodations corresponding to the number of rooms for each category. Applicants who are not assigned accommodations shall be runners-up in the order in which they are included in the table.
7. The Housing Committee shall announce the doctoral candidates qualifying for accommodation on the central website of the Democritus University of Thrace www.duth.gr together with instructions for receiving their accommodations, taking into consideration the principles of personal data protection.
8. Appeals may be submitted within five (5) days of posting of the results on the central website of the University. **Appeals shall be submitted together with the necessary documentation to the Housing Committee through the Department of Academic Affairs of Xanthi.**
9. **The Department of Academic Affairs of Xanthi shall forward the final list of doctoral candidates who qualify for accommodation -including their ID number, Tax Identification Number and Tax Office- to the DUTH-PDMC for financial management (monitoring payment of utility charges or any compensation etc.).**

Article 12

Room delivery and reception

1. The competent Department of the Academic Affairs Directorate of Xanthi or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website and undertake to assign the rooms to doctoral candidates who qualify for accommodation.
2. Applicants who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the EKTENEPOL Xanthi guest house by showing their academic identity card.
3. Qualifying doctoral candidates who do not receive their rooms within the specified deadlines without informing the competent employee of the Department of Academic Affairs of Xanthi regarding their reasons for not receiving the room shall be deemed to

not intend to receive their room, which shall be assigned to the next doctoral candidate on the list.

4. Tenants shall not be entitled to remain at the guest house for a period exceeding three academic terms and must return their accommodations forthwith upon expiry of said period.

5. Concurrently, qualifying doctoral candidates should contact the competent officer of the Department of Academic Affairs of Xanthi or the competent Department regardless of title to receive a certificate (Annex 4) showing proper delivery of the room in good condition and fulfilment of any financial obligations. The room must be inspected by the service of the competent Department as described above, based on the list of delivered items, before any certificate may be issued and the doctoral candidate is permitted to deliver it. Rooms shall be delivered in the same condition in which they were assigned. Any undue wear or loss shall be deducted from the amount of the Security Deposit; in case the damages exceed the amount of the Deposit, the doctoral candidate shall be liable for the entire amount of compensation for the damages. If the amount of compensation is not paid in full, the DUTH-PDMC shall notify the doctoral candidate and request payment thereof within one (1) month; if the amount has not been paid by the expiry of this period, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority).

Article 13

Rights and Obligations of Doctoral Candidate Tenants

Doctoral candidate tenants shall have the following obligations:

1. Observing in full these Rules and Regulations, the DUTH Student Halls Rules and Regulations and the DUTH Internal Rules and Regulations.

2. Paying their corresponding monthly utility charges for the building complex; the amount of said charges shall be determined by resolution of the BoD of the DUTH-PDMC.

3. Each doctoral candidate tenant shall sign an Agreement for Tenancy with the University -see Annex 1- for a duration of one year, which shall stipulate the observance of these Rules and Regulations and the DUTH Student Halls Rules and Regulations, list in detail the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room or losses of items therein as well as damages to any communal areas of the rooms if the compensation exceed the amount of the tenant's security deposit. Tenants shall be jointly liable for compensation for any damages to the communal areas of their accommodations, unless a specific tenant of the accommodation assumes responsibility for the damages and the corresponding obligation by written declaration. In case the compensation is not paid in full, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority).

4. Upon signing the Agreement, the doctoral candidate shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.

The Security Deposits shall be kept by the competent officer of the Academic Affairs Directorate of Xanthi or of the competent Department regardless of title. The Security Deposits for observance of the terms of accommodation shall be returned to doctoral candidates within a reasonable period after departure, if the room has been delivered in good condition. Rooms shall be inspected by the competent officer of the Academic Affairs Directorate of Xanthi. Otherwise, if any damages or losses are identified, a Special damage assessment Committee shall assess the cost of said damages or losses. The Special Damage Assessment Committee is a three-member body, established for this purpose by the competent body and consisting of the competent employee of the Academic Affairs Directorate and two employees of the Technical Services Directorate. After assessing the amount of compensation, the Committee shall propose the forfeiture of the Security Deposit for the identified reasons to the DUTH-PDMC. The cost for compensation of any assessed damages shall be withheld as per the above. If the above costs exceed the amount of the Security Deposit, the provisions of par. 3 herein shall apply.

5. Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear. The tenant shall keep his/her apartment clean and tidy and contribute to the housekeeping of the communal areas.

6. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).

7. Changes to accommodations are prohibited; changes include removal or replacement of furniture, graffiti of any kind on the walls, hanging of photographs, posters or other printed media on the walls, hanging of frames, paintings or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the guest house etc.

8. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the guest house. More specifically, tenants shall:

- care for their daily personal hygiene and cleanliness
- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within *the guest house* and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.

9. Not bring visitors into the student halls after 10 in the evening.

10. Doctoral candidates shall be personally responsible for procuring cleaning supplies.

11. Respect the diversity and uniqueness of their fellow tenants.

12. Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.

13. Observe the building installation safety instructions in case of natural disasters

(earthquakes, floods, fires etc.).

14. Inform the Department of Academic Affairs of Xanthi in the following cases:

a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;

b) in the event that suspicious individuals are seen within the spaces of the student halls;

c) in the event of theft, harassment or other misconduct.

15. The doctoral candidate shall not endanger his/her own or others' physical integrity within the spaces of the SH.

16. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the guest house is strictly prohibited.

17. Doctoral candidates shall use the local internet connection for educational purposes, research and communication with the DUTH services.

18. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited. Tenants who violate this clause shall be evicted from the guest house forthwith. In such a case, the Housing Committee shall assign the room to another qualifying doctoral candidate based on the table drafted during the initial selection stage.

19. Tenants may not exchange rooms. Rooms may be changed exclusively through the Department of Academic Affairs of Xanthi.

20. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

21. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

22. The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.

23. The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.

24. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

25. Tenants shall be jointly liable for compensation of any damages to the communal areas of their accommodations, unless a specific tenant assumes said obligation by written declaration.

26. Tenants shall observe the rules of proper cohabitation, showing respect and not disturbing the other tenants. Statutory quiet hours especially must be strictly observed.

27. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 3) to the Housing Committee of Xanthi. Violators shall receive a citation. Doctoral candidate tenants or others staying at the accommodations shall be responsible for the conduct of their guests; any damages caused

by the latter shall be withheld by the DUTH-PDMC from the security deposit or paid as additional compensation, if the amount exceeds that of the deposit.

28. The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.

29. The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.

30. In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the doctoral candidate shall be liable for the associated costs.

31. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction (Annex 5).

32. The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:

- a) Confirmation that the rooms are occupied by eligible students;
- b) inspecting the condition of the rooms;
- c) documentation of issues which require maintenance or repair;
- d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
- e) for any other reason that may arise or in emergencies.

33. The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.

34. Before departure, tenants shall:

- a) Inform the Department of Academic Affairs of Xanthi to arrange an inspection of his/her assigned room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
- b) Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.

35. On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.

36. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Doctoral candidates staying in the guest house without authorisation are committing a serious breach of these Rules and Regulations and the DUTH Student Halls Rules and Regulations. This action infringes upon the property rights of DUTH and the rights of fellow tenants. All appropriate steps shall

be taken to remove said doctoral candidate and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above doctoral candidate without permission is also in serious breach of this Regulation.

37. Tenants may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.

Article 14

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach, in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be removed from the guest house by decision of the Student Welfare Council, implemented by the competent Department of the Department of Academic Affairs of Xanthi, in the following cases:

- a) upon losing their capacity as doctoral candidates for any reason;
- b) if they are found to be sub-letting or granting their accommodations to third parties;
- c) if they are found to be accommodating third parties without Housing Committee approval;
- d) if they keep pets in their rooms;
- e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;
- f) if their actions repeatedly disturb the other guests;

- g) if they have submitted false information during the selection process;
- h) if they have not submitted documentation for their accommodation;
- i) if they are assigned a room but do not use it.**
- j) if they do not fulfil their financial obligations**

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the guest house when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the guest house on any of the above grounds shall be barred from submitting new applications for accommodation.

5. Duplicates of keys shall be maintained by the competent personnel, which shall be entitled to perform unscheduled inspections.

6. In case serious issues arise between guests or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation

does not identify the offending party, the competent employee of the Department of Academic Affairs of Xanthi may refer the issue to the Centre for Psychological and Counseling Support of the DUTH or the competent service regardless of title to investigate possible solutions to the issue before the permanent removal of the doctoral candidate from the EKTENEPOL Xanthi guest house.

Article 15

Special provisions

1. This Regulation of the DUTH EKTENEPOL Doctoral Candidate guest house in Xanthi shall be amended by the Senate after a proposal by the Student Welfare Council.
2. Students who are currently in the third year of drafting their doctoral dissertation in academic year 2023–24 shall be entitled to submit an application for accommodation.

Article 16

Entry into force of the Regulation - amendment procedure

This Regulation of the DUTH EKTENEPOL Doctoral Candidate guest house in Xanthi shall enter into force as of academic year 2023-2024.

ANNEXES OF THE SPECIAL REGULATION

FOR THE EKTENEPOL XANTHI GUEST HOUSE
OF THE DEMOCRITUS UNIVERSITY OF THRACE
FOR DOCTORAL CANDIDATES

1. Agreement for tenancy
2. Solemn Declaration-Room equipment receipt report
3. Application for accommodation
4. Room delivery certificate

ANNEX 1. Agreement for tenancy



AGREEMENT FOR TENANCY AT THE EKTENEPOL XANTHI GUEST HOUSE OF THE DEMOCRITUS UNIVERSITY OF THRACE

The Department of Academic Affairs of Xanthi, representing the Rector of the Democritus University of Thrace, and

Doctoral Candidate of the Department of

.....
... with Registration Number of the Democritus University of Thrace,
agree and mutually accept the following:

The Democritus University of Thrace owns the building complex of the EKTENEPOL guest house in Xanthi, which include student room under no., a private room in an apartment consisting of three rooms, a communal kitchen, bathroom and WC, equipped with sanitary facilities along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no., for the proper use of the room (date of deposit/...../.....), **which** shall be returned upon departure of the party, upon a signed certificated of the Department of Academic Affairs of Xanthi confirming good condition of the room.

The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages or loss of items identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the relevant clause of the Special Rules and Regulations of the DUTH EKTENEPOL Xanthi guest house for doctoral candidates and the respective amount shall be withheld from the Security Deposit. If the cost of compensation or replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages or losses caused to the room during his/her stay.

2. The tenancy agreement takes effect, starting/...../..... and ending on 31 August of academic year-.....-.....

3. The second contracting party shall:

- Observe the Special Rules and Regulations for the EKTENEPOL Xanthi guest house for Doctoral Candidates of the DUTH.
- Observe the Student Halls Rules and Regulations of the Democritus University of

Thrace.

- Observe the University's Internal Rules and Regulations.
- Paying their corresponding monthly utility charges for the building complex; the amount of said charges shall be determined by resolution of the BoD of the DUTH-PDMC, otherwise the corresponding provisions of articles 3, 13 and 14 of the Special Rules and Regulations shall apply.
- Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
- Exercise the same due care in the use of the communal areas.
- More specifically, the tenant shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.
- Exercise due care when using the communal areas and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).
- Not make any changes to accommodations; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls, hanging of frames or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the EKTENEPOLO guest house etc.
- Not make any changes to the rooms (e.g. removal or change of furniture etc.).
- The tenant shall observe the basic personal hygiene rules regarding him/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the EKTENEPOLO guest house. More specifically, tenants shall:
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the EKTENEPOLO guest house and not discard cigarette butts anywhere inside or outside the building
 - wash utensils and cookware and clean the kitchen after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
- Doctoral candidates shall be personally responsible for procuring cleaning supplies at their own expense.
- Respect the diversity and uniqueness of their fellow tenants at the EKTENEPOLO guest house.
- Not bring visitors into the student halls after 10 in the evening.
- Not keep pets in the spaces of the EKTENEPOLO guest house, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
- Inform the Department of Academic Affairs of Xanthi in the following cases:
 - a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;
 - b) in the event that suspicious individuals are seen within the spaces of the guest house;
 - c) in the event of theft, harassment or other misconduct.
- Not to endanger his/her own or others' physical integrity within the spaces of the

guest house.

- Access to the roof of the building and the lighting of fires inside or outside the building of the guest house is strictly prohibited.
- Use the local internet connection for educational purposes, research and communication with the DUTH services
- Not lease, sub-let or grant his/her accommodations to third parties.
- Not exchange rooms with other tenants; rooms may only be exchanged through the Department of Academic Affairs of Xanthi.
- Not to throw items, foodstuffs, water or other liquids from the windows.
- The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.
- The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.
- The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.
- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
- Tenants shall be jointly liable for compensation of any damages to the communal areas of their accommodations, unless said obligation is assumed by written declaration of a specific tenant or tenants.
- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
- Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of any guests shall be notified in writing to the Housing Committee of Xanthi. Violators shall receive a citation. Doctoral candidate tenants or others staying at the accommodations shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld by the DUTH-PDMC from the Security Deposit or paid as additional compensation, if the amount exceeds that of the deposit.
- The tenant shall provide written notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Department of Academic Affairs of Xanthi.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued. Doctoral candidates staying in the guest house without authorisation are committing a serious breach of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house and the DUTH Student Halls Rules and Regulations. This action infringes upon the property rights of DUTH and the rights of fellow tenants. All appropriate steps shall be taken to remove said doctoral candidate and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above doctoral candidate without permission is also in serious breach of this Regulation.
- In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the second contracting party shall be liable for the associated costs.

- The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction.
- The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Before departure, the second contracting party shall:
 - o Inform the Department of Academic Affairs of Xanthi to arrange an inspection of their room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the guest shall be liable for the corresponding amount as per the Special Rules and Regulations of the guest house.
 - o Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.
- On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.
- Tenants may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.
- The second contracting party has been fully informed of and is obligated to observe the Special Rules and Regulations of the EKTENEPOL Xanthi guest house of the Democritus University of Thrace and the terms hereof.
- Any breach of the terms stipulated in this agreement shall be subject to the sanctions outlined in Article 14 of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house for doctoral candidates of the DUTH.
- A Solemn Declaration-Room equipment receipt of the doctoral candidate is attached as an annex hereto.
- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES
(signatures)

THE DEPARTMENT OF ACADEMIC AFFAIRS OF XANTHI

THE DOCTORAL CANDIDATE

ANNEX 2. Solemn Declaration-Room equipment receipt report

SOLEMN DECLARATION

(article 8 L. 1599/1986)

The accuracy of the information submitted with this application can be verified based on the records of other authorities (article 8 par. 4, Law 1599/1986)

To ⁽¹⁾ :							
Name:				Last Name:			
Father's First and Last Name:							
Mother's First and Last Name:							
Date of birth ⁽²⁾ :							
Place of Birth:							
ID Number:				Place of Residence:			
Street:				No:		ZIP:	
Mobile phone				Email Address:			

[EL] On my personal responsibility and knowing the sanctions⁽³⁾ set in the provisions of paragraph 6 of Article 22 of Law

.....

.....

.....

.....

Date:20.....

Signer

(Signature)

(1) Filled in by the applicant of the Authority or Organisation of the public sector that this application is sent to. .

(2) Written in full.

(3) Whoever knowingly states false facts or denies or conceals the true facts with a written solemn declaration of Article 8 shall be punished with imprisonment of at least three months. If the person responsible for these acts intended to obtain pecuniary advantage harming others or intended to harm others, is punishable by imprisonment of up to 10 years.

(4) In case of insufficient space, the declaration may continue at the back side and is signed by the applicant.

SOLEMN DECLARATION

(Article 8 of Law 1599/1986)

Text for the solemn declaration

I have received today, in good condition, room number in apartment of the EKTENEPOL Xanthi Student Halls of the Democritus University of Thrace. I further declare that I have received the following items and that I will be responsible for the cost of repair, compensation, or replacement for any damage, loss, or theft of these items, the room, or the common areas during my stay or upon delivery of the room at the end of the academic year

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK
5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

Furthermore, apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS-

	GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

ANNEX 3. Application for accommodation

REQUEST

Last Name:
First Name:
Father's Name:
Mother's Name:
Student of the Department:
Place of birth:
Year of birth:
Place of residence:
Postal Code:
ID Number:
Date of Issue:
Issuing Authority:
Tax Identification No.:

SUBJECT: Request for guest accommodation

...../...../202

TO
The Housing Committee of Xanthi

I hereby request authorisation to host a guest in my assigned room, in the apartment at the EKTENEPOL guest house in Xanthi. I am an authorised resident of this room. My guest's name is

.....
.....

He/She will be staying for.....days. I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

The Applicant

ANNEX 4. Room delivery certificate

HELLENIC REPUBLIC
**DEMOCRITUS
UNIVERSITY
OF THRACE** CAMPUS
691 00 KOMOTINI
TEL. 25310 39000
ADMINISTRATION
*Directorate
of Academic Affairs
Department of Academic
Affairs of Xanthi*



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

HELLENIC
REPUBLIC
**DEMOCRITUS
UNIVERSITY
OF THRACE**
UNIVERSITY CAMPUS
GR-691 00 KOMOTINI
TEL. +30 25310 39000
ADMINISTRATION
*Academic Affairs
Directorate
Department of Academic
Affairs of Xanthi*

ROOM DELIVERY CERTIFICATE

It is hereby certified that the Doctoral Candidate of the Department of of the Democritus University of Thrace, after having informed the DUTH Property Development and Management Company and having his/her room, under no. in apartment of the EKTENEPOL Xanthi guest house for doctoral candidates of the DUTH, inspected by the competent officer of the Department of Academic Affairs of Xanthi, delivers the room and all the equipment therein in good condition and that he/she has no financial obligations towards the DUTH Property Development and Management Company.

The Head of the Department of Academic Affairs
of Xanthi

.....

3. Special Rules and Regulations for the EKTENEPOL Xanthi guest houses for Guests

Article 1

Purpose - General Principles

3. This Regulation lays down the operating framework of the EKTENEPOL Xanthi guest house by the Democritus University of Thrace. It is a specialisation of the DUTH Student Halls Rules and Regulations in issues concerning the organisation and operation of the guest house in the EKTENEPOL building complex in Xanthi for guests.

4. Pursuant to Democritus University of Thrace Rector's Council decisions no. 9/152/16-12-2022 and 23/133/806-2022, the EKTENEPOL building complex in Xanthi shall accommodate guests, namely visiting professors and invitee researchers or students participating in exchange programs with other Greek or foreign Universities.

3. The overall operation as well as all decisions pertaining to the EKTENEPOL Xanthi guest house for guests shall be in accordance with this Regulation. The regulation encompasses the following principles: a) the effective support for the academic work conducted at the DUTH; b) the provision of a quiet, organised environment for guests; c) the protection of guest house property.

4. Accommodation privileges shall be granted for the purposes of strengthening the academic, i.e. teaching and research, purposes of the University, facilitating exchanges of staff and students and expanding the outreach and international networking of the DUTH. The provision of accommodation to students enrolled at other Universities and visiting the DUTH as part of Exchange Programs aims to ensure equal opportunities for DUTH students at other Universities, contributing to student mobility as an integral aspect of the outreach and presence of the DUTH.

5. By accepting accommodation at the EKTENEPOL guest house, guests unreservedly accept the terms and clauses of the Internal Rules and Regulations of the Democritus University of Thrace, the Student Halls Rules and Regulations and especially this Special Rules and Regulations for the EKTENEPOL Xanthi guest house. Student guests participating in Erasmus or other exchange programs shall sign an Agreement for Tenancy as further stipulated in article 3 par. 3 herein after their approval by the University.

6. The sensitive personal data (financial data, family and social status, medical records) of guests which may occur from the documentation submitted as part of their application shall be stored at the competent Department or at the International Relations/Erasmus+ Department and at the Department of Academic Affairs of Xanthi or at the competent department regardless of title and used exclusively to ensure students' accommodation. The members of the competent Committees as well as the personnel of the above Departments in who may access the corresponding data shall process said data with discretion and ensure their protection. Any disclosure of the data to third parties is expressly prohibited. The guest lists and the minutes of

meetings to evaluate issues which may potentially entail sensitive personal data shall be published in the interests of transparency. Said lists shall be drafted in observance of the provisions of Laws 4624/2019 (Government Gazette, Series I, No 137) and 2472/1997 (Government Gazette, Series I, No' 50), as in force from time to time, to protect the identities of the interested parties.

Article 2

Description of Structures and Infrastructure of the EKTENEPOL Xanthi Student Halls

2. Structures

The EKTENEPOL guest house in the EKTENEPOL complex of Xanthi is privately owned by the Democritus University of Thrace. In particular, the area of the EKTENEPOL west of the city is home to a building complex comprising twelve (12) apartments meant to cover the accommodation needs of guests.

MORE SPECIFICALLY:

The four second-floor apartments, each of which includes three (3) rooms i.e. twelve rooms in total, are available to cover various accommodation needs as follows:

- Three (3) apartments as guest houses for Erasmus+ program needs, more specifically two (2) apartments i.e. six (6) rooms in total for Erasmus+ students and one (1) apartment i.e. three (3) rooms for teaching and administrative staff (visiting professors, researchers etc.)
- One (1) apartment i.e. three (3) rooms as a guest house for any other need, e.g. participants in summer schools or international partnerships etc.

2. Infrastructure

a) The EKTENEPOL Xanthi guest house of the DUTH possesses the following amenities:

- internet connection;
- central (oil) heating system;
- communal electric stoves (one per apartment);
- communal washing machines (one per apartment);
- communal refrigerators/freezers (one per apartment);
- cleaning service for the communal areas and surrounding environment;
- entryphone;
- security;
- mailboxes;
- parking spaces.

b) rooms are furnished with the following:

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK

5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

c) apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS- GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

Article 3
Requirements for accommodation of guests

9. Visiting students or Professors participating in student and staff exchange programs in which the DUTH is a partner (e.g. Erasmus+) or teaching and administrative staff (visiting professors, researchers etc.) or participants in summer schools or international partnerships etc. shall qualify for accommodation at the EKTENEPOL guest house in Xanthi.

10. The right to accommodation at the student halls shall be subject to consent of the guest to these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University in their entirety.

11. Before receiving accommodation visiting Professors, invitee researchers and students of other Universities participating in exchange programs or other academic activities must receive notification of the terms of these Rules and Regulations, the Student Halls Rules and Regulations and the Internal Rules and Regulations of the University. Students in particular shall sign:

- An Agreement for Tenancy at the EKTENEPOL Xanthi guest house of the DUTH in Greek (Annex 1) in case of exchange programs with other Greek institutions, which shall expressly stipulate observance of these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University, or

- An Agreement for Tenancy at the EKTENEPOL Xanthi guest house of the DUTH in English (Annex 2) in case of students from foreign institutions, which shall expressly stipulate observance of these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University.

12. Guests accommodated on the second floor (Erasmus+ students, teaching and research staff etc.) shall pay the applicable amount for accommodation specified by decision of the DUTH Governing Council after a recommendation of the International Relations/ Erasmus+ Office.

13. The University shall bear no liability for any potential thefts or damages to the rooms of the EKTENEPOL guest house building complex.

Article 4

Competent Bodies

2. The competent bodies are:

- i. The Senate, which shall address all significant issues pertaining to accommodation as well as issues connected with the institutional role of student services in general (including student halls/guest houses). Relevant proposals shall be submitted to the Senate by the Student Welfare Council or the competent Vice-Rector for student affairs.
- ii. The Student Welfare Council.

a) The Student Welfare Council in accordance with the provisions of the relevant Regulation.

b) The Student Welfare Council shall possess the following powers:

- implementing these Rules and Regulations and the Student Halls Rules and Regulations of the DUTH (via the Student Welfare Department of Xanthi);

- identifying issues related to the accommodations and proposing solutions;
 - making recommendations to upgrade the quality of the services provided by the guest house;
 - making recommendations regarding the proper implementation of the relevant collective body decisions;
 - imposing penalties on tenants as per article 14 herein who violate the provisions of these Rules and Regulations and the Student Halls Rules and Regulations of the DUTH, upon a proposal by the Department of Academic Affairs of Xanthi. In notable cases of severe violations of the terms of this Regulation, the DUTH Senate shall be a second-instance disciplinary body upon a proposal of the Student Welfare Council;
 - recommending amendments, updates or supplementations of these Rules and Regulations and the DUTH Student Halls Rules and Regulations to the DUTH Senate
- iii. The Xanthi Housing Committee, which shall possess the competence to address issues concerning student and guest accommodations. The Committee is composed of:
- a) The Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning, as Chairperson;
 - b) The Head of the Academic Affairs Directorate (or the Directorate responsible for student services under the DUTH Regulation, regardless of title);
 - c) The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title;
 - d) One representative of the doctoral candidates, selected from among the doctoral candidates of the DUTH Departments in Xanthi. If no such representative is proposed, each association in Xanthi shall put forward its own representative together with his/her alternate. The representative on the Housing Committee shall be selected from among these representatives via lottery attended by the Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning.
2. The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title shall serve as the Secretary for the Xanthi Housing Committee.
3. The committee shall meet when called by the Chairperson or if called by at least two members. The committee shall be quorate when the number of attending members exceeds the number of absent members. The Secretary shall propose the items of the agenda and record minutes. Decisions shall be recorded and certified at the subsequent meeting of the committee. Each committee member shall possess a personal vote. The Housing Committee shall decide by absolute majority of members attending. The Housing Committee shall seek final approval from the Student Welfare Council.
4. The Housing Committee shall possess the following powers to propose and decide regarding guests in particular:
- a) accepting requests for accommodation of guests

- b) recommending improvements to the operation of the guest house to the Rector
- c) In emergencies and depending on availability, the Vice-Rector of student affairs may issue a decision providing accommodations at the EKTENEPOL Xanthi guest house to cover University needs (e.g. accommodation of summer school participants, faculty members or members of other bodies). The Vice-Rector may also issue a decision rejecting a relevant application

Article 5

Administrative, Technical and Financial Support of the EKTENEPOL Xanthi Guest House

- 1.** Administrative support, management of the EKTENEPOL Xanthi guest house and services regarding issues of DUTH guests accommodation shall be provided by the Academic Affairs Directorate and more specifically by Department of Academic Affairs of Xanthi or by the competent Department regardless of title, which shall be entrusted with addressing any issues of accommodation at the EKTENEPOL guest house.
- 2.** Concurrently, to more effectively organise accommodation and coordinate the necessary actions to address any issues that arise, the DUTH Senate has appointed a Student Welfare Council (Government Gazette, Series II, No 98/24-1-2019) and a Housing Committee.
- 3.** The Department of Academic Affairs of Xanthi, or the competent Department regardless of title, shall possess the following powers:
 - managing room and communal space keys;
 - preparing and delivering-receiving rooms,
 - signing and storing of agreements and delivery-receipt reports;
 - assigning rooms to guests;
 - managing arrivals-departures;
 - serving guests,
 - addressing any issues which may arise in the guest houses; and
 - general management and maintenance of the Student Halls, as well as
 - keeping records of the above actions and tasks.
- 4.** The DUTH Technical Services Directorate or the competent department regardless of title shall provide technical support for the EKTENEPOL Xanthi guest house.
- 5.** A joint unit comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi shall inspect the guests' rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible parties;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.

Article 6

Criteria for participation in the selection process

1. Students participating in Erasmus and other exchange programs should contact the DUTH International Relations/Erasmus+ Office for information regarding the procedure for submission of applications and supporting documentation as further described in the following article. Said documentation shall be forwarded via protocol to the Department of Academic Affairs of Xanthi.
2. Other guests, i.e. teaching and administrative staff (Visiting Professors, researchers etc.), participants in summer schools or international partnerships etc. shall receive information regarding the submission of applications and supporting documentation either from the competent scientific coordinator or the academic Department or the International Relations/Erasmus+ Office, which shall be forwarded via protocol to the Department of Academic Affairs of Xanthi.

Article 7

Required documentation

A. Erasmus+ Students or participants in summer schools or international partnerships etc. **shall submit the following documentation to the International Relations/Erasmus+ Office:**

1. Application for accommodation.
2. Application with the student's information.

B. The other guests, i.e. teaching and administrative staff (Visiting Professors, researchers etc.) **shall submit** their application to the scientific coordinator or to the competent academic Department.

C. Erasmus+ students and other guests, i.e. teaching and administrative staff (Visiting Professors, researchers etc.) or participants in summer schools or international partnerships etc. shall pay the indicative amount of EUR 15 for up to 10 nights and EUR 200 for each month of accommodation in the room. The above amounts shall be determined by decision of the Senate. The above amounts shall be deposited to account number ALPHA BANK IBAN GR 0201408540854002001000047.

Δ. Erasmus+ students and other guests shall be liable to pay compensation for wear, damage or loss of any items.

Article 8

Documentation submission deadline and procedure

1. Erasmus+ shall submit an application for accommodation together with supporting documentation at least one (1) month in advance to the International Relations/Erasmus+ Office, which shall be timely forwarded to the Department of Academic Affairs of Xanthi.
2. Regarding accommodations for guests, the scientific coordinator or the academic Department shall submit an application for approval to the competent Department of Academic Affairs of Xanthi at least one (1) month in advance.
3. The Department of Academic Affairs of Xanthi shall process applications and assign accommodations to guests.

Article 9

Room delivery and reception

1. The competent Department of the Directorate of Academic Affairs of Xanthi or the competent department as specified in the DUTH Regulation shall assign the rooms to applicants who qualify for accommodation.
2. Guests who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the Student Halls by showing their academic identity card or passport.
3. Guests who do not receive their rooms within the specified deadlines without informing the competent employee of the Department of Academic Affairs of Xanthi regarding their reasons for not receiving the room shall be deemed to not intend to receive their room, which shall be assigned to the next applicant on the list.
4. Guests shall not be entitled to remain at the guest house for a period exceeding the period for which they had applied and must return their accommodations forthwith on the specific date of expiry, after communication with the Department of Academic Affairs of Xanthi.
5. Concurrently, Erasmus+ guests etc. should contact the competent officer of the Department of Academic Affairs of Xanthi or the competent Department regardless of title to deliver the room in good condition and fulfil of any financial obligations. The room must be inspected by the service of the competent Department as described above, based on the list of delivered items, before the guest is permitted to deliver it. Rooms shall be delivered in the same condition in which they were assigned. Guests shall pay compensation for any undue damage, wear or loss of items in the room or communal areas to the DUTH-PDMC.
- 6. In case an obligation for compensation arises, the Department of Academic Affairs of Xanthi shall forward the guest's information to the DUTH-PDMC.**

Article 10

Rights and Obligations of guests

- A. Guests shall have the following obligations:
1. Observing in full these Rules and Regulations, the DUTH Student Halls Rules and Regulations and the DUTH Internal Rules and Regulations.
 2. Paying the specified amounts for accommodation at the building complex.
 3. Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear. The tenant shall keep his/her apartment clean and tidy and contribute to the housekeeping of the communal areas.
 4. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).
 5. Changes to accommodations are prohibited; changes include removal or replacement of furniture, graffiti of any kind on the walls, hanging of photographs, posters or other printed media on the walls, hanging of frames, paintings or clothes hangers by

hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the guest house etc.

6. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the guest house.

More specifically, tenants shall:

- care for their daily personal hygiene and cleanliness
- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within the guest house and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.

7. Respect the diversity and uniqueness of their fellow tenants.

8. Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.

9. Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

10. Inform the Department of Academic Affairs of Xanthi in the following cases:

a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;

b) in the event that suspicious individuals are seen within the spaces of the student halls;

c) in the event of theft, harassment or other misconduct.

11. Not endanger their own or others' physical integrity within the spaces of the guest house.

12. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the guest house is strictly prohibited.

13. Doctoral candidates shall use the local internet connection for educational purposes, research and communication with the DUTH services.

14. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiaries or third parties is prohibited. Guests who violate this clause shall be evicted from the guest house forthwith and, if necessary, the Housing Committee shall assign the room to another applicant.

15. Guests may not exchange rooms. Rooms may be changed exclusively through the Department of Academic Affairs of Xanthi.

16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

17. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

18. The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.

19. The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.

20. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

21. Tenants shall observe the rules of proper cohabitation, showing respect and not disturbing the other tenants. Statutory quiet hours especially must be strictly observed.
22. The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.
23. The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
24. In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the guest shall be liable for the associated costs.
25. The duplication and delivery of keys to third parties is expressly prohibited.
26. The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible parties;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.
27. The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any cleaning or internal and external repairs.
28. Before departure, tenants shall:
 - a) Inform the Department of Academic Affairs of Xanthi to arrange an inspection of his/her assigned room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
 - b) Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.
29. On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.
30. Tenants may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.

B. Specifically, student guests shall also:

1. Each student guest shall sign an Agreement for Tenancy with the University -see Annex 1 or Annex 2 respectively- which shall stipulate the observance of these Rules and Regulations, the DUTH Student Halls Rules and Regulations and the DUTH Internal Rules and Regulations, list in detail the items included with the room and the communal areas and describe the obligations the student undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room or

losses of items therein as well as damages to any communal areas of the rooms. In case the compensation is not paid in full, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority).

2. Not bring visitors into the student halls after 10 in the evening.
3. Student guests shall be personally responsible for procuring the cleaning products required for housekeeping, if staying for more than ten (10) days.
4. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 3) to the Housing Committee of Xanthi. Violators shall receive a citation. Guests qualifying for the accommodations shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld by the DUTH-PDMC from the Security Deposit or paid as additional compensation, if the amount exceeds that of the deposit.

Article 11 **Penalties**

1. Breaches of the above rules shall be subject to the following penalties, depending on the severity of the breach:

- a) oral or
- b) written citation – warning or
- c) immediate removal from the guest house.

Penalties (a) and (b) shall be imposed by the competent employee of the Department of Academic Affairs of Xanthi. Penalty (c) shall require a decision of the Student Welfare Council.

2. Guests shall be removed from the guest house by decision of the Student Welfare Council, implemented by the competent employee of the Department of Academic Affairs of Xanthi, in the following cases:

- b) if they are found to be sub-letting or granting their accommodations to third parties;
- c) if they are found to be accommodating third parties without Housing Committee approval;
- d) if they keep pets in their rooms;
- e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;
- f) if their actions repeatedly disturb the other guests;

g) if they are assigned a room but do not use it.

h) if they do not fulfil their financial obligations

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in all other cases may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the guest house when they pose a health and safety risk to the other tenants.

4. Duplicates of keys shall be maintained by the competent personnel, which shall be entitled to perform unscheduled inspections.

5. In case serious issues arise between guests or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation does not identify the offending party, the competent employee of the Department of Academic Affairs of Xanthi may refer the issue to the Centre for Psychological and Counseling Support of the DUTH or the competent service regardless of title to investigate possible solutions to the issue before the permanent removal of the guest from the EKTENEPOL Xanthi guest house.

Article 12

Special provisions

This Regulation of the DUTH EKTENEPOL guest house for Guests in Xanthi shall be amended by the Senate after a proposal by the Student Welfare Council.

Article 13

Entry into force of the Regulation

This Regulation of the DUTH EKTENEPOL guest house for Guests in Xanthi shall enter into force as of academic year 2023-2024.

ANNEXES
TO THE SPECIAL REGULATION OF THE EKTENEPOL STUDENT HALLS FOR
GUESTS OF THE DEMOCRITUS UNIVERSITY OF THRACE

5. Tenancy agreement (in Greek)
6. Tenancy agreement (in English)
7. Application for accommodation

ANNEX 1. Tenancy agreement (in Greek)



AGREEMENT FOR TENANCY AT THE EKTENEPOL XANTHI STUDENT HALLS OF THE DEMOCRITUS UNIVERSITY OF THRACE

The Department of Academic Affairs of Xanthi, representing the Rector of the Democritus University of Thrace, and

Student or Professor etc. of the Department of with Registration Numberof the university, agree and mutually accept the following:

The Democritus University of Thrace owns the building complex of the EKTENEPOL Student Halls (SH) in Xanthi, which include student room under no., a private room in an apartment consisting of three rooms, a communal kitchen, bathroom and WC, equipped with sanitary facilities along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today, and paid the corresponding amount, as per DUTH Senate decision under meeting no., of EUR two hundred (200) for proper use of the room (date of deposit/..... /.....). The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages or loss of items identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These costs will be applied in accordance with the relevant clause of the Special Rules and Regulations of the DUTH EKTENEPOL Xanthi Student Halls for Guests.....

2. I received the following ITEMS:

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK
5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)

9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

Furthermore, apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS- GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

3. The tenancy agreement takes effect, starting/...../..... and ending on .../.../..... of academic year-.....-.....

4. The second contracting party shall:

- Observe the Special Rules and Regulations for the EKTENEPOL Xanthi guest house of the DUTH.
- Observe the Student Halls Rules and Regulations of the Democritus University of Thrace.
- Observe the University's Internal Rules and Regulations.
- Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
- Exercise the same due care in the use of the communal areas.
- More specifically, the tenant shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.
- Exercise due care when using the communal areas and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).
- Not make any changes to accommodations; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls, hanging of frames or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the

- rooms, furniture or communal spaces of the SH etc
- Not make any changes to the rooms (e.g. removal or change of furniture etc.).
- The tenant shall observe the basic personal hygiene rules regarding him/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the SH. More specifically, the tenant shall have the following responsibilities:
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings
 - wash utensils and cookware and clean the kitchen after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
- Supply cleaning products required for the housekeeping at his/her own expense, if staying for more than ten (10) days.
- Respect the diversity and individuality of their fellow tenants.
- Not bring visitors into the student halls after 10 in the evening.
- Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
- Inform the Department of Academic Affairs of Xanthi in the following cases:
 - a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;
 - b) in the event that suspicious individuals are seen within the spaces of the student halls;
 - c) in the event of theft, harassment or other misconduct.
- Not to endanger his/her own or others' physical integrity within the spaces of the SH.
- Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the SH is strictly prohibited
- Use the local internet connection for educational purposes, research and communication with the DUTH services
- Not lease, sub-let or grant his/her accommodations to third parties.
- Not exchange rooms with other tenants; rooms may only be exchanged through the Department of Academic Affairs of Xanthi.
- Not to throw items, foodstuffs, water or other liquids from the windows.
- The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.
- The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.
- The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.
- The use of items or substances which may pose a risk to the health and safety of

tenants is strictly prohibited.

- Tenants shall be jointly liable for compensation of any damages to the communal areas of their accommodations, unless said obligation is assumed by written declaration of a specific tenant or tenants.
- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
- Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of any guests shall be notified in writing to the Housing Committee of Xanthi. Violators shall receive a citation. Tenants or others staying at the accommodations shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld by the DUTH-PDMC from the security deposit or paid as additional compensation, if the amount exceeds that of the deposit.
- The tenant shall provide written notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Department of Academic Affairs of Xanthi.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued. Tenants having guests stay in the SH without proper authorisation constitutes a serious breach of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house and the DUTH Student Halls Rules and Regulations. This action infringes upon the property rights of DUTH and the rights of fellow tenants. The tenant's guest shall be expelled through the appropriate measures. The tenant harbouring the above guest without permission is also in serious breach of this Regulation.
- In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- The reproduction and delivery of keys to third parties is expressly prohibited.
- The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Before departure, the second contracting party shall:
 - o Inform the Department of Academic Affairs of Xanthi to arrange an inspection of their room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear, damages or losses are identified, the guest shall be liable for the corresponding amount as per the Special Rules and Regulations of the EKTENEPOL guest house.

- Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.
- Return the room, communal spaces and equipment in good condition.
- On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.
- The tenant may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with his/her stay as well as any other issues that may arise. The employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.
- The second contracting party has been fully informed of and is obligated to observe the Special Rules and Regulations of the EKTENEPOL Xanthi guest house of the Democritus University of Thrace and the terms hereof.
- Any breach of the terms stipulated in this agreement shall be subject to the sanctions outlined in Article 14 of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house for doctoral candidates of the DUTH.
- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.
-
- THE CONTRACTING PARTIES

(signatures)

THE DEPARTMENT OF ACADEMIC AFFAIRS OF XANTHI

THE DOCTORAL CANDIDATE

ANNEX 2: Tenancy agreement (in English)



**DEMOCRITUS UNIVERSITY OF THRACE
STUDENT HALLS OF EKTENEPOL - XANTHI**

.....(*Name*).....employee of the Department of Academic Affairs of *Xanthi* representing the Rector of the Democritus University of Thrace (DUTH), thereafter **the lessor**

and(*Name & Passport No*)..... *student/Professor* of the Department of University, thereafter **the tenant enters into the following agreement:**

The lessor lets the property described below (hereinafter referred to as '**the student accommodation**') to the tenant, who accepts it, under the conditions set out below:

1. The lessor lets the student accommodation with the number..... hereinafter situated in the *Xanthi* Student Halls.
2. The student accommodation comprises a single bedroom within an apartment consisting of three student accommodations, a shared kitchen, bathroom, and WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.
3. The tenant has submitted a deposit of two hundred (200) euros (date of deposit ... / ... / ...), which is the specified amount set by the Senate of DUTH.

1. ONE (1) DINING TABLE
2. THREE (3) POLYPROPYLENE DINING SEATS
3. ONE (1) BALCONY TABLE
4. THREE (3) BALCONY CHAIRS
5. ONE (1) SET OF SHOWER CURTAIN WITH RAIL
6. TWO (2) SETS OF TOILET BRUSHES WITH BASKET-
IN THE TWO (2)-ROOM APARTMENT WITH THE NUMBER 103 ON THE GROUND FLOOR THERE IS ONE (1) TOILET BRUSH SET WITH BASKET
7. ONE (1) LAUNDRY
8. ONE (1) FRIDGE FREEZER
9. ONE (1) ELECTRIC KITCHEN WITH OVEN

10. THREE LIGHTS (TWO IN THE HALL AND ONE IN THE SHARED KITCHEN).

4. The tenancy agreement takes effect on/...../.....and ends on .../.../..... of the academic year-.....-..... This tenancy is for the named tenant only. The tenant will not sublet the Accommodation or allow anyone else to use it for residential purposes.

5. The tenant has received the following (inventory):

1. ONE (1) BED
2. ONE (1) MATTRESS
3. ONE (1) BEDSIDE
4. ONE (1) OFFICE
5. ONE (1) DESK DRAWER
6. ONE (1) SEMI-CLOSED LIBRARY WITH DOORS
7. ONE (1) POLYPROPYLENE SEAT FOR OFFICE
8. ONE (1) LIGHTING (CEILING LAMP)
9. ONE (1) FOUR-LEAF CLOSET
10. OUTLETS
11. ONE (1) TV OUTLET
12. SWITCHES
13. ONE (1) PHONE-INTERNET BOX
14. KEYS - FRONT DOOR: ONE (1), APARTMENT: ONE (1), BEDROOM ONE (1), KITCHEN CABINETS: TWO (2) AND HALL CLOSET: ONE (1)
15. WINDOW SHADE

6. In addition, each apartment includes the following items in common use for all tenants of the apartment:

7. The student accommodation, currently in good condition with all facilities functioning, is being let by the lessor to the tenant under the following terms and conditions. The tenant agrees to:

- abide by the DUTH Student Halls Rules and Regulations.
- abide by the DUTH Internal Rules and Regulations.
- exercise due care in the use of facilities, accommodation, and/or common parts to keep them clean and tidy, maintaining the decorations, fittings, and furnishings of the accommodation, including doors and shared facilities. Costs arising from any wilful or negligent damage or defacement of DUTH property will be charged in full to the responsible tenant.

- keep the accommodation clean and tidy and contribute to the housekeeping of the shared/common areas.
- take care for shared areas and facilities (kitchens, laundries, refrigerators, lifts, terraces, and surrounding areas). The cost to repair damages in the common areas is shared between the tenants, unless one of them takes written responsibility and pays for the repair/restoration.
- not to remove furniture or equipment from the accommodation, shared facilities or communal areas.
- not to cause any damage to the walls (e.g., by hanging posters, hangers, etc.).
- to promptly report to the Student Hall Supervisor any damage to the accommodation, shared facilities or communal areas, including damage to furniture and equipment.
- not to allow any animal(s) (cats, dogs, rabbits, etc.)
- not to cause or permit any blockage to drains and pipes, gutters and channels in or about the accommodation. Common causes of blockages for which the tenant would be responsible would include putting fat down the sink, failure to remove hair from plugholes and flushing inappropriate material (wipes, sanitary towels) down the toilet.
- to follow the non-smoking rules of the student Hall. The tenant is also responsible for ensuring that visitors uphold this rule. The non-smoking rule applies to all areas. Smoking by windowsills or on the balconies is not permitted. Using e-cigarettes is not permitted indoors. A violation to this rule will be seen as a breach of contract.
- not to keep or use illegal drugs on the accommodation or inside the student hall. A violation to this rule leads to immediate eviction.
- abide by the basic rules of personal hygiene.
- to dispose of all garbage in the municipal waste bins daily.
- to supply cleaning products required for the housekeeping, in case of staying for more than ten (10) days.
- to ensure that shared areas should be cleaned at least once a week.
- to ensure that the refrigerator as well as shared cupboards are kept clean and tidy.
- that shower, toilets, main entrances and shared kitchens must be cleaned at least once a week.
- respect other tenants' right to work and sleep undisturbed and maintain peace and order after 10:00 pm Sunday until Thursday, and after 12:00 midnight Friday and Saturday up until 08:00 am in the morning. This applies for the accommodation and the Student Hall as a whole. The tenant is also responsible for the conduct of his/her visitors.
- to not bring visitors to the student hall after 10:00 pm.
- to use the internet for educational purposes, research and communication.
- to not throw anything from the windows of the accommodation (water, food, etc.).
- to place sleds, bicycles etc. in the assigned space and not inside the residential common area.

-have overnight visitors for up to 3 nights. The tenant must be present during the visit. The name of the visitor must be reported to the Housing Committee. The tenant is also responsible for the conduct of his/her visitor who has to abide by the Rules and Regulations of the Student Hall.

-to notify in writing the Xanthi Academic Affairs Department in the case of absence from the Student Hall for a period longer than fifteen (15) days. In the case of absence for a period longer than twenty (20) days, the tenant will return the keys to the Academic Affairs Directorate.

-to notify promptly the Department of Academic Affairs of Xanthi in the case of loss of the keys. The tenant will be charged with the cost of replacement.

-to not copy or hand over keys to other persons.

-to notify promptly the Academic Affairs Department of Xanthi in case of illness especially of contagious.

-to report to the Supervisor the presence of suspicious person(s) in the Student Hall.

-to implement the safety instructions relating the building facilities in case of natural disasters (earthquake, flood, fire, etc.). The use of any electrical devices not included in the room (heaters, microwave ovens, etc.) or other equipment that can cause a fire (candles, gas lighters, etc.) is strictly prohibited. The DUTH will treat any action that endangers tenants (such as possession of fireworks, lighting a fire, climbing to the top, etc.) with the utmost severity. All cases of misconduct that endanger safety will result in action under the Disciplinary Procedures of the DUTH Internal Rules and Regulations.

-to give access to the Housing Committee (one member of staff of the Academic Affairs Directorate and one of the Technical Projects Directorate) at least four times (4) per year at reasonable times of the day on reasonable prior notice for the following purposes:

- Inspect the student accommodation
- Confirm that the student accommodation is occupied by the eligible tenant
- Check for damages or maintenance and repair needs,
- Confirm that objects or illegal substances threatening the safety and health of the tenants are not used in the student accommodation,
- Address any other matters deemed necessary by the Supervisor of the Student Hall or the Department of Academic Affairs.
- In case of an emergency, access is granted at any time without prior notice.
- To give access to authorised cleaning and technical crews for repairs.

8. Tenants are expected to respect each other and to promote the well-being of the community. The following behaviours are expressly forbidden:

- Violent, indecent, threatening, intimidating or other offensive behaviour or language whether expressed orally or in writing (including emails).
- Theft including minor pilfering of e.g. food items.

- Sexual, racial or any other form of harassment, including bullying of any student or member of staff of DUTH, or any visitor of the University.
- Lewd or sexually inappropriate behaviour.
- Other behaviour that may cause danger or distress.

9. The tenant undertakes to return the student accommodation upon termination of the tenancy agreement in the same condition as it was at the start of the tenancy agreement. In the event of any damage or loss occurring within the student accommodation or shared areas, exceeding normal wear and tear resulting from appropriate use, the tenant shall be responsible for covering the costs associated with repair, compensation, or replacement. These charges will be applied in accordance with the Rules and Regulations of the DUTH Student Halls.

10. Failure to comply will result in the issuance of an administrative eviction. Having a tenant's guest stay in the Student Hall without proper authorisation constitutes a serious breach of the Internal Rules and Regulations of the Student Residences. This action infringes upon the proprietary rights of the DUTH and the rights of fellow tenants. The expulsion of the tenant's guest will be carried out using appropriate measures, with the tenant sharing equal responsibility for this violation.

11. At the end of the tenancy:

- The tenant is required to return keys and/or cards to the Supervisor of the Student Hall. Failure to do so will result in incurring the corresponding cost.
- The staff of the Academic Affairs Department and/or the Supervisor of the Student Hall will inspect the accommodation. If there is wear, loss, or damage beyond normal use, the tenant will be charged accordingly.
- The tenant must retrieve all personal belongings. If the belongings are not claimed after notification, they will be donated to charity or recycled.

12. For any information, accommodation problems, and other issues, individuals may contact in the Academic Affairs Department of Xanthi. is responsible for resolving problems directly or by referring to the relevant services.

13. The tenant has acquired comprehensive knowledge and is required to fully adhere to the Rules and Regulations of the Student Hall in Xanthi of the Democritus University of Thrace, as well as the conditions outlined herein.

14. Any breach of the terms stipulated in this agreement is subject to the sanctions outlined in Article 14 of the Rules and Regulations of the Student Halls of DUTH.

15. These terms have been mutually agreed upon, acknowledged, and co-accepted by both contracting parties. In confirmation of this agreement, it has been drafted, signed, and two (2) identical originals have been produced, with each party receiving one.

(Signatures)

The Lessor

The Tenant

ANNEX 3. Application for accommodation

REQUEST

Last Name:
First Name:
Father's Name:
Mother's Name:
Student of the Department:
Place of birth:
Year of birth:
Place of residence:
Postal Code:
ID Number:
Date of Issue:
Issuing Authority:
Tax Identification Number:

SUBJECT: Request for guest accommodation

.....
.....
.....
...../...../202

Xanthi

I hereby request authorisation to host a guest in my assigned room, in the apartment at the EKTENEPOL Student Halls in Xanthi. I am an authorised resident of this room. My guest's name is

.....
He/She will be staying for.....days. I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

The Applicant
(Signature)

TO
The Housing Committee of Xanthi

ANNEX 3b. Request for Guest Accommodation (in English)

REQUEST

Surname:
First Name:
Father's Name:
Mother's Name:
Student of the Department:
Place of Birth:
Year of Birth:
Place of Residence:
Postal Code:
ID Number:
Date of Issue:
Issuing Authority:
Tax Identification Number:

Request for Guest Accommodation in Student Dormitory Room

.....
.....
.....
...../...../202

To
The student halls committee

Xanthi

I hereby request authorisation to host a guest in my assigned room, [Room Number], in the [Apartment Number] apartment at the EKTENEPOL Student Dormitories in Xanthi. I am an authorised resident of this room.

My guest's name is [Guest's Full Name]. He/She will be staying for [Number] days, from [Start Date] to [End Date].

I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

I have read and understood the dormitory's guest policy and agree to abide by all its rules and regulations.

Thank you for considering my request.

[Guest's Full Name].

[Signature]



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Annex 22
Establishment of the Student Welfare Council of
Democritus University of Thrace

Komotini 2024

Article 1

The Student Welfare Council is hereby established. The purpose of the Student Welfare Council is to discuss and formulate proposals to the Rector and the Senate to deal with issues related to student life and the continuous improvement of the Institution's student care services, and the correct implementation of the relevant decisions of the collective bodies.

Article 2

Issues concerning the institutional functioning of Student Welfare in general (including Student Residences) are discussed at the Student Welfare Council, and it has the competence to make relevant recommendations to the Senate of the University.

Article 3

The Student Welfare Council consists of:

- The Vice Rector responsible for Student Welfare as President
- the Deans of the Schools of Democritus University of Thrace as members,
- one student representative from the Departments of Xanthi,
- one student representative from the Departments of Komotini,
- one student representative from the Departments of Alexandroupoli-Didymoteicho,
- one student representative from the Departments of Orestiada-Drama.
- one student representative from the Departments of Kavala

The duration of the students' term is one year.

The Student Welfare Council shall convene following a notice-agenda from the Vice Rector responsible for Student Welfare.

The students' representatives are elected by all the active students, in accordance with the provisions on the election of students to collective bodies. If the students' representatives are not elected, the Council shall be established and operate lawfully, without their election, until they are elected.

Article 4

The Senate shall have jurisdiction over the establishment or restructuring of the Student Welfare Council.

Article 5

Staff of the competent Directorate administratively supports the Student Welfare Council.

Article 6

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



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Annex 23
Establishment of Foreign Students Support Unit
at Democritus University of Thrace

Komotini 2024

Article 1

Establishment-Level of operation-Structure-Organisational structure

An administrative structure, entitled the 'Foreign Students Support Unit,' is hereby established at Democritus University of Thrace, based at the Office level and belonging to the Department of Undergraduate Studies and Student Care of the Academic Affairs Directorate of DUTH.

Article 2

Mission-Goal

The mission of the Foreign Students Support Unit is to support foreign students enrolling in Undergraduate, Postgraduate and Doctorate Study Programmes of Democritus University of Thrace.

Article 3

Responsibilities

The Foreign Students Support Unit shall exercise the responsibilities set out in Article 212 of Law 4957/2022. These responsibilities include:

- a) providing support to foreign students for their registration in study programmes in foreign language offered by Democritus University Thrace,
- b) providing support to foreign students in issuing a visa and residence permit in Greece for study purposes and communicating with the competent public sector bodies on these issues,
- c) providing support in the procedure for conclusion of contracts for fast-track residence permit issuance for study purposes, in accordance with Article 37 of Law 4251/2014 (Government Gazette, Series I, 80),
- d) providing support to students during their relocation in Greece,
- e) collaborating with the responsible departments of Democritus University of Thrace to serve foreign students,
- f) organizing Greek language or other foreign language courses in collaboration with the competent units of Democritus University of Thrace,
- g) carrying out additional responsibilities as outlined in the organisational framework of Democritus University of Thrace and related to the object of the Foreign Students Support Unit.

Article 4

Staffing

The Foreign Students Support Unit is staffed by permanent employees or individuals with open-ended private law contracts at Democritus University of Thrace, who belong to the UE, TE, or SE categories.

This decision is to be published in the Government Gazette.



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Annex 24
**Organisation and Operation of Student Groups at
the Democritus University of Thrace**

Komotini 2024

Article 1

General

1. The establishment of student groups (or associations) complements students' studies within DUTH and enables them to carry out their studies in parallel with their non-university hobbies, meeting their needs for expression and creativity. Furthermore, through their groups and actions, students have the opportunity to develop communication with students from other departments and with other sectors of society, which facilitates their integration into the academic community and the local community.
2. Groups can cover a wide range of interests and activities, related or not to the subject of their studies (e.g. volunteering, social services, fine arts, photography, etc.)

Article 2

Objectives

1. The objectives of student groups may include:
 - The development of members' knowledge and skills and their participation in national and international student competitions.
 - The promotion of research and technology and their utilisation in the economic, social and cultural development of the student population and DUTH.
 - Participation of students in the exchange, promotion and dissemination of scientific information on issues related to their field.
 - The creation and cultivation of communication and collaboration with student, scientific, and cultural groups of DUTH or other local, national, and international organisations pursuing the same or similar objectives.
 - The strengthening of relations between students of DUTH departments and the departments of other universities in Greece or abroad.
 - The development of intellectual and cultural activities among students/members of groups with common interests.
 - The expression and implementation of any artistic, sporting, scientific or other concerns students may have.

- Development of a sense of collegiality and cooperation, enhancement of inclusiveness and production of social work by helping fellow students through volunteering, etc.
- Cultivation and defence of the ideals of freedom, democracy and creative contribution to social progress, to the cause of peace and friendship among peoples and young people throughout the world.
- Promotion of the group's and DUTH's work locally, nationally and internationally.
- Other objectives that fall under the principles and rules governing the operation of DUTH, in accordance with the applicable laws and the internal Rules and Regulations.

Article 3

Establishment – members – operation

1. Students of all cycles (undergraduate, graduate, doctoral) may, in addition to their studies, establish groups or clubs for educational, cultural, sporting or social purposes.
2. Each DUTH student group consists of at least five (5) students/members registered in undergraduate, graduate or doctoral programmes at DUTH, in one or more of its departments.
3. At least three students/founding members (committee) shall submit a brief proposal for the establishment of a student group to the Department/School or the Institution (depending on the purpose and members to be participating), including:
 - the name of the group
 - the student coordinator of the group with their contact details (institutional email account)
 - the objectives of the group
 - a list of the names and contact details of prospective members
 - examples of activities and actions planned
 - the committee submitting the proposal

- a member of the Faculty or Special Teaching Staff or Special Teaching Staff or Laboratory Teaching Staff who will assume an advisory role (Student Group Advisor - SGA)
 - the space where group will meet
 - the contact details of the group – possible logos etc. (institutional cover account addressed to the professor and the student coordinator).
 - the decision-making process with regard to the selection of new members, the selection of the coordinator or coordinating committee and the actions of the group.
4. The Assembly of the Department (or the Deanery or the Senate) shall decide on the establishment of the group. The Assembly of the Department (or the Deanery or the Senate) may invite the group to present the submitted proposal orally.
5. Following the establishment decision, the student group is formed and, with the support of the SGA, proceeds to organisation of the group (see article 4).

Article 4

Coordination of student groups' actions

1. All active students (minimum duration of study programme+2/3 years) from all DUTH undergraduate, graduate and doctoral programmes may join each student group. After that period (minimum duration of study programme+2/3 years) elapses, they automatically cease to be a member of the group. The group maintains an updated a list of its members.
2. Each DUTH student group defines the manner in which it is coordinated, guided and managed. Each group selects a coordinator or head, or, in large groups, a coordinating committee or council. The appointment process is chosen by the group.
3. The coordinator, head or coordinating committee shall maintain an updated list of the members of the group and their contact details. Persons who have graduated, lost their student status or transferred to another institution cannot joint the group.
4. The coordinator, head or coordinating committee regularly informs the SGA about the scheduling of the group's activities.

Article 5

Rights of group members

1. Members of each group are entitled to:
 - a) participate in the group meetings/sessions and freely express and expand on their views and proposals.
 - b) participate in the organisation of the group and the selection or appointment of the coordinator(s) (or head or committee), and can be selected for such positions.
 - c) propose to the coordinator, head or coordinating committee anything they consider conducive to the achievement of the group's goals and receive a response to their proposals.
 - d) present their views on the group's activities in general.
 - e) create and participate in special committees, if and as specified each time.

Article 6

Obligations of group members

1. The group members must:
 - a) participate actively in the group's activities so that the group can achieve its objectives.
 - b) comply with the decisions made and not impede the decisions of the bodies;
 - c) Any additional obligations within the legal frameworks may be provided for in each group.

Article 7

Indicative Activities

1. To achieve its objectives, DUTH student groups may, indicatively:
 - a) organise lectures, seminars, recreational events and other educational, cultural, sports or social activities, as well as participate in national and international student competitions.
 - b) coordinate their actions with those of other student groups within or outside DUTH, with local and/or international organisations with similar objectives.
 - c) develop and maintain contact with the local community or other organisations in order to provide information on issues related to the interests of the group.

d) address documents to DUTH or other institutions or organisations, or to the competent authorities, etc.

2. Each group may provide for any other lawful and expedient means to achieve its objectives.

3. The SGA is informed about the planning of the group's activities and informs the Assembly (or the Deanery or the Senate) accordingly.

Article 8

Resources of DUTH student groups

1. DUTH may provide resources to support student groups.

2. The Department (or School or Senate, as the case may be) provides venues for student group activities. Responsibility for the venue and its maintenance in excellent condition lies with the coordinators and members of the student groups hosted at the venue.

3. Student group applications for funding are submitted at the beginning of each academic year – by 15 October – so that the group can receive funding for the next academic year.

4. The funding applications of each group must include:

a) a plan of the action(s) the group is organising (or in which the group will participate).

b) a description of the DUTH group's contribution and expected benefits.

c) actions for which the group requests coverage of expenses and estimates of costs involved.

d) the operational capability of the group to successfully complete the action(s)

e) approval of the request for funding from the Assembly of the Department (or the Deanery or the Senate of DUTH, as the case may be).

5. Student groups may seek funding for their activities from other organisations (such as the SSF, Eastern Macedonia-Thrace Region, Municipalities, etc.) in accordance with the requirements of those organisations. On behalf of student groups, DUTH may also pursue funding for group activities from various organisations.

Article 9

Effect of the Rules and Regulations

These Rules and Regulations goes into effect upon its publication in the Government Gazette.



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Annex 25
Rules and Regulations of Student Performance
Awards of Democritus University of Thrace

Komotini 2024

Article 1

General

1. Every year DUTH grants performance awards to the undergraduate student of every School who, during the previous academic year:
 - a) successfully completed all courses of the previous academic year prescribed in the indicative study programme of the Department where he/she studies (all three examination periods of the year in question i.e. January, June and September, are taken into account); and
 - b) achieved the highest grade resulting from the average of the courses (including the Bachelor's or diploma thesis), without calculating the weighting coefficients.
2. The award consists of the awarding of a special diploma at a ceremony that takes place during the celebration of the Three Hierarchs. The names of the students to be awarded shall be announced on the website of the School, Department and University.
3. Students who have not been successfully examined in all the courses prescribed in the indicative study programme for the academic year in question shall not be entitled to a performance award.
4. The following are not entitled to a performance award: a) students who are not in the regular study period and b) those who were admitted through qualifying exams.

Article 2

Procedure

1. By 30 October of every year, the Deanery shall send a letter to the relevant Departments to indicate the student who meets the requirements of Article 1 in their Department; then the Deanery draws up a list of candidates which shows the candidate with the highest grade at the School.
2. The Deanery shall send a letter to the Academic Affairs Directorate by December 10, communicating the details of the student.
3. In the event of an absolute tie, the Performance Award goes to all students of the School with the same grade.
4. The top students of the remaining Departments of the School shall receive a special commendation from the relevant Deanery.



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Annex 26
Student Complaints and Objections Management
Rules and Regulations of the Democritus University of
Thrace

Komotini 2024

Article 1

Purpose

1. The purpose of the Student Complaint and Objections Management Rules and Regulations (SCOMR) is to ensure, through a suitable management mechanism, that the Academic Departments of the Democritus University of Thrace (DUTH) provide improved quality of service to all students participating in its Study Programmes. The SCOMR establishes and defines procedures that provide reliable, systematic and continuously improving impartial recording and handling of any dysfunctions encountered by a student during his/her studies.

Article 2

Definitions

1. An objection is defined as any written objection or doubt expressed by a student regarding a pending or problematic resolution of an issue/problem that concerns him/her.
2. A complaint is defined as an expression of dissatisfaction (oral or written) on the part of a student, regarding the quality of the services provided by the University's Academic Departments.

Article 3

Scope

1. The complaints and objections management policy is addressed to the entire active student population (undergraduate, post-graduate, doctoral candidates) of the Academic Departments of the Institution.
2. Prior to the submission of their complaint or objection, students must review the Guides and the general and specific Study Rules and Regulations for the Study Programmes which they attend, as well as the general Operating Rules and Regulations of the Institution, so that they are aware of their rights and obligations.
3. The Student Affairs Committee is appointed as the competent body at each Academic Department for the monitoring and proper implementation of the procedure for managing student complaints and objections.
4. Student Affairs Committees are appointed by the Assemblies of the Departments, consist of three faculty members, with their alternates, and have a three-year term.
5. During the implementation of all stages of the procedure, the parties involved are obliged to retain and protect personal data, as determined by the legislation in force at the time.

Article 4

Procedure for submitting complaints and objections

1. Informal complaint submission process:

Prior to proceeding with the written submission of any complaint or objection, the student, depending on the nature of his/her complaint, may contact, within 15 days from the appearance of the problem, his/her Academic Advisor, who shall discuss with the student any issue impeding his/her studies. If the student does not wish to discuss the issue with his/her Academic Advisor, or if the problem is not resolved through the above informal procedure, or a conflict of competences or roles arises with the Academic Advisor, the formal procedure of paragraph 2 of this Article is followed.

2. Formal complaint submission procedure:

- a) The student records the issue in question on the Complaints and Objections Submission Form

(Annex), which is posted prominently on the website of the competent Department, and submits it to the Secretariat of his/her Department within 15 days of the failure of the issue to be addressed through the informal procedure. In the event of prior application of the informal resolution procedure of paragraph 1, the hearing and mediation procedure followed must be stated on the Form.

b) After registering the Complaints and Objections Submission Form, the Department Secretariat forwards it to the Department's Student Affairs Committee. The Student Affairs Committee examines the student's issue and takes the necessary actions in order to either resolve it immediately, if possible, or refer the matter to the competent body of the Department. Depending on the nature of the problem, the Student Affairs Committee, before taking the necessary actions, may invite the student to a hearing to present his/her views. The student is notified in a timely manner regarding the date and time of the meeting. The Student Affairs Committee may invite other involved members of the academic community to a hearing in order to resolve the issue. If the issue is not resolved and the situation remains problematic, or the solution offered is not satisfactory to the student, he/she may submit the matter anew, directly to the Assembly of the Department, following the procedure set forth in case a) herein, adding the actions already taken.

c) If the issue is referred to the Assembly of the Department, any decisions relating to its resolution shall be final and irrevocable. If the case is complex, the Assembly of the Department may refer the case to another body of the Institution. If the resolution of the issue is achieved without referring it to the Assembly of the Department, then the case is closed.

3. If all the above procedures have been implemented and the student continues to disagree with the decision resolving issue, he/she may contact the University's Vice-Rector of Academic Affairs for a new settlement.

4. The procedure of paragraph 3 is followed for submitting objections.

5. It is understood that any unfounded or abusive complaints or objections shall not be brought before the competent bodies for discussion.

Article 5

Right to notification

The student shall be notified in writing by the Student Affairs Committee, through the Secretariat of the relevant Department and within a period of 30 days from the submission of his/her complaint, regarding the actions taken and any decision taken in relation to the issue. Should the student not be notified within the above time period, he/she may contact the University's Vice-Rector of Academic Affairs to further settle his/her complaint or objection.

Article 6

Assessment of the implementation of the complaint and objection resolution procedure

1. Complaints and objections submitted through the written/formal procedure are recorded and classified in order for the results of their resolution to be measurable, assessable and comparable, both qualitatively and quantitatively.

2. The Student Affairs Committee evaluates and classifies complaints and objections according to the type of issue (teaching/academic, administrative services, Department infrastructure, cooperation between students) and evaluates the results of the procedure.

3. At the end of each academic year, the Student Affairs Committee shall prepare a report that includes (without reference to personal data) the following information:

a) All the complaints and objections submitted by students to the Department.

- b) All student complaints and objections examined under the procedure provided for by the Department.
- c) All student complaints and objections that, following their examination, were resolved by the Department or the Institution.
- 4. The report is forwarded through the Internal Assessment Team to DUTH's Quality Assurance Unit (QAU) for further processing.
- 5. For complaints or objections submitted by undergraduate students, responsibility for compliance with these Rules and Regulations lies with the Head of the academic department, and for graduate students and doctoral candidates, responsibility lies with the , the Director of the relevant Study Programme.

Article 7

Other means and methods DUTH students can use to submit complaints and objections

DUTH students may also use the following means and methods of submitting complaints and objections:

1. *Questionnaires*: DUTH students have the option, through the use of questionnaires prepared by the QAU-DUTH, to anonymously assess:
 - a) the educational process
 - b) food and accommodation services
 - c) digital services
 - d) available infrastructure
 - e) the administrative procedures provided.
2. *Student Advocacy Office*: The Operating Rules and Regulations of the Student Advocacy Office, which is included in the Institution's Internal Rules and Regulations, states in detail its competences and describes the procedure for submitting complaints and objections that fall within its scope.
3. *Gender Equality and Anti-Discrimination Committee*: The Institution's Internal Rules and Regulations set out in detail the powers of the Gender Equality and Anti-discrimination Committee and describe the process for submitting complaints and objections that are within its scope.
4. *Ethics Committee*: The Code of Ethics and Conduct included in the Institution's Internal Rules and Regulations set out in detail the powers of the Ethics Committee and describes the process for submitting complaints and objections that fall within its scope.

Article 8

Protection of personal data

In the event of submission of complaints or objections, as well as during the preparation of the reports or the presentation of the relevant data, the applicable legislation and the DUTH personal data protection policy shall apply.

Article 9

Entry into force

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

Complaint No & Date

(To be filled in by the Secretariat)

--

TO:
Secretariat of the Department of

Submission Date:

Please fill in the following **mandatory** fields and submit this document to the following e-mail address: (enter the e-mail of the Secretariat)

Full name:		
Title:	Undergraduate student or <input type="checkbox"/>	
	Postgraduate student or <input type="checkbox"/>	
	Doctoral Candidate <input type="checkbox"/>	
	Reg. No.:	
	Year of Study:	
	Phone / Mobile:	
	Email:	
The complaint concerns		
	Student issues:	<input type="checkbox"/>
	Studies issues:	<input type="checkbox"/>
	Food issues:	<input type="checkbox"/>
	Housing issues:	<input type="checkbox"/>
	Communication issues:	<input type="checkbox"/>
	Relations with educational staff:	<input type="checkbox"/>
	Personal Data:	<input type="checkbox"/>
	Other:	<input type="checkbox"/>

Please state briefly and clearly the problem you encountered or your complaint

Solemn Declarations

I hereby declare that I expressly and unreservedly consent to the processing of my personal data for the purpose of handling this complaint.	<input type="checkbox"/>
I understand that the confidentiality of communications will be ensured, as provided for in the DUTH Internal Rules and Regulations and the applicable legislation.	<input type="checkbox"/>
I declare that I am aware of the Study Guide and of the University's general operating rules, and I am clearly aware of my rights and obligations.	<input type="checkbox"/>
I have been informed about the Personal Data Protection Regulation https://duth.gr/Πανεπιστήμιο/Προστασία-Δεδομένων-Προσωπικού-Χαρακτήρα-GDPR	<input type="checkbox"/>

To be filled in by the body investigating the complaint (Academic Department)		
Investigation of the complaint with s/n		
Participants		
Full name:	Position:	
Reason		
Responsible		
Department	Service	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to address the problem – Corrective action		
Complainant notification		
Competent officer:		
Date:		

The Head of the Department



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

Annex 27

Code of Conduct & Good Practice

Komotini 2024

Article 1

General Provisions - Key Conduct Principles

1.1. Preamble - Purpose

1. The fundamental mission of any University is to produce and develop knowledge, to spread it among young scientists and society at large, as well as to achieve the highest degree possible of educational and research excellence on a national and international level. To fulfil this mission, there is need for a system of principles and values, guidelines and standards that go beyond, but in no way substitute, the self-evident obligation to comply with the applicable legislation. The purpose of this Code of Conduct is precisely to fill this gap.

2. The fundamental academic functions of teaching and research, of the dissemination of knowledge, the production of new knowledge, the utilisation of the findings of research and innovation must be carried out with dedication to the principles of research and scientific ethics, with absolute respect for academic freedom and the general principles recognised by the Institute, and which govern its mission. In order to fulfil the Institute's mission and to safeguard and enhance its reputation, an academic ethos is required, which leads to obligations that go beyond the self-evident obligation to comply with the applicable legislation. To achieve the above, rules of conduct are established for members of the university community that pertain to relations between members of the community and contribute to the foundation of a creative academic environment.

3. The Democritus University of Thrace (hereinafter "DUTH" and/or "the University" and/or "the Institute") has drawn up its Code of Conduct and Good Practice in accordance with the provisions of Article 217 of Law 4957/2022.

4. The rules of conduct are guidelines for the behaviour of members of the university community, which reflect the principles of the day-to-day operation of DUTH. Members of the university community, as well as external associates, must adhere to these DUTH rules of conduct and to the Code of Conduct that governs the practice of the scientist's profession.

5. By drawing up the Code of Conduct, DUTH states its commitment to academic ethos and declares its profound conviction that achieving its mission and objectives is just as important as the procedures that guide and promote their achievement.

1. 2. Scope

The Code of Conduct shall apply, without exception, to the entire university community of the Institute, composed of teaching staff, students, researchers, governing bodies and administrative staff.

At the same time, the principles of the Code also govern the relations of the University with any external associates and bodies. The latter must comprehend that seamless and efficient collaboration with the University presupposes respect for its rules and good operation conduct.

DUTH:

- Ensures that all members of the university community are informed about the content of the Code of Conduct.
- Posts it on the Institute's main website so that it is immediately available to its members, all interested parties and to society at large.
- Continuously promotes its implementation and enforcement.
- Ensures that it is updated when deemed necessary, and immediately informs all interested parties of any change to it.

1.3 Conduct Principles

DUTH's Code of Conduct is founded on principles that govern the entire operation of the University. Behaviours that breach, infringe or violate these principles constitute a Disciplinary Offence of Anti-academic Behaviour, if they do not fall under a more specific Disciplinary Offence.

Academic Freedom

Academic freedom, which is constitutionally guaranteed in Greece, is the cornerstone of the operation of every university community, promoting free thought, critical reflection and creative expression, thus making a substantive contribution to scientific progress and social well-being. Its promotion and preservation are structural elements of the Code of Conduct.

At the same time, abusive use of status, position or rank by certain members of the scientific community in order to compel other members to specific acts, which they are not obligated to perform, or to adopt opinions, constitutes a violation of academic freedom and the Institute has to condemn it and treat it as a serious disciplinary offence.

Excellence and Academic Ethos

Achieving educational and research excellence is a strategic goal for DUTH. However, this must be accompanied by adherence to the rules of conduct, so that it also complies with academic ethos. Honesty, integrity, meritocracy, sense of duty, self-respect and respect for the personality of others are integral components of academic ethos, but also factors that can establish in the long term the comparative advantage of excellence.

Egalitarianism and Non-Discrimination

All members of the DUTH university community enjoy – and are accordingly obliged to respect – the right to equal treatment. No type or form of discrimination based on nationality, race, origin, language, sex, religion, age, health, physical ability, private life, sexual orientation, physical condition, and economic and social condition is tolerated or accepted. DUTH vigilantly safeguards the principle of equal opportunities and equal treatment. Social prejudices and ideological blinders are concepts utterly contrary to scientific progress, which the University is committed to serving.

Respect for Intellectual Property and Personal Data

By virtue of its position and function, the University is both a recipient and a custodian of multiple types of information that is related to privacy and contains personal data of the members of its community. Absolute respect for such information and data is an unwavering commitment of the Institute and all members of its academic community.

At the same time, all activities of members of the university community must be governed by due respect for the intellectual property rights of the Institute or its members, as well as those of the scientific community to which they belong on a national and international level. Plagiarism is a serious disciplinary offence.

Protection and Preservation of the Natural and Cultural Environment

The protection of the natural and cultural environment during the implementation of any educational, research, and administrative procedure are significant priorities for DUTH. The members of its university community are obliged not only to respect the relevant legislation without delay, but also to adopt good practices and standards, promoting the adoption of environmental and cultural awareness within and outside the limits of the University.

Social Responsibility and Social Accountability

The University is a social entity which is intrinsically linked to the community in which it functions, influencing and being influenced by the circumstances of the time and place in which it operates. Committed to the principles of transparency and accountability, DUTH has prioritised its smooth and dynamic integration into the sensitive social space it belongs to, seeking feedback from it. Members of its university community should embrace and promote this priority, creating a climate of trust between the University and the society that will contribute to the further development of the Institute and its role.

Article 2

Rules of Conduct for Faculty Members, Special Teaching Staff, Laboratory Teaching Staff, Special

Technical Laboratory Staff, Scientific Associates and DUTH educational staff in general

The Faculty Members, Laboratory Teaching Staff, Special Teaching Staff, Scientific Associates and the teaching staff in general, whether permanent or for a fixed term, constitute the university community and are referred to in this Article of the Regulation by the term “teaching staff”. The Faculty Members, Laboratory Teaching Staff, Special Teaching Staff, Scientific Associates, other teaching staff of any category and employment relationship, as well as the members of the Special Technical Laboratory Staff who ensure the operation of the libraries necessary for the University Institutes, are committed:

2.1. Duties to the Institute

1. To comply with their obligations and duties arising from the law, the University Regulations, the decisions of University bodies, and the legislation governing the specific scientific field they serve. To respect the protection policies of any origin that the Institute accepts and implements. To perform with dedication the work they have undertaken, being part of the planning of the Institute, the Schools, the Departments and the Divisions.
2. To protect and promote the prestige of the University they serve, and not to unduly offend the prestige of the university community. The members of the university community are obliged to respect intellectual property rights. Plagiarism on the part of a member of the teaching staff is an act offending the Institute’s prestige.
3. To exhibit decency and academic ethos on any occasion and action they undertake; scientific, social, professional (when exercising any other function or profession, if so permitted by law). In their public life outside the University, they must not use their University capacity in a manner that is likely to damage the University or in order to procure benefits for themselves that are not related to the exercise of their science.
4. To be inspired by freedom of conscience and independence of judgment, and to act based on merit and guided by the interests of the Division, the Department and the Institute in which they serve.
5. To participate, according to the law, in the bodies of the Department and the Institute, as well as in the various committees established in the context of its operation. To cooperate with the Quality Assurance Unit (DUTH-QAU) and the Internal Assessment Teams (IATs) of the Departments, subject without fail to the evaluation of teaching staff and courses, in the manner specified by the Institute or the Department. To respond to proposals for the improvement of the teaching work put forward by the IAT of the Department they serve in.
6. Not to use the infrastructure and laboratories of the University for private professional purposes that are not related to the scientific research work assigned to them, unless said use is permitted by law and subject to permission from the competent body.
7. To protect the privacy of members of the university community, University employees and students, and to comply with the legislation on the collection, safeguarding and protection from the processing of personal data that came into their possession during the performance of their duties, and to fully accept the protection policies implemented by the Institute.
8. To use their precise title and the name of the Institute, School or Department in which they serve, as determined by decision of the Senate.

2.2. Relations Between the Teaching Staff

1. Relations between members of the university community, as well as their relations with students, also have to be governed by academic ethos, honesty, dignity and respect for the personality of others. Establishment of conditions for cooperation and a good working environment, in order to produce teaching, scientific and research work of the highest possible level, is an obligation for all members of the university community and other staff.
2. Personal differences and confrontations must not affect the behaviour of the teaching staff and in general University employees in their workplace, and they must not adopt behaviours that are degrading and demeaning for the University, members of the university community, and the staff. Communication

between members of the university community, through the University's electronic channels, must be courteous, without the messages sent containing untrue, abusive and/or defamatory content.

3. All members of the university community, and the University's staff in general, must demonstrate a team spirit of cooperation, characterised by open and honest communication with each other, in order to successfully fulfil the task assigned to them and, more generally, the mission of the Departments and the Institute, which they are committed to pursue. Harassment of members of the university community in the performance of their duties and obstruction of their work constitutes a disciplinary offence.

4. University community members and other employees must respect the privacy of those working at the university and defend it from malicious invasions related to academic activity and working at the Institute.

5. Members of Rectorate Authorities, Deans, Heads of Departments, Directors of Divisions, Directors of Laboratories, Directors of Post-graduate Study Programmes, teaching staff, as well as all members of the university community must be committed to the democratic functioning of the Institute, to ensuring conditions of personal and scientific freedom, equality in the handling similar cases and preventing favouritism behaviours.

6. Exploitation by a Faculty Member of their status, particularly of their rank, the institutional position they hold, and the administrative powers they exercise, in order to impose on other members of the university community an action, omission, vote in a specific direction or to influence their judgment, constitutes a disciplinary offence.

7. University staff, in whatever capacity they may work at the university, are obliged to separate their personal beliefs and ideological assumptions from their duties, so that the performance of their duties and the performance of their work in general are not affected thereby.

2.3 Duties toward Students

1. The teaching staff are oriented towards the scientific training and development of undergraduate, post-graduate students and doctoral candidates, acting with high professionalism, while always taking into account the interest of the students regarding their studies. They undertake to guide their students, undergraduates, post-graduates as well as postdoctoral researchers, transferring their scientific knowledge, experience and expertise. If asked to do so, they are required to provide specific information and guidance related to their studies, in accordance with the relevant decisions of competent bodies.

2. The relations between the teaching staff and students, as well as of Special Technical Laboratory Staff (E.T.E.P.) towards them, are to be governed by mutual respect, while the teaching staff are required to be impartial, committed to the concept of meritocracy. Discrimination against students is not consistent with the academic capacity.

3. The use of students by members of the teaching staff in projects unrelated to their capacity, the operation, the activities and in general the mission of the Institute, is not permitted. The participation of students in research programmes is set out in writing and must be explicitly mentioned in the activities of the programme.

4. It is not acceptable for a member of the teaching staff to appropriate the intellectual work of students (excerpts from doctoral dissertations, Master's theses, Diploma theses). In the event that a member of the teaching staff utilises original student work prepared in the context of their educational obligations, the member of the teaching staff undertakes to mention the name of the person who prepared the paper or part thereof that they used.

5. The teaching staff must ensure that students (undergraduate, post-graduate and doctoral candidates) are prevented from cooperating during examinations in order to copy, as this defeats the purpose of the students' assessment, with direct consequences on the quality of the educational process.

6. The teaching staff are required to inspect the originality of the papers submitted by students. They must not tolerate plagiarism on the part of students, and in particular they must ensure that papers prepared in the past for the fulfilment of teaching obligations are not resubmitted.

2.4 Relations of Teaching Staff with the Administrative Staff

1. The relations between the teaching staff and the administrative staff must be based on mutual respect. The teaching staff are obliged to behave courteously towards administrative staff, and they must ask from them to carry out tasks that fall within their work duties, without requiring the fulfilment of their personal requests not falling within the scope of the Institute, or setting priorities that are not related to the work assigned to them, thus hindering the smooth flow of performance of the administrative work to the detriment of the Division, the Department, the School or the Institute.

Article 3

Rules of Conduct for DUTH Students

Students (undergraduates, post-graduates, doctoral candidates) acquire their student status upon enrolling in the undergraduate or post-graduate or doctoral studies and are treated as equal members of the university community, who are obliged:

- To adhere to the Internal Rules and Regulation of DUTH, to abide by the rules of conduct, which are the guidelines for the activities of all members of the Institute and are the foundation of the principles of the day-to-day operation of DUTH, with the aim of promoting education and knowledge for the benefit of individuals and the society.
- To demonstrate diligence, conscientiousness, respect and responsibility in their activities within the Institute.
- To behave in accordance with the principles that apply to all teaching staff and employees of the Institute.

3.1 Student Rights

The students at the Institute have the following rights:

1. To freely express their views on educational and other issues, in the context of academic freedom and with respect to the Institute's rules of conduct.
2. To be represented, through their legally designated representatives, in the collective bodies and committees of the Institute/School/Department, as provided for according to the applicable legislation.
3. To participate in student associations or cultural, social, sports student groups operating within the Institute/School/Department, in accordance with the Institute's regulations.
4. To cooperate with the teaching and administrative staff for their educational and other needs, on the days and hours announced at the beginning of each semester, and to come in contact with the Deans of the Schools and the Heads of the Departments regarding matters within their competence.
5. To evaluate the work of Faculty Members and other educational staff, the quality and efficiency of the educational work as well as the University's centres, in accordance with the provisions of the law and the Institute's Regulations, with a view to improving the level of their studies.
6. To submit applications, reports, requests or objections to the competent bodies or committees and the administrative services of the relevant Department, School or Foundation, and to be served promptly and effectively.
7. To have access to their academic personal data as and to the extent provided for by the relevant operating rules of the University.
8. To make use of the facilities, infrastructure and services that support the educational process, in accordance with the Institute's regulations.
9. To benefit from the Institute's organisations/centres (e.g. Psychological and Counselling Support Centre, Student Advocacy Office, Employment and Career Centre, Internship Office etc.), which are provided to DUTH students.
10. Where they belong to vulnerable groups, their participation in the educational process must take place in an environment of respect and acceptance of their individuality, in accordance with the provisions of the relevant section of the Institute's Internal Rules and Regulation.
11. To study part-time or to discontinue their studies in accordance with the applicable legislation and the DUTH Internal Rules and Regulation.
12. To address requests or objections regarding violations of rules of conduct and the

quality of study, in accordance with the relevant Complaints and Objections Regulation, to the competent body of the Department, and/or the Student Advocacy Office, and/or the Gender Equality and Anti-Discrimination Committee, and/or the Ethics Committee.

13. To have an Academic Studies Advisor appointed for each student, in accordance with the Institute's Regulation.

3.2 Student Obligations

The students at the Institute have the following obligations:

1. To be adequately informed about all academic issues concerning their studies and the benefits to which they are entitled during their studies at the Institute.
2. To be informed about the Institute's Code of Conduct and Internal Rules and Regulation, the protection policies that the Institute accepts and applies, as well as the other individual operating regulations of the School or Department or Student Halls that concern them, and to implement them consistently and responsibly.
3. To be informed about the study programme they attend and the academic calendar applicable each academic year.
4. To perform their educational obligations responsibly and consistently, in accordance with the study programme of the relevant Department, and to follow the examination procedure in accordance with the Internal Rules and Regulation of the Department/School they attend.
5. To participate in the examinations by exhibiting the academic ID, passport or ID card when requested to do so by the examiners, and not to use means or methods that violate the integrity of the examinations. Identity fraud is expressly prohibited and is disciplinary and criminally prosecuted in any educational process, and particularly in examinations related to the evaluation of knowledge, skills and abilities of students.
6. To not use resources that are directly related to the use of technical tools (mobile phones or any other electronic device) during their studies and examinations. This excludes cases where they are used with the professor's permission for teaching purposes.
7. It is strictly prohibited to photograph, record or video capture any person in all education and research areas, as well as in any other virtual room during the distance learning or remote examination procedure, and in the academic premises in general, without the express prior written consent of said person. In any case, publication of any data obtained unlawfully is prohibited.
8. To work by themselves and not to accept the assistance of third parties both during the examination and in the preparation of the assignments assigned to them, and not to present intellectual works of others as their own.
9. To treat students, staff and other members of the university community with due respect and not to use any form of violence (physical, psychological and/or verbal) or threat in academia.
10. To support their views, without personal conflicts or unacceptable characterisations, but with calmness, prudence and seriousness.
11. To maintain secrecy and confidentiality regarding matters of which they become aware as a result of their participation in Collective Bodies and Committees of the University, in compliance with the legislation on personal data protection. Data leakage is a serious disciplinary offence.
12. To use the University's buildings, surroundings and facilities (classrooms, laboratories, sports facilities, libraries), other common areas, as well as the overall educational, laboratory and technical material and equipment diligently, respectfully and responsibly. According to the applicable legislation, smoking is expressly prohibited in all education and sports areas. Furthermore, the consumption of food and drinks in all educational and research areas is also prohibited.
13. To strengthen the academic standing of the Institute through their academic, cultural and social activities.

Article 4

Rules of Conduct regarding the DUTH Administrative and Technical Staff

1. DUTH staff is committed to making every effort to fulfil the Institute's mission and objectives. The administrative and technical staff of the University shall perform its duties based on the provisions of the applicable legislation.
2. The administrative staff is also required to comply with the rules set out in the preamble hereof and to perform the duties it has been assigned with a view to better serving academic research and teaching, as well as the stipulated administrative procedures. As per the obligations arising from its role, the administrative staff is particularly obliged to duly report without delay any present or threatened violation of the legislation, rules and obligations deriving from this regulation or the decisions of the competent bodies, by whoever it may be performed.
3. The technical staff is responsible for the timely renewal of the certificates that legalise it for carrying out technical tasks of any level.
4. The staff is required to use the University's buildings, facilities and its assets in general diligently, respectfully and responsibly.
5. To be represented, through their legally designated representatives, in the collective bodies and committees of the Institute/School/Department, as provided for according to the applicable legislation.
6. To cooperate with the Quality Assurance Unit (QAU) providing, where requested, information on the Institute's internal assessment.

Article 5

Rules of Conduct regarding Research

5.1 General

1. Research produced in DUTH aims to promote scientific knowledge, in accordance with accepted scientific theories or through the elaboration of new theories that can receive recognition from the international scientific community.
2. Ethics are an integral part of research, from the conception of an idea to the publication of its results. The Rules of Conduct regarding Research apply to all research activities carried out under the responsibility or with the participation of the University's scientific staff, whether within or outside its premises, with or without funding. The Rules of Conduct regarding research also apply to the activities related to the provision of specialised research services, training programmes or other scientific applications managed by the Special Account for Research Grants, and all University centres.
3. For the DUTH Ethics Committee, the general principles governing the implementation of any research activity aim at preventing any discrimination based on racial, ethnic and cultural characteristics, language, descent, gender, sexual orientation, political, religious and philosophical beliefs, health and physical fitness, economic, family and/or social status of individuals. Furthermore, in concluding an agreement for the financing of a research project, terms that restrict academic freedom in research planning, performance or publishing are not legitimate.
4. The DUTH Research Ethics Committee (REC) is responsible for reviewing all research activities.
5. The promotion of the research findings of all research activities of members of the university community aims at promoting new research data by informing the international scientific community and society at large.

5.2 Research

1. Research must be conducted with respect to scientific truth, academic freedom, life, nature and the environment, human biological and intellectual integrity, human dignity, intellectual property and personal data, while taking into account the Institute's protection policy. Researchers must be committed to upholding the general principles regarding the protection of human rights, equality, the protection of public health, the protection of children and vulnerable social groups, as well as the protection of the environment and biodiversity. They have an obligation of mutual respect, confidentiality and the right to equal treatment.
2. Research on natural persons must be carried out with complete respect for bioethics as well as the

physical and mental being of the subjects, in accordance with the Institute's Research Ethics Code and the applicable legislation. Researchers commit not to exploit persons participating in the research, by fostering power relations or any other form of relationship that may harm the persons under investigation. In addition to the law, they are also bound by generally recognised principles: a) human dignity and prosperity, b) protection of fundamental human rights, c) freedom and equality, d) protection of public health, e) protection of persons who are unable to fully comprehend and consent to the terms of their participation in the research programme, as well as of generally vulnerable population groups, f) protection of personal data, particularly of special data categories.

3. Special research, which must be conducted in accordance with Greek and European legislation, are the following social research categories and research conducted on vulnerable population groups, which require the filing of the protocol to the DUTH Research Ethics Committee:

4. A) Social research: a) Participation of persons with disabilities who cannot grant their consent on their own; b) Participation of persons between 16-18 years old, persons under 16 years old, participation of minors; c) Participation of adult volunteers; or d) Participation of a special group of patients.

5. B) Research on vulnerable population groups: a) Prison inmates; b) Inmates of psychiatric and other similar institutions (mental health centres, boarding schools); nursing homes; c) Groups with particular racial, religious or cultural characteristics; d) Refugees.

6. Informed consent, in accordance with the terms and conditions of the applicable legislation, must be obtained from all study participants, and it is expressly specified that they retain the right to freely withdraw their consent at the initial stages of implementation of the research. During the process of obtaining consent, special attention must be paid to all information provided to prospective participants.

7. Collaboration in research projects of professors and other categories of teaching staff must not affect the performance of their basic teaching and administrative duties at the University, nor the expression of objective scientific opinions in collective bodies, of opinions on promotion, and the formulation of assessments. Those in charge of collective research must not appropriate research findings for their own individual promotion or present research findings as their own individual work. In collective research, the person in charge must ensure compliance with the principles and ethics by all members of the research team, respecting each researcher's individual contribution.

8. A necessary prerequisite for the use of DUTH facilities is for the Scientific Coordinator to be a member of the DUTH university community, participating in the School's study programme. The performance of research must not hinder the educational and other processes and operations that take place on the University's premises. When implementing programmes that require the collaboration of other Universities or Institutes, researchers must respect the established Conduct principles of all bodies involved.

5.3 Researchers

1. Researchers can be: Faculty Members, members of the Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, Professors Emeriti, actively participating in the educational process as per the School's programme, postdoctoral researchers, PhD holders and PhD candidates, holders of Post-graduate Degrees, students of Post-graduate Study Programmes, holders of University Degrees as well as undergraduate students who have a formal relationship with the Programme being implemented.

2. Researchers must in any case follow the recommendations and instructions provided by the Scientific Coordinator for the organisation of their research activity and guidance on it. Furthermore, they are personally responsible for their acts or omissions in accordance with the applicable legislation, international declarations on bioethics and human rights, and are bound, inter alia, not to fabricate or falsify research data and results, whereas in the event that such violation is ascertained, the competent bodies shall take action, in accordance with the legislation and the Conduct Rules herein.

3. During the performance of research, Researchers are required to apply all Safety Rules recognised in the relevant scientific field, as well as those defined by the Research Ethics Committee (rules on the

protection of people and nature from radioactive materials or other hazardous substances), in all DUTH areas or wherever the research may be taking place. Moreover, researchers must take all the scientific measures that are necessary and imposed by the applicable legislation to protect the health of (co-)researchers and the administrative or other staff participating in any manner in the programmes from accidents or other side effects that may arise in the framework of the specific research conditions.

4. During the performance of research activity, Researchers must take into account and not infringe in any way the intellectual property rights of third parties. They must also adhere to the principles of transparent and effective financial management and of professional conduct, as well as to not succumb to external political, ideological or other type of pressure and interventions. Furthermore, when undertaking, performing and publishing research results, researchers must ensure: a) that the necessary licenses have been obtained from the competent bodies for the implementation of the specific research b) that there is no conflict of interest which would prohibit or hinder the performance of the research in an objective and scientifically sound manner c) compliance with any special legislative regulations for the specific type of research, for example, in the case of management of hazardous substances and waste in clinical research d) that the protection of intellectual property and the provisions of domestic legislation concerning the protection of personal data are not infringed. In order to address any of the above issues or in case of any doubt, researchers are required to get in touch with the DUTH Research Ethics Committee. Furthermore, in the case of clinical studies, researchers are obliged to follow the guidelines of the Hellenic Organization for Medicines (EOF).

5. Researchers must not repeat previous research performed by others, while any work and researchers or authors they refer to must always be cited. Plagiarism and the appropriation of the accomplishments of others are expressly prohibited. Likewise, self-plagiarism without the relevant reference by the researcher is expressly prohibited. Researchers are also required to act in a manner that meets the requirements of the applicable legislation on the protection of intellectual property. They are further required to disclose the source or sources of funding for their research.

6. It is expressly clarified through this regulation that researchers, co-researchers and other programme participants are under no circumstances permitted, when entering into any agreement for the funding of a research project, to accept terms that jeopardise their freedom, scientific truth as well as the prestige and interests of the University, in the framework of planning, performing and publishing their research, while they are obliged to state in every publication the name of the body they serve, using the full Greek and foreign language title. Planning and implementing a research programme must follow the rules of scientific substantiation.

7. Researchers must keep complete records, in electronic or other form, of the design, progress and results of the research programme, in order to enable inspection by the Committee and/or any other competent authority, if required.

5.4 Scientific Coordinators

1. In addition to the overall relevant legislation concerning the design and implementation of research programmes, Scientific Coordinators of research programmes must also comply with the legislation on personal data protection policy and the corresponding policy of the Institute. More specifically, issues concerning the collection, processing and retention of personal data for the purpose of scientific research are regulated by the applicable legislative and regulatory framework as well as the University's Personal Data Protection Policy. They are also required to design, implement and evaluate their research plans with credibility, reliability and professionalism, following the principles of scientific ethics, and to ensure that all the necessary licenses required have been obtained for performing the specific research by the competent approval bodies, and that during the implementation of research procedures, research data are not fabricated or falsified by any member of the research team. When the performance of the research requires the consent of the individual intended to participate, the briefing must be complete and comprehensible, and a record must be kept of appropriate signed statements of consent to participation.

2. The Scientific Coordinator and the participating researchers must ensure that the applicable

legislation concerning taking measures and complying with safety rules as well as the Institute's Research Ethics Code are complied with during the implementation of their research activities. In the event that inadequate compliance with the safety rules is or may be due to inadequate infrastructure or equipment, then the person in charge of the research project must notify the competent authorities of the University, so that appropriate measures can be taken immediately.

3. Any violations of the provisions of the law by those in charge of the research may constitute, depending on their nature and gravity, grounds for the suspension of the research work following a decision by competent, collective bodies, ex officio or following a well-founded report by a member of the university community of DUTH or another body involved in the research. Any violation of these Rules of Conduct by co-researchers and/or research associates, or failure to comply with the instructions of the Scientific Coordinators, the Committee or any other competent authority or body regarding violation of the rules of conduct, may result in their replacement or any other type of consequence following a relevant decision by competent collective bodies, always in accordance with the applicable legislation.

5.5 Intellectual Property Rights and Research Data Publications

1. Reproduction (printed, electronic, photographic, etc.) of all or part of the intellectual work of third parties, as well as its translation, adaptation, falsification or imitation, without the permission of the author, is prohibited and constitutes a disciplinary infringement.

2. Any creator of any intellectual work is entitled to be clearly stated and recognised as such. Failure to mention the intellectual contribution of third parties or the inclusion of a person as an author in a work to which they did not actually contribute any intellectual work constitute disciplinary offences.

3. "Plagiarism", as the incorporation of excerpts and/or individual phrases from the work of a third party into a piece of intellectual work, without any reference to the relevant source from which they originate, constitutes a serious disciplinary offence for members of the university community.

4. In the case of intellectual work that is a collective result to which more than one person has actually contributed, all such persons must be mentioned, in order of importance of their contribution to the creation of the specific intellectual work, unless a different manner of reference has been determined in writing.

5. In the case of exploitation of property rights by either the creator or the inventor for works of industrial or intellectual property produced with means or with the funding of the University or another body, see the DUTH Intellectual Property Policy Guide as in force.

6. Diploma, Bachelor's and Master's theses, Doctoral dissertations, as well as postdoctoral research constitute original works of the undergraduate and post-graduate students, doctoral candidates and postdoctoral researchers, who submit them to the competent academic assessment committees of the University for their evaluation, while signing a statement regarding their authenticity, and they are filed electronically on the University Library in accordance with its regulations. Approval of theses, doctoral dissertations and postdoctoral research by the competent bodies of the Institute does not constitute approval of the views of the creators. DUTH may use these works for educational and research purposes, provided that the source and creators of the work are referenced.

7. The intellectual property rights of the research produced within DUTH belong to the Scientific Coordinator or the author in the cases of post-graduate/doctoral and postdoctoral research, and to DUTH / the Department represented by the supervisor. All publications containing the findings of research performed and post-graduate/doctoral and postdoctoral research must state the directorate of the respective department, either as the sole or as the first entry.

8. In the event of implementation of research projects carried out by the University, it is mandatory for the latter to request the conclusion of contracts and agreements between the University and the project financier, the Coordinator and all members of the research team who will participate in the performance of the research project. The contracts may secure the principal agreement determining intellectual property issues, the protection of the research product and the possibility of its financial exploitation. The terms of the contract for the implementation of each project may limit the rights of the authors of the specific intellectual work. No operating agreement for a protected project or programme for which

DUTH can claim rights can be entered into, in any form, without prior approval by the DUTH competent bodies. Any person who formally or informally receives information of the research progress or product before the completion and publication of its findings is required to adhere to complete confidentiality and refrain from actions aimed at exploiting the research knowledge or product for their own benefit or for another party's.

5.6 Partnerships

In DUTH partnerships with Legal Entities governed by Public Law or private bodies, the provisions of the Rules of Conduct regarding the proper implementation of their educational and research activities shall be adhered to, while they undertake not to enter into partnerships that may lead to a conflict of interest, or the infringement of the intellectual property rights of any of the contracting parties.

5.7 Data Disclosure

When communicating data and reports to other public, central, local and regional departments, the academic and administrative staff are required to provide complete, comprehensible, up-to-date and accurate data. Any request for an interview, press release or other form of publication must be referred to the competent administrative department of the Institute and the member of the university community responsible for the educational or research activity.

Article 6

Rules of Conduct regarding Teaching

6.1 Definitions

1. As determined by the decisions of the competent bodies, outlined in the study programme and described in the module outlines, teaching work, which is divided into modules, is in particular considered to be:

- a) The autonomous and independent teaching of a module.
- b) The autonomous and independent teaching of in-depth understanding classes to small groups of students, as well as tutorials.
- c) Laboratory exercises, field work exercises as well as simulation exercises in computer laboratories.
- d) Providing guidance on group issues with distinct roles to small groups of students.
- e) The organisation of special seminars.
- f) The supervision of assignments or theses.
- g) The overall practice of students.

2. All printed or electronic books, including free-access e-books, as well as printed or electronic academic notes, are considered to be textbooks, following their annual approval by the competent bodies of the Departments. Textbooks correspond comprehensively to the field of study of a module and cover all or most of its subject matter and content, as defined in the regulation for undergraduate studies, according to the approved study programme of each Department.

6.2. Principles of Study Programme Development

1. The Departments, as the competent DUTH academic units, develop their study programmes and conduct their studies according to the Institute's main mission in the framework of:

- a) Constant modernisation in order to ensure:
 - a.1) The provision of a solid theoretical scientific background of high quality.
 - a.2) Advanced knowledge of the specialisation, entailing critical and creative assimilation of science and technology, in the most beneficial (optimal) way in technical, economic, aesthetic and social terms and in terms of sustainability.
 - a.3) Advanced skills required for solving complex problems and designing new approach strategies in unpredictable and changing environments and in conditions of risk.
 - a.4) Skills for managing complex technical or professional activities, while assuming responsibility both for the management and professional development of individuals and groups, as well as for decision-making in their areas of professional activity.
- b) Systematic development of skills and competencies through continuous in-depth learning and effective utilisation of science and technology. This enables the student to attempt to innovate by

combining their scientific and technical education, and by having the ability to communicate and collaborate with other scientific specialities in order to resolve a wide range of problems. This collaboration takes place in the framework of fruitful communication with the political, economic and legal environment, as well as with the cultural, social and historical background of each region, the provision of services and the projects. More specifically:

b.1) Highly specialised knowledge, which is often at the cutting edge of technology, in various fields of study, as a basis for original thinking or research.

b.2) Critical thinking on knowledge issues related to different intersecting fields.

b.3) Special knowledge required to resolve research and/or innovation problems in order to generate new knowledge and develop procedures for comprehensively dealing with issues in various fields, as well as to manage complex and unforeseen problems that require new response strategies.

b.4) Assuming responsibility for contributing to professional knowledge and practice, as well as reviewing the strategic performance of teams.

c) Balanced completion of personality and virtues by developing the ability to think critically, manage staff, manage projects and manage the overall resources in their area of responsibility. This is the decisive factor for another important part of the scientist's mission.

d) Enhancing the quality of study programmes by providing high-quality education worthy of the Institute's tradition, with the main goals of:

d.1) Consistency and scientific depth.

d.2) Meeting the current and future development needs of the Greek society.

d.3) The methodical adaptation of the educational process to active forms of teaching, and more specifically with original research application of general knowledge in the resolution of unstructured problems, which are the starting point of the educational process and the trigger for investigation.

d.4) Optimisation of teaching content and methods in order to save critical forces and time for creative learning.

d.5) Linking studies and practice, whether professional or research.

e) Exploring modern or innovative teaching approaches and their experimental application in practice.

f) Study and application in the educational process of multidisciplinary methods for supporting students with learning difficulties.

g) Use of the existing educational material in electronic form and its adaptation to modern teaching methodologies and techniques.

6.3. Professors' Rights

1. Teaching, research, art and science are free. Professors of Higher Educational Institutions are public officials, and the rest of the teaching staff also provide a public service, under the conditions laid down by law.

2. Every faculty member fully enjoys the right of academic freedom regarding teaching and shall be entitled to participate in all decision-making processes regarding the overall operation and administration of the Institute, the School, the Department, or the Division - if established, they are employed in.

3. During the conduct of academic teaching, there is no hierarchy of any kind between professors, regardless of rank and age, beyond what is expressly provided for the module coordinators.

4. In cases of co-teaching, the autonomy and independence of the teaching of each member of the teaching staff is preserved, within the common framework of the study programme, and with coordination on issues regarding the syllabus, workload, textbooks, examination issues and the assessment method.

6.4. Obligations of the Teaching Staff

1. Faculty members, members of the Special Teaching Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff, members of other auxiliary and temporary teaching-educational staff, professors emeriti and honorary professors, undergraduate students and post-graduate students,

doctoral candidates, post-doctorates, and the administrative staff of the University based on general or special provisions of each category, as members of the academic community, are particularly bound by the following rules of academic conduct:

- a) To ensure in an appropriate manner that the level of teaching is maintained.
 - b) To respect academic freedom and the freedom of teaching/learning, to promote scientific dialogue and to be imbued with a spirit of cooperation.
 - c) Not to hinder, directly or indirectly, other members of the university community from exercising their academic freedom and the freedom of teaching/learning, their rights and duties.
 - d) To cultivate the development of a critical spirit, creative ability and the acquisition of skills by students.
 - e) To use the Institute's premises, facilities and infrastructure in a manner that is consistent with their intended purpose and the rules governing their operation.
2. In the workplace, all members of the university community must behave with due respect, and not use any direct or indirect form of discrimination, exertion of pressure or any form of harassment.
 3. The obligations of the teaching staff must be complied with consistently and must be fulfilled by them in person. Any assignment of teaching work to third parties may only take place by way of exception, and after the consent of the competent bodies of the Department or Division, if established, or the School to which the Faculty Member, Special Teaching Staff, Laboratory Teaching Staff, or Special Technical Laboratory Staff belongs.
 4. Full-time professors shall perform their research/administrative obligations in accordance with the law and with the Internal Rules and Regulation and the decisions of the Institute's bodies.
 5. All teaching staff members must distribute (post on the <https://eclass.duth.gr/> website) to all students enrolled in the module, during the first week of studies, an outline of the module they teach, stating the content of the module, the learning goals, the outline of the assignment, the assessment process, indicative literature, etc.; information which the teaching staff member believes will assist the students to acquire as much knowledge and as many skills as possible in the framework of the specific module. Furthermore, the teaching staff are obliged to submit, within a reasonable period of time, any useful information about the module they teach which evidently arises following a relevant discussion and request by the students. All the information in this section is published on the open eclass website (<https://eclass.duth.gr/>), in the study guides of the Departments, which are posted on the official website of the Departments.
 6. The educational material of the modules, the lectures - notes of the modules taught and examined, texts, articles, exercises, assignments, etc., can be posted by the teaching staff on the open eclass website (<https://eclass.duth.gr/>) of DUTH, while ensuring students' access thereto (taking into account the special needs of students belonging to vulnerable groups).
 7. As part of the Department's internal assessment process, Faculty Members and other teaching staff are required to undergo evaluation of the teaching of their modules by students through the DUTH-QAU Information System, as well as to respond to proposals for improvement of the teaching work put forward by the Internal Assessment Team of the Department they teach in.

6.4 Examination and Grading

1. The determination of the content taught, studied and examined, the method of examination (with or without aids) as well as the grade for each module are determined by the teaching staff, who may prepare, at their discretion, written and/or oral examinations, or rely on interim tests, assignments or laboratory exercises.
 - a) University professors and other categories of teaching staff are obliged to give the Institute's students the opportunity to be examined in an equivalent manner on the knowledge and skills they acquired during the educational process.
 - b) Students' grades should be awarded by the teaching staff in a non-discriminatory and transparent manner. To ensure the validity and reliability of the students' grading, the teaching staff are obliged to adhere to the following:

- b.1) To use as wide a variety of assessment techniques as possible.
- b.2) The final grade obtained as part of the learning process should be a synthesis of factors such as assignments, interim assessment tests, final assessment tests, etc., which, however, must participate with specific weighting factors in the calculation of the final grade.
- b.3) The final resulting grade has to be linked to specific learning goals. Specific arrangements may be provided for in the Department/School regulations, which, however, may not conflict with the provisions hereof.
- b.4) The final grade is submitted by the responsible Faculty Member in accordance with the provisions of the DUTH Examination Regulation.

Article 7

Rules of Conduct regarding Knowledge Dissemination and Publicity

7.1. Intellectual Property Rights

1. The reproduction of all or part of intellectual works (books, articles, assignments, etc.) of third parties, as well as their translation, adaptation, falsification or imitation, without the permission of their author, irrespective of the form in which it is made (print, electronic, photographic, etc.), constitutes a civil and criminal offence, as well as a serious disciplinary infringement, and is prohibited.
2. Every creator or co-creator of intellectual works is clearly entitled to be referred to and recognised as such, while also enjoying any property rights deriving from said work. Failure to refer to the intellectual contribution of third persons to any published work or, conversely, the inclusion of a person as author or co-author in a work in which they did not have a personal creative participation, constitute serious disciplinary offences.
3. In cases of intellectual work resulting from the actual contribution of more authors, these persons must all be referred to as co-authors of the work in order of importance of their contribution.
4. In the case of an intellectual creation which is the result of paid work contracted by a public or private body, particular attention must be paid to ensure compliance with any contractual obligations that may have been undertaken and which may limit the property and moral rights of the creators. The exploitation by the creator or inventor of the property rights arising from industrial or intellectual property rights may be subject to restrictions, in particular for works produced with the means or financing of DUTH or another body.

7.2 Plagiarism

1. Plagiarism is the incorporation of ideas, excerpts or even individual phrases of the work of a third person into a work, without reference to the relevant source. It is prohibited a) to use the intellectual creations of third persons and present them as personal creations of a member of the university community; b) to submit assignments prepared in collaboration with others as products of solely personal work of a member of the university community.
2. Plagiarism is a serious disciplinary offence, especially when committed by members of the university community and identified in works presented as original works of their author. DUTH members must refrain from publishing the same work in different forms or different publications, without or with immaterial changes, so that the resulting publications are falsely presented as multiple independent and original works of the publisher. (See Guide against plagiarism of DUTH-QAU, as in force based on decision 143/59/21-6-2018 of the DUTH Senate).



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Annex 28
Internal Operating Rules and Regulations
for the Quality Assurance Unit
of Democritus University of Thrace

Komotini 2024

Article 1

Mission

The mission of the Quality Assurance Unit of Democritus University of Thrace (DUTH-QAU) is the continuous improvement of the quality of the University's educational and research work, as well as the effective operation and performance of its services, in accordance with international practices, particularly those of the European Higher Education Area and the guidelines of the Hellenic Authority for Higher Education (HAHE).

As part of its mission, DUTH-QAU shall ensure:

- the development of a specific policy and strategy, and the necessary procedures and actions for the continuous improvement of the quality of the University's work and services, in the context of the University's Internal Quality Assurance System (IQAS);
- the organization, operation and continuous improvement of DUTH's IQAS;
- coordinating and supporting the evaluation procedures of the academic units and other services of the university, as well as the study programmes as part of DUTH's IQAS, in the framework of the principles, guidelines and instructions of the Hellenic Authority for Higher Education (HAHE).

Article 2

Structure - Establishment

1. DUTH-QAU is internally structured by:

- a) the Quality Assurance Committee (DUTH-QAC) and
- b) the Quality Assurance Service (DUTH-QAS).

2. DUTH-QAC is established by decision of the Senate for a five-year term and shall be composed of:

- a) DUTH's Rector or the responsible Vice Rector as President,
- b) five (5) DUTH faculty members at the Professor or Associate Professor level,
- c) one (1) representative from each category of Special Teaching Staff, Special Technical Laboratory Staff, and Laboratory Teaching Staff of DUTH.
- d) one (1) undergraduate student representative,
- e) one (1) post-graduate student and doctoral candidate representative, and
- f) one (1) representative of Visiting Professors, adjunct professors, visiting researchers and contract researchers employed by DUTH.

The representatives of points d) and e) are nominated annually by the Student Council and have the right to vote on matters related to their position.

The representative of point f) is nominated annually by the Rector and has the right to vote on matters related to their position.

- It is possible to replace a member of the DUTH-QAC before the expiry of their term in the event of a serious impediment, which must be documented.

Article 3 Responsibilities of the DUTH-QAC

1. The responsibilities of the DUTH-QAC are:

- a) the drafting of a proposal for the structure and operation of the Internal Quality Assurance System (IQAS) and its submission to the Senate for its approval and publication in the Official Government Gazette;

b) the development and implementation of measures to ensure and improve the quality of all teaching, research and administrative work provided by DUTH, and especially the quality of:

- ba) first, second and third cycle study programmes, including study programmes in foreign language,
- bb) lifelong learning programmes and, in general, the quality of the operation of DUTH Training and Lifelong Learning Centre,
- bc) the individual academic units of DUTH, Schools, Departments and Sectors,
- bd) the quality of operation of the Special Account for Research Grants of DUTH, the DUTH University Centre for Research and Innovation, and its Research Institutes,
- be) the quality of operation of individual academic or research units, such as university clinics, university museums and university laboratories, including the provision of services by them,
- bf) the quality of operation of DUTH's administrative services;

c) to carry out a periodic internal evaluation and reform of the IQAS every five years in accordance with the procedures and methodology set out in the quality manual with the aim of continuously improving it, in line with the developments in the European Higher Education Area, international practices and the guidelines of the Hellenic Authority for Higher Education;

d) to prepare an IQAS Quality Manual and submitting it to the DUTH Senate for approval;

e) to monitor and perform checks for the proper implementation of the University's IQAS;

f) to cooperate with the Hellenic Authority for Higher Education for the implementation of its guidelines and instructions as part of its responsibilities;

g) the preparation of recommendations addressed to DUTH's responsible administrative bodies on issues related to quality assurance, such as, for example, the University's participation in international ranking lists of educational establishments or in international organisations and quality assurance associations;

h) to support the process of preparing the certification of academic units with the participation of the members of the DUTH-QAC in the briefing preparatory meetings organised by DUTH-QAU and in the certification process (in accordance with the programme set out by the Hellenic Authority for Higher Education);

i) the organization of workshops, conferences and events in general related to quality assurance,

j) the briefing of members of the Internal Evaluation Group (OMEA) and academic units, as well as other University staff, on evaluation, certification and quality assurance procedures;

k) to ensure the promotion and dissemination of the activities and results of the university's DUTH-QAU through publicity measures and other appropriate means;

l) the study of the academic unit certification reports and the preparation of proposals to the responsible bodies of the university regarding actions for improving quality;

m) to maintain a printed and digital archive with details of the internal and external evaluation and certification reports of all the University's organizational units and the IQAS.

2. The responsibilities of the President of the DUTH-QAU are as follows:

a) To convene meetings of the DUTH-QAU,

b) To prepare the agenda,

c) To appoint a member of the DUTH-QAU as rapporteur to present the agenda and to present agenda items for which he/she has not appointed a rapporteur,

d) To preside over the proceedings of the DUTH-QAU,

- e) To sign decisions issued and all correspondence circulated between the DUTH-QAU and other departments within or outside the University,
 - f) To coordinate the process of preparation of the certification of the academic units, to participate in briefing meetings and the certification process (according to the programme set out by the Hellenic Authority for Higher Education);
3. The members of the DUTH-QAU have the following duties and responsibilities:
- a) To attend DUTH-QAU meetings.
 - b) To make recommendations on meeting items assigned to them by the DUTH-QAU President.
 - c) To work closely with the administrative and scientific staff of the DUTH-QAS on specific issues assigned to them by the DUTH-QAU President.

Article 4 Powers of the DUTH-QAS

1. The responsibilities of the DUTH-QAS are as follows:

- a) The execution of decisions and secretarial services of the DUTH-QAU;
- b) Submitting recommendations to the DUTH-QAU and preparing materials for taking the relevant decisions;
- c) Cooperation with the Hellenic Authority for Higher Education and support for DUTH's internal and external evaluation and certification procedures, its individual academic and research units, and the first, second and third cycle study programmes, including foreign-language study programmes and cooperation programmes, lifelong learning programme in accordance with Law 4653/2020 (Official Government Gazette, Series I, No12);
- d) Developing, managing and monitoring DUTH's IQAS and, in particular, carrying out the internal evaluation in accordance with the IQAS quality manual;
- e) Coordinating and supporting the procedures of DUTH and its individual units during the implementation of quality assurance;
- f) Coordinating and supporting the processes of the individual units of the university during their certification, and specifically:
 - fa) to be informed by the Hellenic Authority for Higher Education regarding the scheduling of the certification process and update the corresponding academic units,
 - fb) to be informed by the Hellenic Authority for Higher Education regarding the names of the experts who will participate in the certification committee,
 - fc) to supplement, in cooperation with the academic unit (where required) the schedule of the on-site or in-person inspection of the members of the External Evaluation and Certification Committee (EECC) and inform the Hellenic Authority for Higher Education accordingly,
 - fd) to liaise with the Deans of the Schools and the Presidents of the Departments, as well as the OMEAs and the heads of the other units and departments of the University, in order to successfully organize the implementation of each certification procedure,
 - fe) to organise workshops with stakeholders in the certification process in order to optimize their preparation,
 - ff) to liaise with the certification committees whenever deemed necessary by them, throughout the process and during the drafting of the certification report,
 - fg) to receive all drafts as well as the final certification reports sent by the Hellenic Authority for Higher Education,

- fh) to prepare and transmit to the Hellenic Authority for Higher Education a memorandum with relevant comments - observations on the draft IQAS certification report,
 - fi) to exclusively receive the final IQAS certification report which it shall then transmit to the Rector and the members of the Senate and post on the QAU website;
 - g) Collecting and processing data from all academic and research units, as well as DUTH's administrative services that pertain to the implementation of quality assurance in all DUTH activities;
 - h) Making publicly available on the university's website the information regarding the certification, internal and external evaluation of DUTH and its individual units;
 - i) Being responsible for filling in the indicator values as part of the preparation of the annual report on achievements for the allocation of DUTH's annual regular grant, in accordance with Article 16 of Law 4653/2020;
 - "j) Being responsible for updating the Quality Assurance Unit (QAU) information system, as well as the National Information System for Quality Assurance in Higher Education (NISQA) of the Hellenic Authority for Higher Education, with the University's quality data, and developing interoperability between the systems.
 - k) Communicating regularly and cooperating with the academic units' Internal Evaluation Teams (OMEA) for the purpose of implementing the IQAS;
 - l) Studying the academic unit certification reports and preparing proposals addressed to the responsible bodies of the university regarding quality improvement actions;
 - m) Maintaining a printed and digital archive with details of the internal and external evaluation and certification reports of all the University's organisational units and the IQAS;
 - n) Ensuring that the activities and results of the university's QAU are promoted and disseminated through publicity measures and other appropriate means;
 - o) Organizing information and training activities for members of the Internal Evaluation Teams (OMEA) and the academic units, as well as other University staff, in evaluation, certification and quality assurance procedures;
 - p) Monitoring and carrying out checks for the proper implementation of the IQAS;
 - q) Performing periodic internal evaluation and review of the IQAS in accordance with the procedures and methodology specified in the quality manual.
2. The Head of the DUTH-QAS signs documents and correspondence of the DUTH-QAS circulated within and outside the University.

Article 5 DUTH-QAU Meetings

1. DUTH-QAU meetings are held in accordance with the provisions of the DUTH Internal Rules and Regulations on the operation of collective bodies.
2. Meetings are attended, without voting rights, by the Executive Director and the Head of the DUTH-QAS, who shall keep minutes under the supervision of the President of the DUTH-QAU.
3. The President of the DUTH-QAU may call upon staff or other persons to provide information or evidence. Said persons shall leave when the discussion commences.
4. If the President is unable to perform hi/hers duties, he/she shall be replaced by the oldest member of the highest rank taking part in the line-up of the DUTH-QAU.
5. A register of minutes of DUTH-QAU meetings shall be kept, in accordance with the provisions of the DUTH Internal Rules and Regulations on the operation of collective bodies.
6. DUTH-QAU decisions are signed by the President of the DUTH-QAU.

Article 6 Entry into force

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



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Annex 29
Internal Operating Rules and
Regulations for the Strategic Planning
Unit
Democritus University of Thrace

Komotini 2024

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CHAPTER I

Institutional framework and Mission of the Strategic Planning Unit

Article 1

Institutional operating framework

The content of these Regulations is in line with the applicable legal framework and in particular with:

The provisions of Articles 14(1), 15(1), 16(4) and 23(2) of Law 4957/2022 (Government Gazette, Series I, No 141/21-7-2022) “New Horizons in Higher Education Institutions: Enhancing of the quality, functionality and connection of HEIs with society and other provisions”.

The provisions of Articles 216 and 224 of Law 4957/2022 (Government Gazette, Series I, No 141//21-7-2022) “New Horizons in Higher Education Institutions: Enhancing of the quality, functionality and connection of HEIs with society and other provisions”, as amended and in force.

The provisions of Articles 15 and 16 of Law 4653/2020 (Government Gazette, Series I, No 12/24-01-2020) “Hellenic Authority for Higher Education. Special Accounts for Research Funds of Higher Education Institutions, Research and Technological Bodies and other provisions” as amended and in force.

Decision ref. no. ΔΠΘ/ΣΥΓΚ/21232/918/9-12-2021 of DUTH's Senate, on the approval of the establishment of the Strategic Planning Unit in accordance with the provisions of Article 95 of Law 4812/2021 (Government Gazette, Series I, No 110/30-6-2021).

Decision ref. no. ΔΠΘ/ΣΔΙΟΙΚ/32810/183/16-02-2023 of the DUTH Governing Council on the establishment of the Strategic Planning Unit Committee of Democritus University of Thrace, in accordance with the provisions of Article 216 of Law 4957/2022 (Government Gazette, Series I, No 141/21-7-2022).

The operation of the Strategic Planning Unit is governed by the provisions of Law 4957/2022 and these Operating Regulations, which describe its operating framework. Compliance with these Regulations is mandatory for all parties involved.

Article 2
Establishment

It is established and forms part of the Organisation of Democritus University of Thrace (DUTH), Strategic Planning Unit (hereinafter SPU) as a separate and independent Department, which reports to the Rector of DUTH and cooperates with the University's Governing Council.

Article 3
Mission of the Strategic Planning Unit

The SPU is a key structure for coordinating the University's Governing Bodies with the academic and administrative units and structures critical to the University's development.

The SPU's objectives are the planning, processing, development and programming of the central Strategic Plan and the development model of DUTH's, which are economically, socially and environmentally sustainable and which ensure the development and continuous upgrading of the services it offers in all its areas of activity.

For the preparation of proposals to the responsible Governing Bodies of the University and the taking of evidence-based decisions as regards the determination of the University's main short- and medium-term objectives, the description of the necessary actions, the identification of the necessary means to achieve the objectives and the monitoring of the implementation, performance and evaluation of the proposed actions and means, the SPU shall collect and process all the necessary information and data related to the SPU's operation.

More specifically, under Article 216 of Law 4957/2022 the SPU's mission is the following:

- a. the drafting of a proposal for the University's Strategic Plan
- b. the drafting of a proposal for programme planning agreements under Article 15 of Law 4653/2020
- c. the evaluation of the proposals for development plans of DUTH's academic and research units, as well as plans for i) digital transformation under Article 227 of Law 4957/2022, ii) equal access for

persons with disabilities and special educational needs under Article 226 of Law 4957/2022, and iii) sustainable development under Article 228 of Law 4957/2022 and harmonisation with DUTH's Strategic Plan pursuant to Article 224 of Law 4957/2022.

- d. the coordination and monitoring of the implementation progress of the University's Strategic Plan, the programme planning agreements referred to in Article 15 of Law 4653/2020 and the University's annual target setting.

Chapter II

Organisation and operation of DUTH's Strategic Planning Unit.

Article 4

Internal structure of the Strategic Planning Unit

According to Article 216(1) of Law 4957/2022, the SPU reports to DUTH's Rector and is internally structured by the Strategic Planning Committee (hereinafter SPC) and the Strategic Planning Department (hereinafter SPD). a) the SPC shall be established by decision of the Governing Council and shall consist of i) the Rector ii) the Vice Rectors iii) up to four (4) of DUTH's Faculty Members, Professors or Associate Professors, representing different scientific disciplines taught at DUTH;

b) the term of the Committee is four years, parallel to the term of DUTH's Rector.

DUTH's Executive Director and the Head of the SPU shall participate in the SPC's meetings, without the right to vote.

2) The SPD is staffed by DUTH administrative employees and headed by an UE employee of any specialisation or sector.

Article 5

Responsibilities of the Strategic Planning Committee

The responsibilities of the Strategic Planning Committee, as these are explicitly set out in Article 216(2) of Law 4957/2022 and these Internal Regulations are:

- a. To analyse and evaluate all data and information of the University's academic, research, administrative units and structures that are necessary for preparing a substantiated and comprehensive proposal for a Strategic Plan, a proposal for programme planning agreements and a proposal for the University's annual target setting.
- b. To draw up a proposal for a strategic plan for DUTH's academic and research development, in the context of the National Strategy for Higher Education, Research and Innovation, as well as the European and international higher education strategy, in accordance with Article 224 of Law 4957/2022 and the submission of the Strategic Plan proposal to the Governing Council for its approval.
- c. To draw up a proposal for programme planning agreements under Article 15 of Law 4653/2020 and to submit it to the Governing Council for its approval.
- d. To draw up a proposal for the University's annual target setting and to submit it to the Governing Council for its approval.
- e. To take note of, evaluate, process and align with the University's approved Strategic Plan the proposals i) of the annual development plans of DUTH's Schools, ii) of the annual operational plans of DUTH's administrative units, as well as iii) of the equal access plans for disabled persons and persons with special educational needs under Article 226 of Law 4957/2022, digital transformation of Article 227 of Law 4957/2022 and sustainable development of Article 228 of Law 4957/2022.
- f. To cooperate with the Hellenic Authority for Higher Education (HAHE) and the Ministry of Education, Religious Affairs and Sports during the execution of the programme planning agreements of Article 15 of Law 4653/2020.
- g. To coordinate and monitor the implementation progress of the approved Strategic Plan, the programme agreement of Article 15 of Law 4653/2020 and the University's annual target setting.

h. To prepare an annual analytical briefing of the University's Governing Council and Senate with regard to the progress of the implementation of the Strategic Plan, the programme planning agreements of Article 15 of Law 4653/2020 and the University's annual target setting every February or whenever requested by the Governing Council and the Senate.

i. To review and evaluate the report prepared by the SPD on implementation of the University's annual target setting and to notify the Governing Council for approval.

j. To review and evaluate the annual report prepared by the SPD on implementation of the programme planning agreements, according to Article 15(5) of Law 4653/2020 and to notify the Governing Council for approval. k. To prepare a proposal addressed to the Governing Council, with the recommendation of the Rector, for the reform of the University's Strategic Plan.

l. To approve the standardised SPU documents that will ensure the systematic recording of data and information by the University's academic, research, administrative units, so that they can be processed and analysed quickly, and to monitor the progress of implementation of the approved targets.

m. To approve Key Performance Indicators in order to enable the monitoring of the implementation of the Strategic Plan's objectives, the programme planning agreements and the University's annual target setting.

In order to carry out the above responsibilities, these Regulations expressly provide for the following to be notified to the SPC:

a. The proposals of the Senate to the Governing Council referred to in Article 16(4)(h) of Law 4957/2022, whereby the Senate formulates its guiding proposals in relation to the preparation of the University's four-year strategic plan on issues of academic and research policy and development, internationalisation, lifelong learning, connection with society and the economy, strengthening innovation within the University and generally improving the quality of DUTH's academic environment.

- b. The proposals for the development plans of the Schools, under Article 27 of Law 4957/2022.
- c. The proposals of the digital transformation plans of Article 227 of Law 4957/2022, equal access for persons with disabilities and special educational needs under Article 226 of Law 4957/2022 and sustainable development of Article 228 of Law 4957/2022.
- d. The proposals (i) of the DUTH Technology Transfer, Innovation and Startup Entrepreneurship Committee (DUTH-TTISEC) on issues pertaining to technology transfer, innovation and interconnection of the University and the members of the university community with society and the economy, as detailed in Article 222(3) of Law 4957/2022, ii) of the Research Committee with regard to the research and scientific strategy of the University and in particular proposals for the drafting of the strategic plan for research and innovation issues, as referred to in Article 232(1) of Law 4957/2022, iii) of the Student Council on issues related to the University's educational and research strategy, as referred to in Article 43(4)(c) of Law 4957/2022, iv) of the proposal of Article 132(4) of Law 4957/2022 for the development plan of the University Centre for Research and Innovation, and v) the proposal of Article 115(1)(e) of Law 4957/2022 for the development programming of the Training and Lifelong Learning Centre (TLLC).
- e. The SPC may request the preparation of proposals for operational plans by any administrative unit and structure of the University involved in the implementation of the Strategic Plan, the programme planning agreements of Article 15 of Law 4653/2020 and the University's annual target setting.

The following administrative units and structures are mentioned, *inter alia*, as critical for the implementation of the Strategic Plan: the Student Support Unit, the Digital Governance Unit, the Equal Access Unit for People with Disabilities and People with Special Educational Needs, the Technology Transfer and Innovation Unit, the Financial and Administrative Support Unit of the Special Account for Research Funds, the General Directorate of Administrative, Financial and Technical Services, the General Directorate of Academic and Student Affairs, the Technical Service Directorate of the University, TLLC and the University Centre for Research and Innovation.

- f. The opinion of the Senate on the proposal for a Strategic Plan of the SPC, as provided for in Article 14(1) of Law 4957/2022.
- g. The opinion of the Deaneries, as provided for in Article 23(2) of Law 4957/2022, on the proposal for a Strategic Plan of the SPC for issues concerning each School.
- h. The annual activity report of the Governing Council, provided for in Article 14(1)(31) of Law 4957/2022.
- i. The annual activity reports referred to in Article 14(1)(29) of Law 4957/2022 of i) the Rector and the Vice Rectors, ii) the Research Committee, iii) the University's Property Development and Management Company.
- j. The annual report of the Dean of each School referred to in Article 26(1)(n) of Law 4957/2022 and the annual reports on the implementation of the Schools' development plans.
- k. The annual activity reports of the Departments of Article 33(1)(m) of Law 4957/2022.
- l. The annual activity reports on the implementation of the operational plans of the University's administrative units and structures, which are involved in the implementation of the Strategic Plan, the programme planning agreements of Article 15 of Law 4653/2020 and the University's annual target setting.
- m. The annual activity reports on the implementation of plans on i) digital transformation under Article 227 of Law 4957/2022, ii) equal access for persons with disabilities and special educational needs under Article 226 of Law 4957/2022, and iii) sustainable development under Article 228 of Law 4957/2022.
- n. The annual report on the results of the implementation of digital transformation measures and digital skills referred to in Article 210(1)(k) of Law 4957/2022.

Article 6
Responsibilities of the Strategic Planning Department

The responsibilities of the SPD are as follows:

- a. The implementation of decisions and secretarial support of the SPC and the handling of every issue concerning the operation of the SPU.
- b. The collection, processing, analysis and forwarding of data and information from the academic and administrative units in order to support the SPC's work, and more specifically: i) for drawing up and documenting the proposal of DUTH's Strategic Plan and implementing the procedures for monitoring the implementation of the Strategic Plan, ii) for drawing up and documenting the proposal of the programme planning agreements of Article 15 of Law 4653/2020 and the implementation of the procedures for monitoring the progress of implementation and execution of the programme planning agreements under Article 15 of Law 4653/2020 and iii) for drawing up and documenting the University's annual target setting proposal and implementing the procedures for monitoring implementation of the University's annual target setting, iv) for the coordination of the utilisation of all available sources of funding for the implementation of the strategic plan and the programme planning agreements under Article 15 of Law 4653/2022, v) for the evaluation of the proposals for development plans of the University's academic and research units, the operational plans of the University's administrative units and structures, as well as the digital transformation plans of Article 227 of Law 4957/2022, equal access for persons with disabilities and special educational needs under Article 226 of Law 4957/2022 and sustainable development of Article 228 of Law 4957/2022 and their alignment with the strategic plan.
- c. The introduction of targets and indicators (KPIs) approved by the Governing Council into the SPUs information system.
- d. Monitoring the progress of implementation and achievement of the University's annual target setting, the Schools' annual development plans and the administrative units' operational plans every six months in order to identify deviations and delays in a timely manner.

- e. The preparation of an annual activity report in relation to the University's annual target setting.
- f. The preparation of the annual report on the execution of the programme planning agreements.
- g. The preparation of the final report on achievements and implementation of the Strategic Plan every four years.
- h. Collaborating with the Quality Assurance Unit (QAU) to prepare the annual activity report for the allocation of the University's annual regular grant, in accordance with Article 16 of Law 4653/2020.
- i. To collect and process the report on the achievement of the annual development plans of the University's academic and research units and the operational plans of the University's administrative units.
- j. Monitoring the progress of the implementation of plans for i) equal access for disabled persons and persons with special educational needs under Article 226 of Law 4957/2022 ii) digital transformation under Article 227 of Law 4957/2022 iii) sustainable development under Article 228 of Law 4957/2022.
- k. Monitoring compliance with the procedures and schedule for the preparation, approval and monitoring of the implementation of the Strategic Plan, the programme planning agreements of Article 15 of Law 4653/2020 and the University's annual target setting.
- l. Monitoring the progress and development of projects related to the development of the University's infrastructure and equipment.
- m. Monitoring national, European and international developments in the strategy for education, research and innovation in higher education and keeping the academic and research units and the other organisational units of the University informed.
- n. The preparation of studies aimed at supporting the University's academic, research and general development in its fields of activity.
- o. Collaborating with the Digital Governance Unit for the development of an integrated IT system that will ensure i) the interconnection of all critical structures of the University for the immediate extraction of primary

data for documenting the proposals and evaluating the plans and ii) the monitoring of the implementation of the Strategic Plan, the programme planning agreements, the University's annual target setting, the development plans of the academic units and the operational plans of the administrative units.

p. The editing and drafting of standardised SPU documents, with the purpose of systematically and uniformly collecting data and facilitating the processing and evaluation of entry data.

q. The development and creation of performance indicators for all areas of the University's activities.

r. The identification, recording and promotion of good practices in all the University's operations.

s. The development of the SPU's website, the supervision of its proper operation and the immediate updating and posting of all SPC and Governing Council decisions in relation to the operation of the SPU.

t. The development of partnerships and collaborations with local, national, European and international bodies with respect to matters falling under its competence, and

u. The organisation and holding of workshops, conferences and other events in its fields of competence, in order to keep the university community informed and promote the University.

Chapter III

University Strategic Plan

Article 7

Content of Strategic Plan proposal

After collecting, studying and processing the necessary data, information and proposals from the responsible Committees, the academic, research, administrative units and structures of the University and cooperating with the governing bodies of the University, the SPU shall draw up a proposal for a Strategic Plan with a duration of at least four (4) years, which shall include:

- a. The strategic development of the University on a local, national, European and international level, according to its unique profile and its mission in the various fields of its activity, such as the educational and research policy of the University and its individual academic units, the educational strategy for each cycle of study, lifelong learning, education and scientific training, the continuous improvement of teaching and learning, the enhancement of openness and interconnection with society and the economy, the development of partnerships with foreign institutions and bodies, innovation, and the upgrading of the quality and accessibility of the academic environment.
- b. The growth strategy for all sectors of the University's activity.
- c. The University's short- and medium-term objectives in relation to the areas it wishes to develop.
- d. The means and actions proposed for their implementation and attraction of new financing tools, utilisation of the University's available resources, upgrading of infrastructure and equipment, and attraction of highly qualified scientific personnel.
- e. The University's strategy for equal access for people with disabilities and people with special educational needs.
- f. The University's strategy for digital transformation and upgrading of digital infrastructure.
- g. The University's strategy for its sustainable development.

The University's areas of activity that must be included, at a minimum, in the Strategic Plan proposal to be prepared and drafted by the SPU are:

- a. The University's development policy on a local, national, European and international level.
- b. Its Educational Policy, for all cycles of study [Undergraduate Study Programmes (USP) / Postgraduate Studies Master's Programmes (PGMP) / Doctorate Study Programmes (DSP)].
- c. The Educational Policy of the University's individual academic units.

- d. Its research policy and policy for development of new areas of research and innovation.
- e. Its policy for lifelong learning and scientific training.
- f. Its policy for enhancing the University's openness and interconnection with society and the labour market.
- g. The University's internationalisation policy.
- h. Its policy for the continuous improvement of teaching and learning.
- i. Its policy for upgrading the quality and accessibility of the academic environment.
- j. Its strategy for equal access for persons with disabilities and persons with special educational needs (draft of Article 226 of Law 4957/2022).
- k. Its strategy for the digital transformation of the University (draft of Article 227 of Law 4957/2022).
- l. The University's sustainable development strategy (draft of Article 228 of Law 4957/2022).

Article 8

Drafting of the Strategic Plan proposal

The SPU collects all the necessary data and information from all the academic and research units, responsible Committees and critical administrative units and structures of the University.

More specifically, the SPU collects:

- a. The Senate's proposals for the four-year Strategic Plan of the University, as provided for in Article 16(4) of Law 4957/2022, which includes proposals for issues of academic and research policy and development, internationalisation, lifelong learning, connection with society and the economy, strengthening innovation within the University and generally improving the quality of DUTH's academic environment.
- b. The proposals of the DUTH Technology Transfer, Innovation and Startup Entrepreneurship Committee (DUTH-TTISEC) on issues pertaining to technology transfer, innovation provided for in Article 222(3)(a) and (b) of Law 4957/2022.

- c. The proposals of the Research Committee on research and innovation issues provided for in Article 232(1)(a) of Law 4957/2022.
 - d. The proposals of the Student Council, as provided for in Article 43(4)(c) of law 4957/2020, in relation to the University's education and research strategy.
 - e. The proposal for a development plan of the University Centre for Research and Innovation of Article 132(4) of law 4957/2022.
 - f. The proposal for a development plan of the Centre of Continuing Education and Lifelong Learning of Article 115(1) of law 4957/2022.
 - g. The draft proposal of the Committee for Equal Access for Persons with Disabilities and Persons with Special Educational Needs of Article 226 of Law 4957/2022.
 - h. The draft proposal of the Digital Governance Committee of Article 227 of Law 4957/2022.
 - i. The draft proposal of the DUTH Sustainable Development Committee of Article 228 of Law 4957/2020.
 - j. The development plans of the University's Schools according to Article 27 of Law 4957/2022.
 - k. Any data the SPC deems necessary in order to prepare a complete and substantiated proposal for a Strategic Plan.
- 2) The SPC processes, analyses and evaluates all the input data and prepares a proposal for a Strategic Plan with the content set out in detail in Article 224 of Law 4957/2022 and Article 7 of these Regulations.

Article 9 Strategic Plan Approval

The University's Strategic Plan is approved by decision of the Governing Council, following a recommendation by the Rector and a proposal by the SPC, and more specifically: The SPU transmits and communicates the Strategic Plan proposal to

- a) the Governing Council in accordance with Article 14(1)(a) of Law 4957/2022.

b) the Senate, which issues an opinion on the proposal for a Strategic Plan, as set out in Article 14(1)(a) of Law 4957/2022, and

c) the Deaneries of the University's Schools, which express an opinion on the proposal for a Strategic Plan in so far as it concerns each School, as provided for and stipulated in Article 23(2) of Law 4957/2020.

1) The Senate's opinion on the proposal for a Strategic Plan and the opinions of the Deaneries on the proposal for a Strategic Plan as regards the part that concerns each School shall be submitted to the Governing Council and communicated to the SPU.

2) The University's Rector shall submit a recommendation to the Governing Council.

3) The Governing Council, having regard to the Strategic Plan proposal of the SPC, the recommendation of the Rector, the opinion of the Senate and the opinions of the Deaneries, shall approve the University's Strategic Plan.

Article 10

Monitoring of the implementation of the Strategic Plan- University's annual target setting

1. The SPU is responsible, in accordance with article 216(2)(d) of Law 4957/2022, for the coordination and monitoring of the implementation progress of the Strategic Plan.

2. In order to monitor the implementation of the Strategic Plan, the SPU shall prepare it in accordance with Article 224(3) of Law 4957/2022, a proposal for the University's annual target setting, which specifies the University's Strategic Plan policy per individual academic and administrative unit. The University's annual target setting includes: the annual target setting programme, implementation planning for each target, and the measures for its implementation.

3. The SPU shall prepare the University's annual target setting proposal, following evaluation of the Schools' annual development plans and the annual operational plans of the University's administrative units and structures, and their alignment with the University's approved Strategic Plan.

4. The proposal for the University's annual target setting from the SPU is notified to the Governing Council, the Senate and the Deaneries, and is approved by the Governing Council on the recommendation of the Rector, the opinion of the Senate and the opinion of the Deaneries on the issues pertaining to each School.

Article 11
Strategic Plan Reform

1. The Strategic Plan may, as provided for in Article 224(4) of Law 4957/2022, be revised during its effective term, in accordance with the applicable needs and conditions, as well as the changes in the national strategy for higher education of Article 14 of Law 4653/2020, the national strategy for research and innovation, as well as the developments in higher education at European and international level.

2. The need to reform the Strategic Plan may arise, *inter alia*, as a result of i) significant changes in internal and/or external factors that may affect the operation and activities of the University, such as, for example, changes in the political, economic, social, technological, natural environment and the legal framework, ii) proposals for improvement and/or change of individual strategic objectives of the University, iii) changes in the current institutional framework, iv) adaptation based on updated guidelines of the Hellenic Authority for Higher Education, v) feedback from members of the academic community, vi) feedback from social, production and cultural bodies, vii) significant change in economic development indicators, viii) damage to the University's infrastructure and obstruction of the smooth operation of the University as a result of natural disasters/epidemics/other risks, and ix) following a reasoned proposal by the SPC and a recommendation from the Rector.

3. If the SPC ascertains the need for the reform of the Strategic Plan, the Governing Council shall decide, following a recommendation by the Rector and a reasoned proposal by the SPC, to launch the process for the reform of the Strategic Plan.

CHAPTER IV

Programme planning agreements of Article 15 of Law 4653/2020

Article 12

Drawing up of the programme planning agreement

1. The SPU is responsible for preparing the proposals for programme planning agreements of Article 15 of Law 4653/2020 and submitting them to the Governing Council for their approval in accordance with Article 216(2)(c).
2. The University's programme planning agreements with the Ministry of Education, Religious Affairs and Sports are drawn up, in accordance with Article 15(1) of Law 4653/2020, within the framework of the University's approved Strategic Plan and the national strategy for higher education, are of a four-year duration and are specified on an annual basis.
3. Taking into account the University's approved Strategic Plan, the National Strategy for Higher Education programme and the content of the programme plan agreement template approved by the Hellenic Authority for Higher Education, the SPU collects, processes and evaluates all the data and information necessary for preparing the proposal for programme planning agreement from the academic and administrative units of the University and prepares a proposal for programme planning, which is submitted for approval, at the recommendation of the Rector, to the University's Governing Council.

Article 13

Monitoring of the programme planning agreement

1. The SPU is responsible, as stipulated in Article 216(2) of Law 4957/2022, for the coordination and monitoring of the progress of the implementation of the programme planning agreements of Article 15 of Law 4653/2020 and the cooperation with the Hellenic Authority for Higher Education and the Ministry of Education, Religious Affairs and Sports during their implementation.
2. The SPU prepares an annual report on the implementation of the programme planning agreements, which is approved by the

University's Governing Council is published on the University's website and submitted to the Hellenic Authority for Higher Education and the Minister of Education, Religious Affairs and Sports no later than the end of April of the following year, in accordance with the provisions of Article 15(5) of Law 4653/2020.

3. The process of approval of the report by the Minister of Education, Religious Affairs and Sports is completed within three (3) months from its submission, and if the deadline lapses, the report is presumed to have been approved.

Article 14

Amendment of the programme planning agreement

1. The Hellenic Authority for Higher Education monitors and evaluates the implementation of the University's programme planning agreements with the Ministry of Education, Religious Affairs and Sports on an annual basis pursuant to Article 15(4) of Law 4653/2020 and recommends their amendment to the Minister of Education, Religious Affairs and Sports.

2. The contracting parties may review the programme planning agreements and amend them accordingly, on grounds of public interest, when deemed necessary.

3. In the event that the need for amendment of the programme planning agreements is ascertained, either on the recommendation of the Hellenic Authority for Higher Education or following an agreement of the contracting parties, the SPU shall prepare, on the instructions of the Rector, a proposal for amendment of the programme planning agreements, which shall be submitted to the Governing Council for approval.

Article 15

Entry into force

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



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

Annex 30
Regulations for the Excellent Academic Teaching
Award
at Democritus University of Thrace

Komotini 2024

Article 1

General provisions

The concept of Excellent Academic Teaching pertains not only to interesting and comprehensible teaching, but also to teaching, which, through multilateral educational activities, guides, inspires and opens horizons and prospects for students, while at the same time making them part of the academic ethos.

In this context, the Excellent Academic Teaching Award at Democritus University of Thrace (DUTH) aims at a) the promotion of university teachers who stand out for their work, providing high-quality teaching and setting an example for students and teachers, and honouring Democritus University of Thrace and their Department; and b) upgrading the quality of teaching and adoption of innovative teaching approaches and methods in student-centred learning in the broader university community.

The award - honorary plaque and diploma - is awarded annually by the Rector of DUTH at a public ceremony that takes place during the celebration of the Three Hierarchs.

Article 2

Award selection process

1. *Submission of Nominations*

a. Nominees for the DUTH Excellent Academic Teaching Award are DUTH faculty members and other teaching staff, members of PAKEK with university teaching work who have taught at least five years at DUTH.

b. Nominees are nominated by one or more members of the DUTH academic community (teachers, students or graduates) who are familiar with the teaching work of the nominees. Each nomination must be signed, is considered confidential and may be reviewed in subsequent years.

c. The proposal must include:

i. Curriculum vitae of the nominee and

ii. A recommendation setting out his/her educational work and documenting the academic ethos and ethical conduct of the nominee, which should be presented as a model for DUTH students and teachers.

d. Relevant drafting instructions for the proposal are provided in the Annex.

e. It is noted that:

- Each proposal submitted concerns only one academic proposal.

- The same person cannot receive the award twice.

- The proposals are addressed to the Vice Rector responsible for academic affairs and are submitted to the protocol of the Academic Affairs Directorate.

-The call for proposals is posted on 15 September of each year, with 30 October being the deadline for sending proposals. No nomination is accepted after the submission deadline.

-The list of nominations is kept confidential.

f. The first time these regulations are applied, after their publication, the notice may be posted and the procedure may be completed at a later time.

2. Selection Committee

The Selection Committee consists of the Vice Rector who is responsible for the Academic Affairs of DUTH (as President) and the Deans of the DUTH Schools. Members of the Excellent Academic Teaching Award Committee may not submit proposals or be nominated for the award.

3. Selection Process

a). The Selection Committee members meet in November to review the proposals.

b). A proposal that does not meet the conditions of the previous paragraph is not accepted and the decision is notified to the proposer(s) by email.

c). Accepted proposals move to the next stage. Each nominee is notified via a relevant email that is also notified to the proposer(s) with regard to his/her nomination and submits the following within a deadline set by the Committee:

i) Solemn declaration accepting his/her nomination and, if he/she so wishes,

ii). Curriculum vitae or other information in support of his/her nomination.

d). After collecting the solemn declarations and the additional information, the Committee shall proceed with the evaluation of the proposals and select the nominee(s) it proposes to the DUTH Senate.

e). Evaluation is based on the nominee's work and, more specifically, on his/her contribution to effective, high-quality and original teaching, guidance and support for students, the linking of his/her teaching to research and innovation, and his/her overall appeal as a University teacher both within and outside of DUTH.

f). The Committee evaluates the nominations based on the information:

- described in the proposers' recommendation,
- drawing on nominees' teaching excellence from the e-class information systems of DUTH's QAU. The nominee(s) must have submitted course and teacher inventory cards,
- included in nominees' curriculum vitae.

g). The evaluation is completed in December of each year and the Selection Committee decides on the nominee for the award. The Committee's proposal shall be forwarded to the Senate for approval, accompanied by a report submitted to the Academic Affairs Directorate.

h). The DUTH Senate and the University's academic community shall only be notified of the nominated individual.

Article 3

Award process:

1. The award ceremony is organized by DUTH's Public Relations Department, in collaboration with the Academic Affairs Directorate.
2. The award is presented by the Rector at a special ceremony that takes place during the celebration of the Three Hierarchs, in the presence of the academic community.

Article 4

Posting of award winners' table

The names of all the award winners are posted on DUTH's website.

Article 5

Final provisions

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

ANNEXES

ANNEX I

Nomination for the DUTH Excellent Academic Teaching Award Submission of Proposal

TO: The Vice Rector for Academic Affairs

Please accept the nomination below for the Excellent Academic Teaching Award, as well as the accompanying documents to assist in the work of the Selection Committee.

NOMINEE'S INFORMATION
Full name:
Position (Faculty Member/Laboratory Teaching Staff (E.D.I.P.)/Special Technical Laboratory Staff (E.T.E.P.)):
School/Department/Sector:
Nominee's contact details
Correspondence address:
Telephone:
E-mail:

PROPOSER'S INFORMATION	
Full name	Position
1.	
2.	
..	
Contact details of the proposer or body representative	
Correspondence address:	
Telephone:	
E-mail:	

Date:/...../20...

The applicant
(name of proposer or their representative)

(Signature)

Attachments:

- Nominee's CV
- Recommendation documenting the criteria for submission of nomination and evaluation

Please note that the award is only given to living persons

Recommendation

Some or all of the following can be included in the formulation of your nomination:

- the teaching history of the nominee at DUTH with reference to the Department, the Study Programmes and the courses he/she has taught.
- the nominee's contribution to the successful development of innovative teaching methods/student-centred approaches.
- the use of Information and Communications Technology in his/her teaching.
- the educational actions he/she has implemented that promote active participation and inspire students.
- educational actions linking his/her course activities with social or environmental issues.
- the contribution of the nominee's teaching to the promotion of independent and original thinking.
- the educational approaches he/she follows to enhance inclusion.
- the contribution of his/her courses' website to the learning process.
- the participation of the nominee in open or continuing education processes, through speeches or course series, addressed to pupils, students, or professional scientists as well as the general public.
- the provision of mentoring/support to students for the organization of actions such as student conferences, voluntary actions.
- the provision of guidance to students for professional development upon completion of their studies.
- references to the supervision of diploma theses, bachelor's theses and doctoral dissertations.
- the career of the scientists who prepared a doctoral dissertation with the nominee(s).
- the participation of his/her undergraduate students in research activities of the nominee (in the laboratory, study centre, student competitions).
- references to ways of linking the nominee's research with teaching.
- invitations to give speeches or invitations to teach or lecture or research at Departments/Universities/Research Centres in and outside the country.

ANNEX II

Solemn Declaration

On the Notice of the Excellent Teaching Award

I solemnly declare the following in accordance with Law 1599/1986:

1. I accept my nomination for the Excellent Teaching Award

2. I expressly and unreservedly consent to the retention and processing of personal data, which are included and stored in digital and information systems for the purposes of this notice.

3. I have taken note of the terms of the notice _____ and I accept them.

4. I am attaching my CV (if applicable)

Full name:

Signature

Position:

Date:



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

Annex 31
Ceremony Annex
of Democritus University of Thrace

Komotini 2024

The present Rules and Regulations provide for issues related to the procedure of awarding the title of Emeritus Professor of Department, Honorary Doctor of Department, Honorary Professor of Department or School, and the Medal Award of the Democritus University of Thrace. Considering the institutions of the Honorary Doctor and the Honorary Professor as a significant academic honour awarded by the University, it is specified that every University Department may nominate up to one Honorary Doctor or one Honorary Professor per academic year. In exceptional cases where the work of the honouree covers the academic scopes of the Departments of a School, the School may, at the proposal of one or more of its Departments, grant the title of Honorary School Professor to up to one person per academic year.

PART A:

Awarding the title of Emeritus Professor

Article 1

General

The DUTH Senate awards the title of Emeritus Professor to faculty members at the rank of Professor who leave the service, taking into consideration their work and contribution, following a recommendation by the Assembly of the relevant Department and the Deanery of the relevant School.

Article 2

Decision Making Process

1. Following a written proposal from at least three faculty members, substantiated on the basis of the excellent teaching, research and administrative work and the ethos of the nominee, the Assembly of the DUTH Department shall decide and recommend to the Deanery of the School, by a majority of the members present and by open vote, to award the title of Emeritus Professor. The nominee must have demonstrated significant work in his/her department that goes beyond the contractual obligations of each Professor and must have contributed substantially to addressing the social, cultural and development needs of the country. Irrevocable criminal and/or disciplinary convictions for serious disciplinary offences in the performance of official duties constitute mandatory grounds for exclusion.

The proposal must indicate that the nominee has been informed and consents to the awarding of the title.

2. Every DUTH Department may, by a regulatory decision of the Assembly, specify the requirements for awarding the title and set additional criteria. The above decision shall be notified to the Deanery of the School and the Senate.
3. The recommendation of the Assembly of the Department, with an attached extract from the minutes of the Assembly, which must indicate the number of members present at the Assembly and the number of those who voted in favour of the proposal, shall be forwarded to the Deanery of the relevant School, which shall introduce the item at its next meeting and decide by absolute majority of the members present to make a positive recommendation to the Senate. The Deanery's recommendation and the extract from the minutes of the meeting are sent to the Senate without delay, with the relevant recommendation of the Assembly of the Department attached. The title of Emeritus Professor is awarded by decision of the Senate taken by absolute majority of the members present.

Article 3

Removal of the title of Emeritus Professor

The title of Emeritus Professor shall be removed only for particularly serious reasons and by the same procedure as above or following a recommendation of the Rector to the Senate, which decides by a 2/3 majority of all members present, in accordance with the provisions of Article 190 of Law 4957/2022.

PART B: Criteria and procedures for awarding the titles of Honorary Doctor and Professor

Granting the title of Honorary Doctor

Article 4

General

The Assembly of the DUTH Department, with a majority of 2/3 of all the members, decides and recommends to the Senate to award the title of Honorary Doctor to a Greek or foreign national who has excelled in science, art or letters, or offered valuable services to society, humanity, Greece or the University, is distinguished for his/her ethos and leads a life consistent with the status of an academic citizen, and his/her specialisation is related to the scope of the Department that recommends him/her. When the nominee is a University member, he/she should not be a serving or retired DUTH Professor. Every Department may award up to one Honorary Doctorate per academic year.

Article 5

Decision Making Process

At the beginning of the academic year, the Head invites the members of the Department to submit proposals for awarding an Honorary Doctorate. The decision is taken following a reasoned proposal of at least three (3) faculty members of the Department, at least one of whom is at the rank of Professor. The proposal, which shall come up for discussion by the Head of the Department within an exclusive deadline of three (3) months and no later than six (6) months after the submission of the request/proposal, as an item on the agenda of the meeting, shall explain the contribution of the nominee to science, arts or letters, as well as the relevance of the nominee's specialisation with the Department that proposes him/her. The decision shall be set out in a resolution of the Assembly of the Department. The title of Honorary Doctor shall only be removed for serious reasons and in accordance with the above procedure.

Article 6

Coverage of expenses

The expenses for an Honorary Doctorate award ceremony, once per financial year for each DUTH Department, may be reimbursed following a request by the competent collective body.

Article 7

Ceremony for awarding the Honorary Doctorate

The granting of the title takes place in a public Ceremony of the Department, in which the University Rector, the Dean of the School and the Head of the relevant Department participate.

Official local authorities and the members of the DUTH University Community shall be invited to the ceremony.

Care shall be taken to ensure usher services for the officials and the terms of address shall follow the precedence of each city-seat of DUTH, in accordance with the provisions of the legislation in force. A welcome shall be addressed by the Rector (or in his/her absence, the

present Vice Rector who is first in the order to replace the Rector, unless otherwise agreed), the Dean of the School and the Head of the Department that grants the title. One of the recommending Faculty Members delivers the Laudatio, the Dean of the School or Head of the Department who has recommended the granting of the title shall read the relevant Resolution of the Assembly of the Department, the Approval and the Diploma (Proclamation).

The honouree dons the gown and the sash, which is pinned to the left shoulder of the honouree, and the scrolls are delivered in a cylinder. This is followed by the speech of the Honorary Doctor.

Article 8

Gown sash

Every DUTH school has a different colour of gown sash. The sash of the School of Engineering is yellow. The sash of the School of Law is purple. The sash of the School of Classics and Humanities is olive (shade of the olive leaf). The sash of the School of Physical Education and Sport Science is royal blue. The sash of the School of Social, Political and Economic Sciences is turquoise. The sash of the School of Health Sciences is red. The sash of the School of Education is cerulean. The sash of the School of Agricultural and Forestry Sciences is lime green. The Department of Public Relations Department keeps a special colour chart with the codes of the respective colours, as well as a sample of the sash.

Article 9

Resolution, Approval, Diploma

The scrolls (Resolution, Approval, and Diploma (Proclamation)) are printed in two copies, one for the honouree and one for the Department archive.

Article 10

Gifts to the Honouree

After awarding the title, the gown sash, the pin, the cylinder with the scrolls and a keepsake are gifted to the Honorary Doctor.

Article 11

Photographs-Videotaping

The ceremony is videotaped and covered by a photographer. The Department must prepare an album with printed photographs for its archive, post photographs on the Department's website, keep a copy of the videotaping and provide a copy of the videotaping as well as an electronic file with photographs to the honouree. A copy of the invitation, the ceremony program and an electronic file with photos are sent to the DUTH Department of Public Relations, which is responsible for posting photographs on the DUTH website.

Article 12

Rights-Obligations of Honorary Doctor

The title of Honorary Doctor is honorary and does not create rights and obligations in relation to teaching or to the administration of the University.

Granting the title of Honorary Professor

Article 13

General

By decision of the DUTH Senate, a Professor of another Greek or foreign University may be granted the title of Honorary Professor of Department or School, following a recommendation by the Department or the Deanery, respectively. Specifically, the decision regarding the

Honorary Professor of Department is taken by the Assembly of the DUTH Department, with a 2/3 majority of all the members. The decision to grant the title of an Honorary Professor of School shall be taken by the Deanery of the School with a 2/3 majority of all the members, following a proposal from the Assembly of one or more School Departments. The title of Honorary Professor shall only be removed for serious reasons and in accordance with the above procedure. Each Department or School may grant the title of Honorary Professor to up to one person per academic year provided that the Department has not granted the title of Honorary Doctor within the same year.

The nominee cannot be a serving or retired DUTH Professor.

Article 14

Decision Making Process for an Honorary Professor of School

At the beginning of the academic year, the Dean invites the School's Departments to submit proposals for the granting the title of Honorary Professor. The proposal, which shall come up for discussion by the Dean within an exclusive deadline of three (3) months and no later than six (6) months after the submission of the request/proposal, as an item on the agenda of the meeting, shall explain the contribution of the nominee to science, arts or letters, or their valuable services to society, humanity, Greece or the University, the production and distribution of knowledge through research and teaching, the contribution to the formation of highly trained young scientists with social ethos, their distinguished life which is consistent with the capacity of an academic teacher, etc.

Article 15

Coverage of expenses

The expenses for an Honorary Professorship award ceremony, once per financial year for each DUTH School, may be reimbursed.

Article 16

Ceremony for awarding the Honorary Professorship

The granting of the title takes place in a public Ceremony of the Department or the School, in which the University Rector, the Dean of the School and the Heads of the relevant Departments participate.

Official local authorities and the members of the DUTH University Community shall be invited to the ceremony.

Care shall be taken to ensure usher services for the officials and the terms of address shall follow the precedence of each city-seat of DUTH, in accordance with the provisions of the legislation in force. A welcome shall be addressed by the Rector (or in his/her absence, the present Vice Rector who is first in the order to replace the Rector, unless otherwise agreed), the Dean of the School and the Heads of the Departments (the order of which is determined based on the seniority of each Department).

One of the recommending Faculty Members delivers the Laudatio, the Dean of the School reads the relevant Resolution of the Department or the Deanery and the Approval.

The honouree dons the gown and the sash, which is pinned to the left shoulder of the honouree, and the scrolls are delivered in a cylinder. This is followed by the speech of the Honorary Professor.

Article 17

Resolution, Approval

The scrolls printed in two copies (one for the honouree and one for the Department archive) are the Resolution and the Approval.

Article 18

Gifts to the Honouree

After awarding the title, the gown sash, the pin, the cylinder with the scrolls and a keepsake are gifted to the Honorary Professor.

Article 19

Photographs-Videotaping

The ceremony is videotaped and covered by a photographer. The Department or the School must prepare an album with printed photographs for its archive, keep a copy of the videotaping and provide a copy of the videotaping as well as an electronic file with photographs to the honouree. A copy of the invitation, the ceremony program and an electronic file with photos are sent to the DUTH Department of Public Relations, which is responsible for posting photographs on the DUTH website.

Article 20

Rights-Obligations of Honorary Professor

The title of Honorary Professor is honorary and does not create rights and obligations in relation to teaching or to the administration of the University.

PART C. AWARDING A DUTH MEDAL

Article 21

General

The DUTH Senate, taking into account the need to establish an honorary distinction that shall come from the University as a whole rather than from a School or Department, and which will be awarded to prominent international or Greek personalities from the field of education, culture, science, social contribution or contribution to the University, established the highest honorary University distinction which shall be awarded as the "Gold Medal of the Democritus University of Thrace" and "Medal of the Democritus University of Thrace" by decision no. 48/24/14.4.2016

Article 22

Award criteria

Criteria for proposing the award of a Medal are the outstanding positive services to DUTH, education, science, society in general, or a combination of the foregoing. Candidates may be Greek or international personalities who have contributed to humanity, science or university education and research.

The DUTH Gold Medal shall be awarded to prominent figures (President of the Republic, Patriarch, leader or former head of state, chairperson of an International Organisation, etc.).

The DUTH Medal shall be awarded to personalities in honour of their services (to the University, society, distinguished members of the university community, etc.).

Article 23

Decision making process

The Senate, with a majority of 4/5 of all its members, decides on the awarding of the University's Medal or Gold Medal.

The recommendation regarding the personality or personalities to which the Gold Medal or Medal is awarded shall be made by at least five (5) members of the Senate. In exceptional cases, the award may be decided upon at the recommendation of the Rector to the Senate of the

University. The relevant recommendation shall be submitted in a reasoned manner and shall be raised as an item on the agenda.

Article 24

Ceremony for awarding the DUTH Medal

The Medal shall be awarded by the Rector of DUTH at a special official ceremony (public session of the Senate). The Medal is accompanied by a scroll depicting the relevant Senate Resolution. In exceptional cases only, the medal may be awarded outside Thrace, at the honouree's seat, if they are unable to visit for the award ceremony in Thrace.

Official local authorities and the members of the DUTH University Community shall be invited to the ceremony.

Care shall be taken to ensure usher services for the officials and the terms of address shall follow the precedence of each city-seat of DUTH, in accordance with the provisions of the legislation in force. The Rector addresses the Ceremony. One of the recommending Senate members delivers the Laudatio and the Rector awards the Medal. This is followed by the speech of the honouree.

Article 25

Photographs-Videotaping

The ceremony is videotaped and covered by a photographer, under the care of the DUTH Department of Public Relations, which must make an album with printed photos for its archive, keep a copy of the videotaping and offer a copy of the videotaping, as well as an electronic file with photos to the honouree, and arrange for the posting of photographs on the DUTH website.

ANNEXES

ANNEX 1.	Template Department decision for the award of an Honorary Doctorate with a request for reimbursement of expenses
ANNEX 2.	Template Department or School decision for the award of an Honorary Professorship with a request for reimbursement of expenses
ANNEX 3.	Resolution Template
ANNEX 4.	Approval Template
ANNEX 5.	Proclamation Template (Diploma)
ANNEX 6.	Template Senate Resolution for the award of a Medal
ANNEX 7.	Template of Invitation to a ceremony for the award of an Honorary Doctorate
ANNEX 8.	Procedure for preparing awarding ceremonies

ANNEX 1. Template Department decision for the award of an Honorary Doctorate with a request for reimbursement of expenses

DEPARTMENT LOGO

TO

The DUTH Senate

Internal

CC:

1. DUTH Financial Management Directorate
2. DUTH Department of Public Relations

SUBJECT: Proposal to grant to **[Name and Capacity of Nominee]** an Honorary Doctorate of the Department

RE: The recommendation with ref. no. DUTH/

The Assembly of Department of **[Name of Department]** of the Democritus University of Thrace, at its X meeting, having regard to the above, unanimously decided to approve the proposal to grant to **[Name and Capacity Nominee]** an Honorary Doctorate of the Department **[Name of Department]** and requests the approval of the amount of 800.00 euros from the DUTH General Expenses for the financial year 20XX provided for the proclamation ceremonies. During the financial year **20XX**, the Department of **[Name of Department]** has not requested another amount approval for another proclamation ceremony.

The Head

ANNEX 2. Template Department or School decision for the award of an Honorary Professorship with a request for reimbursement of expenses

DEPARTMENT or SCHOOL LOGO

TO

The DUTH Senate

Internal

CC:

1. DUTH Financial Management Directorate
2. DUTH Department of Public Relations

SUBJECT: Proposal to grant to the Professor at the University of _____ (Name of Nominee) an Honorary Professorship at the Department of _____ - School of _____.

RE: The recommendation with ref. no. DUTH/

The Assembly of the Department / The Deanery of the School of _____ of the Democritus University of Thrace, at its _____ meeting, having regard to the foregoing, unanimously decided to approve the proposal to grant to the Professor of the University of _____ (Name of Nominee) an Honorary Professorship at the Department/School of _____ and requests the approval of the amount of 800.00 euros from the DUTH General Expenses for the financial year 20XX provided for the proclamation ceremonies.

During the financial year 20XX, the Department / School of _____ has not requested another amount approval for another proclamation ceremony.

The Head/Dean

ANNEX 3. Resolution Template



**HELLENIC REPUBLIC
DEMOCRITUS UNIVERSITY OF THRACE
RESOLUTION
OF THE DEPARTMENT OF [NAME OF DEPARTMENT]**

BY GOD'S HELP
THE RECTOR OF THE DEMOCRITUS
UNIVERSITY OF THRACE
[NAME OF RECTOR],
HEAD IN THE **[CITY NAME]**
OF THE DEPARTMENT **[NAME OF DEPARTMENT]**
[NAME OF HEAD],
AT THE RECOMMENDATION OF THE PROFESSOR OF **[ACADEMIC FIELD] [NAME OF PROPOSER]**
AND
THE PROFESSOR OF **[ACADEMIC FIELD] [NAME OF PROPOSER]**
THE DEPARTMENT HAS DECIDED TO PROPERLY HONOUR

[NAME OF HONOREE],

MAN/WOMAN OF WORLDWIDE RENOWN, WHO HAS OFFERED MUCH TO THE UNIVERSITY,
EDUCATION AND SCIENCE OF **[SCIENTIFIC FIELD]**

AND PRAISE HIM/HER BY GRANTING HIM/HER THE TITLE OF HONORARY DOCTOR AT THE
DEPARTMENT OF **[NAME OF DEPARTMENT]**

AND THIS RESOLUTION SHALL BE WRITTEN ON A SCROLL AND THE HEAD OF THE DEPARTMENT
SHALL READ IT PUBLICLY IN THE GREAT HALL, ON THE DAY THE PROCLAMATION IS MADE.

IN KOMOTINI, ON THE EIGHTH DAY OF OCTOBER OF THE
YEAR TWO THOUSAND AND FOURTEEN

*(Place: the city-seat of the Department. Date: of the meeting of the Assembly which approved
the proclamation proposal)*

**THE HEAD OF THE
[NAME OF DEPARTMENT]**

PROFESSOR OF [ACADEMIC FIELD]

ANNEX 4. Approval Template



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE
HELLENIC REPUBLIC
DEMOCRITUS UNIVERSITY OF THRACE

THE RECTOR
OF THE DEMOCRITUS UNIVERSITY OF THRACE

[NAME OF RECTOR]
PROFESSOR AT THE DEPARTMENT **[NAME OF DEPARTMENT]**
OF THE SCHOOL OF **[NAME OF SCHOOL]**

[NAME OF HEAD]
PROFESSOR OF **[ACADEMIC FIELD]**,
CURRENTLY SERVING AS
HEAD OF THE **[NAME OF DEPARTMENT]**,

HAS APPROVED [NAME OF HONOUREE]
BY A UNANIMOUS DECISION OF THE
DEPARTMENT OF **[NAME OF DEPARTMENT]**
AS AN HONORARY DOCTOR
OF THE DEPARTMENT OF **[NAME OF DEPARTMENT]**,
OF THE SCHOOL OF **[NAME OF SCHOOL]**

IN KOMOTINI, ON THE EIGHTH DAY OF OCTOBER OF THE
YEAR TWO THOUSAND AND FOURTEEN

THE RECTOR THE HEAD
[NAME OF RECTOR] [NAME OF HEAD]

ANNEX 5. Proclamation Template (Diploma)



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

HELLENIC REPUBLIC

DEMOCRITUS UNIVERSITY OF THRACE

PROCLAMATION

WHEREAS THE DEPARTMENT OF **[NAME OF DEPARTMENT]**
OF THE DEMOCRITUS UNIVERSITY OF THRACE
HAS FOUND [NAME OF HONOUREE]
EMERITUS PROFESSOR AT THE UNIVERSITY OF **[NAME OF UNIVERSITY]**
DESERVING OF
OF THE TITLE OF HONORARY DOCTOR,
AND THE RECTOR AGREES WITH THIS OPINION,
THEREFORE I
[NAME OF HEAD]
PROFESSOR OF **[ACADEMIC FIELD]**,
CURRENTLY HEAD OF THE DEPARTMENT OF **[NAME OF DEPARTMENT]**,
USING THE POWERS VESTED TO ME BY THE UNIVERSITY LAWS AND THE DEPARTMENT, I
HEREBY PUBLICLY PROCLAIM AND GRANT TO
[NAME OF HONOUREE]
THE TITLE OF HONORARY DOCTOR
OF THE DEPARTMENT OF **[NAME OF DEPARTMENT]**,
OF THE SCHOOL **[NAME OF SCHOOL]**
OF THE DEMOCRITUS UNIVERSITY OF THRACE
AND AWARD ALL THE PRIVILEGES OF THESE ACADEMIC TITLE

IN KOMOTINI, ON THE EIGHTH DAY OF OCTOBER OF THE
YEAR TWO THOUSAND AND FOURTEEN

THE RECTOR THE HEAD

PROFESSOR

PROFESSOR

ANNEX 6. Template Senate Resolution for the award of a Medal



DEMOCRITUS UNIVERSITY OF THRACE

RESOLUTION
OF THE SENATE OF THE DEMOCRITUS UNIVERSITY OF THRACE

BY GOD'S HELP
The Rector of the Democritus University

[NAME OF RECTOR]

Professor at the School of **[NAME OF SCHOOL]**,
unanimously approved by the University Senate,
at the recommendation of Professors

[NAME OF PROFESSOR 1] [NAME OF PROFESSOR 2] [NAME OF PROFESSOR 3]

hereby awards the gold medal / medal of the Democritus University of Thrace to **[NAME OF HONOUREE]**, because **[REASON]**

Given in Komotini, on the sixteenth day of November of
the year two thousand **[YEAR]**

The Rector of Democritus University of Thrace

PROFESSOR OF **[ACADEMIC FIELD]**

ANNEX 7. Template of Invitation to a ceremony for the award of an Honorary Doctorate



ΤΕΛΕΤΗ ΑΝΑΓΟΡΕΥΣΗΣ

τ... (ιδιότητα)

κ. (ονοματεπώνυμο)

σε Επίτιμο Διδάκτορα
του ... (Τμήμα)
της Σχολής
του Δημοκριτείου Πανεπιστημίου Θράκης

ημέρα ημερομηνία
ώρα

..... (αίθουσα / αμφιθέατρο)
στ... (διεύθυνση, πόλη)

[εξώφυλλο]

ΠΡΟΓΡΑΜΜΑ ΤΕΛΕΤΗΣ

- 15:00 Προσφώνηση του Πρύτανη του Δημοκριτείου Πανεπιστημίου Θράκης
Καθηγητή κ.
- 15:10 Προσφώνηση του/της Κοσμήτορα της Σχολής
Καθηγητ..ή κ.
- 15:15 Παρουσίαση του έργου του τιμωμένου από τον/την Καθηγητ.. του
Τμήματος κ.
- 15:30 Ανάγνωση του Ψηφίσματος, της Αναγόρευσης και του Διδακτορικού
Διπλώματος από τον/την Πρόεδρο του Τμήματος ... της Σχολής
Καθηγητ... κ.
- 15:35 Περιένδυση του τιμωμένου με την τήβεννο της Σχολής από τον
Πρύτανη του Δ.Π.Θ. Καθηγητή κ.
Επίδοση των μεμβρανών από τον/την Πρόεδρο του Τμήματος
Καθηγητ... κ.....
- 15:40 Ομιλία του τιμωμένου με θέμα:
- 16:00 Πέρασ τελετής

[εσωτερ. αριστερά]

ΠΡΟΣΚΛΗΣΗ

Ο Πρύτανης του Δημοκριτείου Πανεπιστημίου Θράκης
Καθηγητής

ο/η Κοσμήτορας τηςΣχολής
Καθηγητ... ..

και

ο/η Πρόεδρος του Τμήματος
Καθηγητ.... ..

έχουν την τιμή να σας προσκαλέσουν στην Τελετή Αναγόρευσης
του (ιδιότητα τιμωμένου)

..... (ονοματεπώνυμο τιμωμένου)

σε Επίτιμο Διδάκτορα
του Τμήματος
της Σχολής
του Δημοκριτείου Πανεπιστημίου Θράκης

την ... (ημέρα) (ημερομηνία) και ώρα μ.μ.
στο (αίθουσα / αμφιθέατρο)
στ... (διεύθυνση, πόλη)

[εσωτερ. δεξιά]

ANNEX 8. Procedure for preparing awarding ceremonies

1. Setting the ceremony date and time, booking space
2. Budget and securing the expenses
3. Preparation of invitation-program and texts of resolution, approval (and proclamation/doctorate diploma)
4. Ordering and sending the invitations
5. Ordering the scrolls (in duplicate, one copy for the Department/School archive and one for the honouree, to be given in a cylindrical holder – the cylinder from the Department of Public Relations)
6. Arrangements for the honouree's travel and accommodation
7. Supply (sewing) of sash in the colour of the School (sample from the Department of Public Relations)
8. Supply of gown patch (Department of Public Relations)
9. Ordering table flower arrangement for the ceremony
10. Photos-DVD
11. Reception or lunch for the honouree
12. Gift for the honouree
13. Supply of gowns for the day of the ceremony (Department of Public Relations)
14. Press Release in the Media
15. ORGANISATION OF CEREMONY
 - Set up (lectern, chairs, table, flags, flower arrangement)
 - Room cleanliness
 - Microphone installation
 - Space for the Rectors, the Heads and the Dean to wear the gown

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE



DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF

DEPARTMENT OF

Certificate No.: 22

COPY OF DEGREE

IT IS HEREBY CERTIFIED THAT:

father's name EMMANOUIL

Place of birth: THESSALONIKI

having succeeded in the modules of the study programme, and accumulated the required number of credits, she has been awarded the degree.

of the Department of

with a grade of **7.641 (SEVEN POINT SIX HUNDRED AND FORTY ONE) "VERY GOOD"**.

The swearing in took place on **04/02/2021**.

This certificate is granted for any legal use.

KOMOTINI, 10/02/2021

By Rector's Order

The Deputy Secretary of the Department

(signature)

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF ENGINEERING

DEPARTMENT OF

12 Vasilissis Sofias, XANTHI 67100

Certificate No.: 1/2021

CERTIFICATE

It is hereby certified that the DEPARTMENT of _____ of the School of Engineering of the Democritus University of Thrace, pursuant to Decision No. 223702/Z1/31-12-2018 of the Minister of Education, Research and Religious Affairs (Government Gazette, Series II, No 204/01.02.2019), falls under the provisions of Article 46(1) of Law 4485/2017 (Government Gazette, Series I, No 114).

Therefore, the successful completion of the undergraduate study programme, with a duration of ten (10) academic semesters, including the preparation of an diploma thesis for one academic semester, is equivalent to 300 ECTS and leads to the awarding of a single and undivided integrated diploma in the Department's specialisation, level 7 of the National and European Qualifications Framework.

Pursuant to the provisions of Article 46(2) of Law 4485/2017 (Government Gazette, Series I, No 114) and Ministerial Decision 223702/Z1/31-12-2018, the single and undivided integrated master is deemed to have been obtained from the date of awarding the diploma, and it also includes those who graduated before Law 4485/2017(Government Gazette, Series I, No 114) entered into force.

This document is granted TO _____ Graduate of the DEPARTMENT of _____ who graduated in the academic year 2020-2021, graduate no. _____

XANTHI, 10/02/2021

The Head of the Department

(signature)



HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF PHYSICAL EDUCATION AND SPORT SCIENCE

DEPARTMENT OF PHYSICAL EDUCATION AND SPORT SCIENCE

Certif. No. :

THE SECRETARIAT OF THE DEPARTMENT OF PHYSICAL EDUCATION AND SPORT SCIENCE

According to the records kept

father's name **IOANNIS**

From **AGIOS NIKOLAOS, LASITHI**

During his studies at the DEPARTMENT OF PHYSICAL EDUCATION AND SPORT SCIENCE

attended the Specialisation

CLASSIC SPORTS

Having taken part in the prescribed exams, he has been awarded the degree

Specialisation in

CLASSIC SPORTS

With grade (6.93) "VERY GOOD"

This certificate is granted for any legal use.

KOMOTINI 8/2/2021

BY RECTOR'S ORDER

THE SECRETARY OF THE DEPARTMENT

Success Score Scale

a) from 5.00 to 6.49 Good

b) from 6.50 to 8.49 Very Good

c) from 8.50 to 10 Excellent

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF ENGINEERING

DEPARTMENT OF

12 Vasilissis Sofias, XANTHI 67100

Certificate No.: 2/2021

CERTIFICATE

It is hereby certified that, as evidenced by the Department's Secretariat,

father's name DIMITRIOS

has successfully attended the following undergraduate and/or postgraduate semester modules which fall under IT and Computer operation.

S/N Course title

1. COMPUTER PROGRAMMING
2. GEOGRAPHIC INFORMATION SYSTEMS-GIS
3. APPLIED STATISTICS
4. OPERATIONS RESEARCH

This certificate is granted upon request for any legal use.

XANTHI, 10/02/2021
The Head of the Department

(signature)



HELLENIC REPUBLIC



ΔΗΜΟΚΡΕΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF
DEPARTMENT OF

Certificate No.: 238/2021

GRADUATE CERTIFICATE

The graduate with the following information:

Identification Details

Family Name:		Given Name:	
Father's Name:	SPYRIDON	Mother's Name:	VASSILIKI
Place of Birth:	PREVEZA	Date of Birth:	
<u>Registration Information</u>			
Date 1st Registration:	14/09/2015	Certif. No.:	
Semester:	1st	Manner of Registration:	PANHELLENIC EXAMINATIONS

was first registered in the 1st semester of studies in our Department in the academic year 2015-2016.

8 semesters of study is required to obtain a degree.

On 26/02/2020, he/she completed his/her studies, having been successfully examined in all the modules prescribed by the study programme, and obtained the required number of credits.

It is hereby certified that the above person was a student from 14/09/2015 (Date of first registration) until 27/11/2020 (Date of last obligation) and sworn in on 27/11/2020 with a degree grade of **7.54 (SEVEN POINT FIFTY FOUR) "Very Good"**.

This certificate is granted for any legal use.

KOMOTINI, 10/02/2021
By Rector's Order
The Secretary of the Department

(signature)

Telephone:

Fax:

E-mail::

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF

DEPARTMENT OF

Certificate No.: 4/2021

TRANSCRIPT OF RECORDS FOR PEDAGOGICAL AND TEACHING
COMPETENCE

The accuracy of the following is hereby certified:

Identification Details

Family Name: Given Name:
Father's Name: **EMMANOUIL** Mother's Name: **AIKATERINI**
Place of Birth: **THESSALONIKI** Date of Birth:

Registration Information

Date: **10/09/2015** Certif. No.:
Semester: **1st** Manner of Registration: **PANHELLENIC
EXAMINATIONS**
Academic Year: **2015/2016**

The student has successfully completed the group of courses, which, in accordance with the applicable legislation (Law 4547/2018, Government Gazette, Series I, No 102, 2-06-2018, article 111(a)), ensures Pedagogical and Teaching Competence and is offered in Undergraduate Study Programme of the Department of , receiving the following grades:

Code			Period:	ECTS	Grade
41	Γ316	Pedagogy	JUNE EXAMS 2018	2	7.5
41	Γ317	Professional Development of Bioscientists	JUNE EXAMS 2019	3	7.0
41	Γ515	Teaching PracticeII(Application to School)	FEBR. EXAMS 2020	3	10.0
41	Γ516	Adult Education	FEBR. EXAMS 2020	3	10.0
41	Γ517	Organisational Psychology	FEBR. EXAMS 2020	3	10.0
41	Γ612	Counselling and Educational Psychology	JUNE EXAMS 2018	3	10.0
41	Γ613	Teaching Methodology	JUNE EXAMS 2019	5	8.0
41	Γ614	Teaching Practice I (Micro-teaching)	JUNE EXAMS 2019	6	10.0
	TOTAL			28	Average

This certificate is granted for any legal use.

KOMOTINI, 10/02/2021

By Rector's Order

The Deputy Secretary to the Department

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE



DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF

DEPARTMENT OF

Panagi Tsaldari 1, 69132 Komotini - Greece

Tel.: and Fax:

.duth.gr

DIPLOMA SUPPLEMENT

(Valid with diploma No 22)

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Family Name(s):
1.2 Given name(s):
1.3 Date of birth (day/month/year):
Place, Country of Birth: THESSALONIKI, GREECE
1.4 Student identification number or code (if available):

2. INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and (if applicable) title conferred (in original language):
ΠΤΥΧΙΟ transliterated into: Ptychio - in
English: DEGREE IN
2.2 Main field(s) of study for the qualification:
2.3 Name and status of awarding institution (in original language):
ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ, transliterated into: Dimokriteio Panepistimio Thrakis - in English: Democritus University of Thrace, D.U.Th., Public University
2.4 Name and status of institution (if different from 2.3) administering studies (in original language):
As in 2.3
2.5 Language(s) of instruction/examination:
Greek

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

- 3.1 Level of qualification:
UNDERGRADUATE 1st cycle
3.2 Official length of programme:
8 semesters (4 years), 240 ECTS
3.3 Access requirement(s):
Apolytirio (certificate) from Lykeion (High School - Secondary Education) and Pan-Hellenic

examinations or Special categories (i.e. disabled) or Degree holders of other Universities, after placing examinations.

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study:

Full-time

4.2 Programme requirements:

4.3 Programme details (e.g. modules or units studied) and the individual grades/marks/credits obtained:

The courses in which the above mentioned student has been examined and got passing grades, as well as courses for which he/she has received recognition, are the following (C=Compulsory, O=Optional, CD=Compulsory Direction, S=Specialization):

Course Code	Course Title	Course Type	Grade	Examination period	Examination Type	ECTS
A1	INTRODUCTION TO SOCIAL POLICY	C	5	FEB 2015	Examination	6
A3	INTRODUCTION TO LAW	C	9	FEB 2015	Examination	6
A4	ECONOMIC ANALYSIS I	C	8	FEB 2015	Examination	6
A5	SOCIOLOGY	C	9	FEB 2015	Examination	6
A8	INTRODUCTION TO INFORMATICS	O	8	FEB 2015	Examination	3
A2	INTRODUCTION TO SOCIAL WORK	C	5	FEB 2019	Examination	6
B1	METHODOLOGY AND METHODS IN SOCIAL RESEARCH	C	5	JUNE 2015	Examination	6
B2	ECONOMIC ANALYSIS II	C	7	JUNE 2015	Examination	6
B3	SOCIAL PLANNING	C	9	JUNE 2018	Examination	6

Course Code	Course Title	Course Type	Grade	Examination period	Examination Type	ECTS
B4	CIVIL AND SOCIAL RIGHTS	C	7	JUNE 2015	Examination	6
B5	PRINCIPLES OF ADMINISTRATION AND ORGANIZATION	C	8	JUNE 2015	Examination	6
B6	INFORMATION TECHNOLOGY I: USE OF COMPUTER AND OFFICE APPLICATIONS	O	7	JUNE 2015	Examination	3
Γ1	THEORIES OF SOCIAL CHANGE AND DEVELOPMENT	CD	10	FEB 2016	Examination	6
Γ2	CRIMINOLOGY	CD	8	FEB 2016	Examination	6
Γ3	SOCIAL STATISTICS	CD	6	FEB 2016	Examination	6
Γ9	ADMINISTRATIVE LAW	O	6	SEPT 2017	Examination	6
Γ11	LOCAL GOVERNANCE AND SOCIAL POLICY	O	7	FEB 2016	Examination	6
Δ1	COMPARATIVE SOCIAL POLICY	CD	8	JUNE 2018	Examination	6
Δ2	PUBLIC FINANCE	CD	8	JUNE 2016	Examination	6
Δ3	INTERNATIONAL ENVIRONMENTAL POLICY	CD	7	JUNE 2016	Examination	6
Δ11	INTRODUCTION TO SOCIAL PSYCHOLOGY	O	5	SEPT 2018	Examination	6
25	SOCIAL DEMOGRAPHY	O	5	FEB 2019	Examination	6
E1	PUBLIC POLICY ANALYSIS	CD	7	FEB 2017	Examination	6
E2	ECONOMICS OF SOCIAL PROTECTION	CD	5	SEPT 2018	Examination	6
E3	THE EUROPEAN UNION'S INSTITUTIONS AND CORE FUNCTIONS	CD	7	FEB 2016	Examination	6
E10	STATISTICAL DATA ANALYSIS	O	9	FEB 2018	Examination	6
E12	GREEK AND INTERNATIONAL PENITENTIARY POLICY	O	7	FEB 2017	Examination	6
ΣΤ1	CRIME POLICY AND GLOBALIZATION	CD	6	JUNE 2017	Examination	6
ΣΤ2	CIVIL SOCIETY AND SOCIAL POLICY	CD	7	JUNE 2018	Examination	6
ΣΤ3	SOCIAL SECURITY LAW	CD	9	JUNE 2018	Examination	6
ΣΤ9	FAMILY,GENDER AND SOCIAL POLICY	O	9	JUNE 2017	Examination	6
ΣΤ10	INFORMATICS II: STATISTICAL DATA ANALYSIS II	O	9	JUNE 2018	Examination	6
ΣΤ12	EUROPEAN SOCIAL POLICY	O	10	SEPT 2018	Examination	6
H10	SECURITY AND HUMAN RIGHTS	O	9	SEPT 2017	Examination	6
Z1	LABOUR ECONOMICS AND EMPLOYMENT POLICIES	CD	5	FEB 2018	Examination	6
Z2	ORGANIZATION AND ADMINISTRATION OF SOCIAL SERVICES	CD	9	SEPT 2018	Examination	6
Z3	HEALTH POLICY AND POLITICS	CD	6	FEB 2018	Examination	6
Z11	SOCIAL MARKETING	O	9	FEB 2018	Examination	6

Course Code	Course Title	Course Type	Grade	Examination period	Examination Type	ECTS
Z13	SPECIAL ISSUES IN PUBLIC FINANCE	O	10	SEPT 2018	Examination	6
H1	INEQUALITY, POVERTY AND SOCIAL EXCLUSION	CD	9	JUNE 2018	Examination	6
H9	SOCIETY AND THE ENVIRONMENT	O	10	JUNE 2018	Examination	6
H16	MASS MEDIA INTERNET AND POLITICS	O	9	SEPT 2018	Examination	6
ECTS credits total						240.0

The column of ECTS presents the credits that correspond to each course.

*Recognition is applied when a student carries the ECTS credits from previously completed and recognized studies, e.g. Erasmus.

4.4 Grading scheme and, if available, grade distribution guidance:

According to the Institution's Internal Regulations, the grading system applies the 0-10 scale as following:

- 8.5 - 10: Excellent
- 6.5 - 8.49: Very Good
- 5.0 - 6.49: Good
- 0.0 - 4.99: Fail

A grade of 5.0 is at least required for a successful course completion.

4.5 Overall classification of the qualification (in original language):

"VERY GOOD" 7,641 SEVEN AND SIX HUNDRED FORTY-ONE THOUSANDTHS

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:

Access to Post Graduate studies.

5.2 Professional status (if applicable):

6. ADDITIONAL INFORMATION

6.1 Additional information:

6.2 Further information sources:

7. CERTIFICATION OF THE SUPPLEMENT

7.1 Date: 10/02/2021

By Rector's Order

7.2 Name and Signature:

7.3 Capacity:

(Signature)

**Deputy Secretary of the
DEPARTMENT OF**

7.4 Official stamp or seal:

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

(i) Structure:

According to the Framework Law (2007), higher education consists of two parallel sectors: the University sector (Universities, Polytechnics, Fine Art Schools, the Open University) and the Technological sector (Technological Education Institutions (TEI) and the School of Pedagogic and Technological Education). The same law regulates issues concerning governance of higher education along the general lines of increased participation, greater transparency, accountability and increased autonomy.

There are also state non-university tertiary Institutions offering vocationally oriented courses of shorter duration (two to three years) which operate under the authority of other ministries.

(ii) Access

Entrance to the various Schools of the universities (Panepistimio) and technological education institutions (Technoligo Ekpaideftiko Idryma - TEI) depends on the general score obtained by Lyceum graduates on the certificate, as described above (Section 5.iv), on the number of available places (numerous clausus) and on the candidates' ranked preferences among schools and sections.

(iii) Qualifications

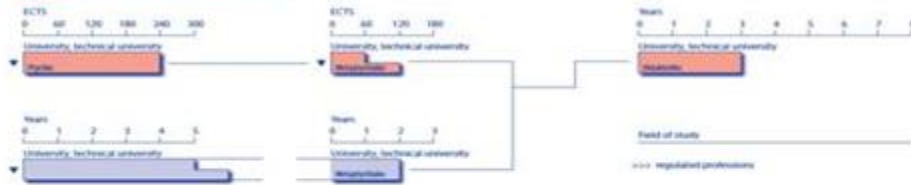
Students who successfully complete their studies at Universities and TEI are awarded a Ptychio (first cycle degree). First cycle programmes last four years for most fields to five years for engineering and certain other applied science fields and six years for medicine. The Ptychio leads to employment or further study at the post-graduate level that includes the one year second cycle leading to the second degree, Metaptychiako Dimpoma Eidikefsis - equivalent to the Master's degree - and the third cycle leading to the doctorate degree, Didactoriko Diploma.

Recent legislation on quality assurance in higher education, the credit transfer system and the diploma supplement defines the framework and criteria for evaluation of university departments and for certification of student degrees. These measures aim at promoting student mobility and contributing to the creation of a European Higher Education Area.

A detailed description of the Greek Education System is offered in the EURYDICE <http://www.eurydice.org> database of the European Education Systems.

http://eacea.ec.europa.eu/education/eurydice/documents/thematic_reports/122EN.pdf (pages 82.83)

Higher education structure – 2010



	Most common length of a Bologna cycle	ECTS Credits according to the European Credit Transfer and Accumulation System	regulated at national level	decided at institutional level
	Other length of a Bologna cycle		▼	▲
	Programme outside the typical Bologna model		⚡	⚡
	Professional programme			



HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF

DEPARTMENT OF

Certificate No.: 237/2021

THE SECRETARIAT

OF THE DEPARTMENT OF

HEREBY CERTIFIES THAT:

According to the records kept,

father's name SPYRIDON

Place of birth: PREVEZA

while studying at the DEPARTMENT of

prepared the thesis titled:

“

“

and received a grade of 10 (TEN).

KOMOTINI, 10/02/2021

**By Rector's Order
The Secretary of the Department**

(signature)

Success Score Scale

- a) from 5.00 to 6.49 Good
- b) from 6.50 to 8.49 Very Good
- c) from 8.50 to 10 Excellent



HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

DEPARTMENT OF

Alexandroupoli, 10/2/2021

CERTIFICATE OF PEDAGOGICAL AND TEACHING COMPETENCE

Supplement to Degree No

It is hereby certified that _____ graduate of the Department of _____ successfully completed, with grade 9.1, the group of courses prescribed by the Senate of the Democritus University of Thrace (ΑΠ.: 57/60, 5-7-2018), which, pursuant to the applicable legislation (Law 4547/2018, Government Gazette, Series I, No 102, 12-06-2018, article 111(a)) ensures Pedagogical and Teaching Competency and is offered as part of the Department's Undergraduate Study Programme.

This certificate is granted for any legal use.

By Rector's Order

The Secretary of the Department

Contact:
Telephone:
Fax:
E-mail:



Document Code
CZ96Y-BV4HN-07F3X-GL18A
[Document Check](#)



DEMOCRITUS UNIVERSITY OF THRACE
TEST SCHOOL OF
TEST DEPARTMENT OF

Certificate No.: 5/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	TI	Given Name:	TI
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	12/01/2003

Registration Information

Date:	12/01/2024	Department. Registration No.:	15
Semester:	1st	Academic Year:	2023/2024
Direction:	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above person fulfilled all the legal obligations and was awarded a degree on 12/03/2024, with degree grade: 10 (TEN) Excellent, and the swearing-in procedure is pending.

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type	Exam. Period	ECTS	D.C.	F.G.	Grade written in full
1st Semester							
AOKM1	**SIMPLE COURSE 10	C	-	1	1.0	10	TEN

Courses in which he/she has successfully passed the examinations: 1	Total ECTS: 1
--	----------------------

*Not counted on degree award and/or grade.

**Exemption/recognition.

BACHELOR'S THESIS		
--------------------------	--	--

Title: Bachelor's thesis.	30	9	NINE
---------------------------	----	---	------

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024. He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024. He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024
By Rector's Order
The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

- a) Code: Course Code
- b) Type: Course Type
- c) Exam. Period: Course Examination Period
- d) ECTS: European Credit Transfer System units
- e) D.C.: *The Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]
- f) F.G.: Final Grade

Categories of Degree Grades:

Adequately:	Average higher than or equal to 5.0 and lower than	or	equal to 5.99
Good:	Average higher than or equal to 6.0 and lower than	or	equal to 6.99
Very Good:	Average higher than or equal to 7 and lower than	or	equal to 8.49
Excellent:	Average higher than or equal to 8.5		

HELLENIC REPUBLIC



Document Code
I94P3-8RWH1-X2CMY-LFUEN
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ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.: 7/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	MARIOS	Given Name:	MARIOS
Father's Name:	PANTELIS	Mother's Name:	MARIA
Place of Birth:	LARISA	Date of Birth:	12/03/2004

Registration Information

Date:	08/01/2024	Department. Registration No.:	10
Semester:	1st	Academic Year:	2023/2024

The above person was first registered in the 1st semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

Upon his/her request, the above person was removed from the Department's registries during the 2nd semester of study, on 08/03/2024.

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type	Exam. Period	ECTS	D.C.	F.G.	Grade written in full
1st Semester							
MI11	**PRESENTATION COURSE	PR	-	1	1.0	9	NINE
2nd Semester							

Courses in which he/she has successfully passed the examinations: **1** Total ECTS: **1**

*Not counted on degree award and/or grade.

**Exemption/recognition.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024
By Rector's Order
The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

- a) Code: Course Code
b) Type: Course Type
c) Exam. Period: Course Examination Period
d) ECTS: European Credit Transfer System units
e) D.C.: The *Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]
f) F.G.: Final Grade

Categories of Degree Grades:

Adequately:	Average higher than	equal to 5.0 and lower than	or	equal to 5.99
Good:	Average higher than	equal to 6.0 and lower than	or	equal to 6.99
Very Good:	Average higher than	equal to 7 and lower than	or	equal to 8.49
Excellent:	Average higher than	equal to 8.5		



DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.: 3/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

<u>Identification Details</u>			
Family Name:	STUDENT	Given Name:	ONE
Father's Name:	NIKOLAOS	Mother's Name:	AGGELINA
Place of Birth:	XANTHI	Date of Birth:	17/05/1986
<u>Registration Information</u>			
Date:	18/09/2016	Department. Registration No.:	1
Semester:	1st	Academic Year:	2016/2017

The above person was first registered in the 1st semester of the Department in the academic year 2016-2017.

The registration is retroactively effective as of 01/09/2016.

The minimum duration of study is 2 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above student is in the 2nd semester of study for the spring semester of the academic year 2023-2024.

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type	Exam. Period	ECTS	D.C.	F.G.	Grade written in full
1st Semester							
ΔM10	*Test Course 10	C	FEB 2023-2024	0	1.0	PASS	PASS
ΔM3	Test Course 3	C	SEPT 2017-2018	0	1.0	6	SIX
ΔM5	Test Course 5	C	FEB 2023-2024	0	1.0	9	NINE
ΔM1	**Test Course 1	S	-	0	2.0	10	TEN
2nd Semester							

Code	Course Title	Type	Exam. Period	ECTS	D.C.F.G.	Grade written in full
MI1	PRESENTATION COURSE	C	JUN 2023-2024	1	1.0 9	NINE
3rd Semester						
ΔM2	Test Course 2	S	JUN 2023-2024	0	1.0 8	EIGHT

Courses in which he/she has successfully passed the examinations: 6 Total ECTS: 1

*Not counted on degree award and/or grade.

**Exemption/recognition.

SUSPENSION OF STUDIES

1) The above student had suspended her studies by decision no. ΔΠΘ/ΔΜΧ/2321/2121-12.2.2024 of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 21/02/2024. He/she rejoined on 21/02/2024 in 2023-2024 Spring in the 2nd semester.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

- a) Code: Course Code
- b) Type: Course Type
- c) Exam. Period: Course Examination Period
- d) ECTS: European Credit Transfer System units
- e) D.C.: The *Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]
- f) F.G.: Final Grade

Categories of Degree Grades:

Adequately:	Average higher than or equal to 5.0 and lower than	or	equal to 5.99
Good:	Average higher than or equal to 6.0 and lower than	or	equal to 6.99
Very Good:	Average higher than or equal to 7 and lower than	or	equal to 8.49
Excellent:	Average higher than or equal to 8.5		



DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

<u>Identification Details</u>			
Family Name:	STUDENT	Given Name:	ONE
Father's Name:	NIKOLAOS	Mother's Name:	AGGELINA
Place of Birth:	XANTHI	Date of Birth:	17/05/1986
<u>Registration Information</u>			
Date:	18/09/2016	Department. Registration No.:	1
Semester:	1st	Academic Year:	2016/2017

The above person was first registered in the 1st semester of the Department in the academic year 2016-2017.

The registration is retroactively effective as of 01/09/2016.

The minimum duration of study is 2 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above student is in the 2nd semester of study for the spring semester of the academic year 2023-2024.

Student courses per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption and the courses he/she has declared or been removed from.

Code	Course Title	Type	Exam. Period	ECTS	D.C.	F.G.	Grade written in full
1st Semester							
ΔM10	Test Course 10	C	FEB 2023- 2024	0	1.0	PASS	PASS
ΔM3	Test Course 3	C	SEPT 2017- 2018	0	1.0	6	SIX
ΔM5	Test Course 5	C	FEB 2023- 2024	0	1.0	9	NINE
ΔM1	**Test Course 1	S	-	0	2.0	10	TEN

Code	Course Title	Type	Exam. Period	ECTS	D.C.	F.G.	Grade written in full
2nd Semester							
MI1	PRESENTATION COURSE	C	JUN 2023-2024	1	1.0	9	NINE
ΔM4	Test Course 4	C	-	0	1.0	-	Pending
3rd Semester							
ΔM2	Test Course 2	S	JUN 2023-2024	0	1.0	8	EIGHT

Courses in which he/she has successfully passed the examinations: **6** Total ECTS: **1**

*Not counted on degree award and/or grade.

**Exemption/recognition.

SUSPENSION OF STUDIES

1) The above student had suspended her studies by decision no. ΔΠΘ/ΔΜΧ/2321/2121-12.2.2024 of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 21/02/2024. He/she rejoined on 21/02/2024 in 2023-2024 Spring in the 2nd semester.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

- a) Code: Course Code
- b) Type: Course Type
- c) Exam. Period: Course Examination Period
- d) ECTS: European Credit Transfer System units
- e) D.C.: The *Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]
- f) F.G.: Final Grade

Categories of Degree Grades:

- Adequately: Average higher than or equal to 5.0 and lower than or equal to 5.99
- Good: Average higher than or equal to 6.0 and lower than or equal to 6.99
- Very Good: Average higher than or equal to 7 and lower than or equal to 8.49
- Excellent: Average higher than or equal to 8.5



Document Code
DIWEM-APUT6-8LK79-ONFHX
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ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.: 4/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	12/01/2003

Registration Information

Date:	12/01/2024	Department. Registration No.:	15
Semester:	1st	Academic Year:	2023/2024
Direction	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above person fulfilled all the legal obligations and was awarded a degree on 08/03/2024 and was sworn in on 31/01/2024. The degree grade is 10 (TEN) "Excellent".

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type	Exam.	Period	ECTS	D.C.F.G.	Grade written in full
1st Semester							
ΔΟΚΜ1	**SIMPLE COURSE 10	C	-	1	1.0	10	TEN

Courses in which he/she has successfully passed the examinations: **1**

Total ECTS: **1**

*Not counted on degree award and/or grade.

**Exemption/recognition.

BACHELOR'S THESIS

Title: Bachelor's thesis.

30 9

NINE

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024. He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024. He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

a) Code: Course Code

b) Type: Course Type

c) Exam. Period: Course Examination Period

d) ECTS: European Credit Transfer System units

e) D.C.: The *Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]

f) F.G.: Final Grade

Categories of Degree Grades:

Adequately: Average higher than or equal to 5.0 and lower than or equal to 5.99

Good: Average higher than or equal to 6.0 and lower than or equal to 6.99

Very Good: Average higher than or equal to 7 and lower than or equal to 8.49

Excellent: Average higher than or equal to 8.5

DEMOCRITUS UNIVERSITY OF THRACE
TEST SCHOOL OF
TEST DEPARTMENT OF

Certificate No.: 10/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	12/01/2003

Registration Information

Date:		Department. Registration No.:	15
Semester:	1st	Manner of Registration:	ATHLETES
Academic Year:	2023		
Direction	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2023.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above person fulfilled all the legal obligations and was awarded a degree on 12/03/2024, with degree grade: 10 (TEN) Excellent, and the swearing-in procedure is pending.

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type Exam.	Period	ECTS	D.C.F.G.	Grade written in full
1st Semester						
ΔOKM1	**SIMPLE COURSE 10	C	_	1	1.0 10	TEN

Total Passes: 1

Total TC: 1

*Not counted on degree award and/or grade.

**Exemption/recognition.

BACHELOR'S THESIS

Title: Bachelor's thesis.

0 9

NINE

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024. He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024. He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

**By Rector's Order
The Secretary of the
Department**

(signature)

Anna Papadopoulou

Abbreviations:

a) Code: Course Code

b) Type: Course Type

c) Exam. Period: Course Examination Period

d) ECTS: European Credit Transfer System units

e) D.C.: *The Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]

f) F.G.: Final Grade

Categories of Degree Grades:

Adequately: Average higher than or equal to 5.0 and lower than or equal to 5.99

Good: Average higher than or equal to 6.0 and lower than or equal to 6.99

Very Good: Average higher than or equal to 7 and lower than or equal to 8.49

Excellent: Average higher than or equal to 8.5

HELLENIC REPUBLIC



Document Code
70913-KHTX4-ZC5P8-6UAFY
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ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.: 14/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	STUDENT	Given Name:	TP1A
Father's Name:	PANAGIOTIS	Mother's Name:	ANNA
Place of Birth:	XANTHI	Date of Birth:	12/03/2004

Registration Information

Date:	01/09/2016	Department. Registration No.:	4
Semester:	1st	Manner of Registration:	ATHLETES
Academic Year:	2016		
Direction	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2016.

The registration is retroactively effective as of 01/09/2016.

The minimum duration of study is 2 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

Upon his/her request, the above person was removed from the Department's registries during the 16th semester of study, on 02/02/2024.

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type	Exam. Period	T.C.	D.C.	E.G.	Grade written in full
1st Semester							
TC1	Test Course 1	C	FEB 2022-2023	2	1	8	EIGHT

Total Passes: 1

Total TC: 2

*Not counted on degree award and/or grade.

**Exemption/recognition.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

- a) Code: Course Code
- b) Type: Course Type
- c) Exam. Period: Course Examination Period
- d) ECTS: European Credit Transfer System units
- e) D.C.: *The Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]
- f) F.G.: Final Grade

Categories of Degree Grades:

Adequately:	Average higher than	equal to 5.0 and lower than	or	equal to 5.99
Good:	Average higher than	equal to 6.0 and lower than	or	equal to 6.99
Very Good:	Average higher than	equal to 7 and lower than	or	equal to 8.49
Excellent:	Average higher than	equal to 8.5		

HELLENIC REPUBLIC

Document Code
1LE6V-CO9UN-3Y8H2-0P7TZ
[Document Check](#)



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.: 11/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	12/01/2003

Registration Information

Date:	12/01/2024	Department. Registration No.:	15
Semester:	1st	Manner of Registration:	ATHLETES
Academic Year:	2023		
Direction	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2023.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The student has completed the minimum duration of study and has not passed all courses required to be sworn in.

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type	Exam.	Period	T.C.	D.C.T.G.	Grade written in full
1st Semester							
ΔΟΚΜ1	**SIMPLE COURSE 10	C	-	1	1.0	10	TEN

Total Passes: 1

Total TC: 1

*Not counted on degree award and/or grade.

**Exemption/recognition.

BACHELOR'S THESIS

Title: Bachelor's thesis.

3 9

NINE

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024. He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024. He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

a) Code: Course Code

b) Type: Course Type

c) Exam. Period: Course Examination Period

d) ECTS: European Credit Transfer System units

e) D.C.: The *Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]

f) F.G.: Final Grade

Categories of Degree Grades:

Adequately: Average higher than or equal to 5.0 and lower than or equal to 5.99

Good: Average higher than or equal to 6.0 and lower than or equal to 6.99

Very Good: Average higher than or equal to 7 and lower than or equal to 8.49

Excellent: Average higher than or equal to 8.5

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	FIVE	Given Name:	STUDENT
Father's Name:	MARIOS	Mother's Name:	ANNA
Place of Birth:	KAVALA	Date of Birth:	07/02/1990

Registration Information

Date:	04/01/2024	Department. Registration No.:	9
Semester:	1st	Academic Year:	2023/2024
Direction	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above student is in the 2nd semester of study for the spring semester of the academic year 2023-2024

Student courses per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption and the courses he/she has declared or been removed from.

Code	Course Title	Type	Exam. Period	TC	D.C.T.G.	Grade written in full
1st Semester						
ΔM2	**Test Course 2	C	-	1	1.0 10	TEN
MΔ02	New Composite Lesson 2	S	-	1	1.0 -	Pending
6th Semester						
ΔM10	*Test Course 10	C	-	1	1.0 -	Pending

Courses in which he/she has successfully passed the examinations: **1**

Total TC: **5**

*Not counted on degree award and/or grade.

**Exemption/recognition.

BACHELOR'S THESIS

Title: Thesis 1.

10

-

In progress

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

a) Code: Course Code

b) Type: Course Type

c) Exam. Period: Course Examination Period

d) ECTS: European Credit Transfer System units

e) D.C.: The *Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]

f) F.G.: Final Grade

Categories of Degree Grades:

Adequately: Average higher than or equal to 5.0 and lower than or equal to 5.99

Good: Average higher than or equal to 6.0 and lower than or equal to 6.99

Very Good: Average higher than or equal to 7 and lower than or equal to 8.49

Excellent: Average higher than or equal to 8.5



Document Code
OW962-H4AN5-DP1BG-F3QR
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DEMOCRITUS UNIVERSITY OF THRACE
TEST SCHOOL OF
TEST DEPARTMENT OF

Certificate No.: 12/12-03-2024

ACADEMIC TRANSCRIPT

The accuracy of the following is hereby certified:

Identification Details

Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	12/01/2003

Registration Information

Date:	12/01/2024	Department. Registration No.:	15
Semester:	3rd	Manner of Registration:	ATHLETES
Academic Year:	2023		
Direction	DIRECTION 1		

The above person was first registered in the 3rd semester of the Department in the academic year 2023.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year. Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above person fulfilled all the legal obligations and was awarded a degree on 08/03/2024 and was sworn in on 31/01/2024. The degree grade is 10 (TEN) "Excellent".

Successful student exams per semester:

The table below lists the courses in which he/she has been examined successfully, as well as the courses for which he/she has received recognition or exemption.

Code	Course Title	Type Exam.	Period	TC	D.C.T.G.	Grade written in full
1st Semester						
ΔΟΚΜ1	**SIMPLE COURSE 10	C	-	1	1.0 10	TEN

Total Passes: 1

Total TC: 1

*Not counted on degree award and/or grade.

**Exemption/recognition.

BACHELOR'S THESIS

Title: Bachelor's thesis.

3 9

NINE

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024. He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024. He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

Abbreviations:

a) Code: Course Code

b) Type: Course Type

c) Exam. Period: Course Examination Period

d) ECTS: European Credit Transfer System units

e) D.C.: The *Degree Coefficient* [pursuant to Ministerial Decision Φ.141/B3/2166/17-6-1987 (Government Gazette Series II, No 308/18-6-1987) and Φ.141/B3/2457/24-10-1988 (Government Gazette, Series II, No 802/2-11-1988)]

f) F.G.: Final Grade

Categories of Degree Grades:

Adequately: Average higher than or equal to 5.0 and lower than or equal to 5.99

Good: Average higher than or equal to 6.0 and lower than or equal to 6.99

Very Good: Average higher than or equal to 7 and lower than or equal to 8.49

Excellent: Average higher than or equal to 8.5

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

CERTIFICATE OF SUSPENSION OF STUDIES

The accuracy of the following is hereby certified:

Identification Details

Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	2003

Registration Information

Date:	12/01/2024	Department. Registration No.:	15
Semester:	1st	Academic Year:	2023/2024
Direction	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The student has completed the minimum duration of study and has not passed all courses required to be sworn in.

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024. He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024. He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE
TEST SCHOOL OF
TEST DEPARTMENT OF

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order
The Secretary of the Department

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE TEST SCHOOL OF TEST DEPARTMENT OF

Certificate No.:

CERTIFICATE OF COMPLETION OF STUDIES

The accuracy of the following is hereby certified:

Identification Details

Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	2003

Registration Information

Date:	12/01/2024	Department. Registration No.:	15
Semester:	3rd	Academic Year:	2023/2024
Direction	DIRECTION 1		

The above person was first registered in the 3rd semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

After having fulfilled all legal obligations to be awarded a degree, the above was declared GRADUATE of DEPARTMENT on 12/03/2024, date of completion of studies

and his/her swearing-in procedure is pending. The degree grade is:

10 (TEN) "Excellent"

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024.

He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024.

He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

**DEMOCRITUS UNIVERSITY OF THRACE
TEST SCHOOL OF
TEST DEPARTMENT OF**

Comments – Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

**By Rector's Order
The Secretary of the Department**

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

GRADUATE CERTIFICATE

The graduate with the following information:

<i>Identification Details</i>			
Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	12/01/2003
<i>Registration Information</i>			
Date 1st Registration:	12/01/2024	Certif. Registration No.:	15
Semester:	1st	Manner of Registration:	ATHLETES

was first registered in the 1st semester of studies in the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above person fulfilled all the legal obligations and was awarded a degree on 08/03/2024 and was sworn in on 31/01/2024. The degree grade is: 10 (TEN) "Excellent".

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024.

He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024.

He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks:

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

CERTIFICATE OF STUDIES

The accuracy of the following is hereby certified:

Identification Details

Family Name:	T1	Given Name:	T1
Father's Name:	ARIS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	12/01/2003

Registration Information

Date 1st Registration:	12/01/2024	Department. Registration No.:	15
Semester:	1st	Academic Year:	2023/2024
Manner of Registration:	ATHLETES		
Direction:	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 8 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The student has completed the minimum duration of study and has not passed all courses required to be sworn in.

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 18/01/2024.

He/She rejoined on 29/02/2024 in 2023-2024 Spring in the 1st semester.

2) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Spring semester of the academic year 2023-2024 for 1 semester, following the relevant application dated 01/03/2024.

He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 15th semester.

Comments - Remarks:

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

CERTIFICATE OF STUDIES

The accuracy of the following is hereby certified:

Identification Details

Family Name:	ΤΕΣΤ1	Given Name:	ΤΕΣΤ1
Father's Name:	CHRISTOS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	11/12/2004

Registration Information

Date 1st Registration:	01/09/2022	Department. Registration No.:	14295
Semester:	1st	Academic Year:	2022/2023
Direction:	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2022-2023.

The registration is retroactively effective as of 01/09/2022.

The minimum duration of study is 1 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The student has completed the minimum duration of study and has not passed all courses required to be sworn in.

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Winter semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 10/01/2024.

He/She rejoined on 18/01/2024 in 2023-2024 Winter in the 8th semester.

2) The above student had suspended his/her studies by decision no. ΔΠΘ/ΔΜΧ/2793/432/15.1.2024 of the Assembly/Deanery for the Winter semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 17/01/2024.

He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 9th semester.

Comments – Remarks:

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

CERTIFICATE OF REMOVAL FROM REGISTRIES

The accuracy of the following is hereby certified:

<u>Identification Details</u>			
Family Name:	STUDENT	Given Name:	THREE
Father's Name:	PANAGIOTIS	Mother's Name:	ANNA
Place of Birth:	XANTHI	Date of Birth:	12/03/2004
<u>Registration Information</u>			
Date 1st Registration:	01/09/2016	Department. Registration No.:	4
Semester:	1st		

The above person was first registered in the 1st semester of the Department in the academic year 2016-2017.

The registration is retroactively effective as of 01/09/2016.

The minimum duration of study is 2 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

Upon his/her request, the above person was removed from the Department's registries during the 16th semester of study, on 02/02/2024.

Withdrawal No: 1/2024

Comments - Remarks:

This certificate is granted for any legal use.

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

CERTIFICATE FOR MILITARY USE

The accuracy of the following is hereby certified:

Identification Details

Family Name:	ΤΕΣΤ1	Given Name:	ΤΕΣΤ1
Father's Name:	CHRISTOS	Mother's Name:	MARIA
Place of Birth:	XANTHI	Date of Birth:	11/12/2004

Registration Information

Date.:	01/09/2022	Department. Registration No.:	14295
Semester:	1st	Academic Year:	2022/2023
Direction:	DIRECTION 1		

The above person was first registered in the 1st semester of the Department in the academic year 2022-2023.

The registration is retroactively effective as of 01/09/2022.

The minimum duration of study is 1 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The student has completed the minimum duration of study and has not passed all courses required to be sworn in.

SUSPENSION OF STUDIES

1) The above student had suspended his/her studies by decision no. null of the Assembly/Deanery for the Winter semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 10/01/2024. He/She rejoined on 18/01/2024 in 2023-2024 Winter in the 8th semester.

2) The above student had suspended his/her studies by decision no. ΔΠΘ/ΔΜΧ/2793/432/15.1.2024 of the Assembly/Deanery for the Winter semester of the academic year 2023-2024 for 2 semesters, following the relevant application dated 17/01/2024.

He/She rejoined on 08/03/2024 in 2023-2024 Spring in the 9th semester.

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF
TEST DEPARTMENT OF

Comments – Remarks:

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

TEST SCHOOL OF

TEST DEPARTMENT OF

Certificate No.:

CERTIFICATE FOR MILITARY USE

The accuracy of the following is hereby certified:

Identification Details

Family Name:	TEST	Given Name:	STUDENT
Father's Name:	IOANNIS	Mother's Name:	DIMITRA
Place of Birth:	THESSALONIKI	Date of Birth:	01/11/2001

Registration Information

Date.:	29/09/2021	Department. Registration No.:	5
Semester:	1st	Academic Year:	2022/2023

The above person was first registered in the 1st semester of the Department in the academic year 2023-2024.

The registration is retroactively effective as of 01/09/2023.

The minimum duration of study is 2 semesters.

The academic year begins on September 1 of each year and ends on August 31 of the following year.

Student status is obtained upon registration and terminated upon graduation, voluntary departure or removal from the registers.

The above student is in the 2nd semester of study for the spring semester of the academic year 2023-2024.

Participation in exams

	<i>Winter semester</i>	<i>Spring Semester</i>
2023/2024	did not appear	did not appear

Comments – Remarks:

XANTHI, 12/03/2024

By Rector's Order

The Secretary of the Department

(signature)

Anna Papadopoulou

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE
SCHOOL OF AGRICULTURAL AND FORESTRY SCIENCES
DEPARTMENT OF FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES

Certificate No.:

CERTIFICATE
(For granting the student housing allowance pursuant to article 10 of Law 3220/2004)

1. It is hereby certified that _____ father's name with SRN: _____ studies in the Department of FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES of our University, where he/she was first registered during the academic year _____
Manner of Registration: _____

The above student is in the _____ semester of study for the winter semester of the academic year _____.

2. The following are additionally certified, in accordance with the Programme and the Study Rules and Regulations of the Department:

A. Duration of study in years: _____

B. Year of study in which the student is: _____

C. Total number of courses prescribed for this year of study: _____

D. Number of courses in which he/she was successfully tested during : _____

Note: The information of section 2 is not certified for students who are registered for the first time in their first year of study.

Based on the above, it is hereby certified that the aforementioned student meets/does not meet the academic criterion to be granted the housing allowance for the academic year _____.

Comments - Remarks:

Orestiada, 03/11/2023

By Rector's Order

The Deputy Secretary of the Department

(signature)

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE
SCHOOL OF AGRICULTURAL AND FORESTRY SCIENCES
DEPARTMENT OF FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES

Certificate No.:

CERTIFICATE
(For granting the student housing allowance pursuant to article 10 of Law 3220/2004)

1. It is hereby certified that _____ father's name with SRN: _____ studies in the Department of FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES of our University, where he/she was first registered during the academic year

Manner of Registration:

The above person has fulfilled all the obligations required by law and was awarded a degree on _____ and his/her swearing-in procedure is pending.

2. The following are additionally certified, in accordance with the Programme and the Study Rules and Regulations of the Department:

A. Duration of study in years:

B. Year of study in which the student is:

C. Total number of courses prescribed for this year of study:

D. Number of courses in which he/she was successfully tested during :

Note: The information of section 2 is not certified for students who are registered for the first time in their first year of study. Based on the above, it is hereby certified that the aforementioned student meets/does not meet the academic criterion to be granted the housing allowance for the academic year

Comments - Remarks:

Orestiada, 03/11/2023

By Rector's Order

The Deputy Secretary of the Department

(signature)

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF AGRICULTURAL AND FORESTRY SCIENCES

DEPARTMENT OF FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES

Certificate No.:

CERTIFICATE

(For granting the student housing allowance pursuant to article 10 of Law 3220/2004)

1. It is hereby certified that _____ father's name with SRN: _____ studies in the Department of FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES of our University, where he/she was first registered during the academic year 2018- 2019
Manner of Registration:

The above person was sworn in as a graduate of the Department of FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES on _____.

Degree date (date of successful completion of studies)

2. The following are additionally certified, in accordance with the Programme and the Study Rules and Regulations of the Department:

A. Duration of study in years:

B. Year of study in which the student is:

C. Total number of courses prescribed for this year of study:

D. Number of courses in which he/she was successfully tested during :

Note: The information of section 2 is not certified for students who are registered for the first time in their first year of study. Based on the above, it is hereby certified that the aforementioned student meets/does not meet the academic criterion to be granted the housing allowance for the academic year

Comments - Remarks:

Orestiada, 03/11/2023

By Rector's Order

The Deputy Secretary of the Department

(signature)

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE

SCHOOL OF AGRICULTURAL AND FORESTRY SCIENCES

DEPARTMENT OF FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES

Certificate No.:

CERTIFICATE

(For granting the student housing allowance pursuant to article 10 of Law 3220/2004)

1. It is hereby certified that _____ father's name with SRN: _____ studies in the Department of FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES of our University, where he/she was first registered during the academic year 2018- 2019

Manner of Registration:

The above person was sworn in as a graduate of the Department of FORESTRY AND MANAGEMENT OF ENVIRONMENT AND NATURAL RESOURCES on _____

Degree date (date of successful completion of studies): _____

2 The following are additionally certified, in accordance with the Programme and the Study Rules and Regulations of the Department:

A. Duration of study in years: _____

B. Year of study in which the student is: _____

C. Total number of courses prescribed for this year of study: _____

D. Number of courses in which he/she was successfully tested during : _____

Note: The information of section 2 is not certified for students who are registered for the first time in their first year of study.

Based on the above, it is hereby certified that the aforementioned student meets/does not meet the academic criterion to be granted the housing allowance for the academic year _____

Comments - Remarks:

Orestiada, 03/11/2023

By Rector's Order

The Deputy Secretary of the Department

(signature)

GRADUATE SWEARING IN PROTOCOL



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

In Komotini today, 14/10/2015, L** E** father's name S**, who successfully completed her studies in the DEPARTMENT OF GREEK LITERATURE, appeared before the Rector of the University, Professor Fotios Maris, and the Head of the Department of Greek Literature, Professor P** G**, and took the legal oath, according to Ministerial Decision Φ.141.8/152350 of 16 January 1979 correcting a decision "on the swearing in of the graduate of Schools of the Democritus University of Thrace".

"The swearing in text as approved by the Department."

The swearing in is certified through the drafting and signatures of this protocol.

**THE RECTOR OF THE
UNIVERSITY**

THE GRADUATE

**THE HEAD OF THE
DEPARTMENT OF
GREEK LITERATURE**

**FOTIOS MARIS
PROFESSOR**

L E****

HELLENIC REPUBLIC



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ
DEMOCRITUS UNIVERSITY OF THRACE

DEMOCRITUS UNIVERSITY OF THRACE SCHOOL OF ENGINEERING TEST DEPARTMENT

Ref. No.::

ACADEMIC TRANSCRIPT

This is to certify that the student:

Family Name:	DOKIMASTIKOS	Given Name:	FOITITIS
Father's Name:	IOANNIS	Mother's Name:	DIMITRA
Place of Birth:	THESSALONIKI	Date of Birth:	01/11/2001
Inscription Date:	29/09/2021	Academic Year:	2023-2024
Incription Semester:	1st	Registration No. :	5

enrolled in the TEST DEPARTMENT as a student for the winter semester of the academic year 2023-2024, pursuing a Diploma Degree in NT.

The student has been enrolled since winter semester of academic year 2023-2024 and is expected to complete his degree by 1/9/2026.

The minimum duration of enrollment is 2 semesters.

The academic year consists of two (2) semesters, starts on September 1st of each year and ends in August 31st of the next year.

Student status is obtained upon enrollment and is terminated with the diploma award, graduation, voluntary withdrawal or following decision of expulsion.

Transcript of records follows.-

Course Code	Course Title	Course Type	Examination Period	ECTS	Grade
1st Semester					
AM10	*TEST10	C	-	0	-
AM3	Test 3	C	-	30	PENDING
AM4	**TEST4	C	2023-2024	0	EIII
AM5	*Test 5	C	-	0	-
2nd Semester					
MIII	**TEST5	C	2023-2024	1	10

Number of courses successfully examined: **3**

Total ECTS: **31**

*Does not count towards degree.

**Exemption / recognition

Diploma Thesis

Diploma Thesis Title: TEST ASSIGNMENT.

10

PENDING

Remarks:

Xanthi, 01/04/2024

By Rector's Order
The Secretary of the Department

(signature)

NIKOLAOS ZOTOS

Abbreviations:

- a) C: Compulsory
- b) O.: Optional
- c) ECTS: European Credit Transfer System

Characterization of Diploma Grades

- Good: Average greater than or equal to 5,0 and lower than or equal to 6,49
- Very Good: Average greater than or equal to 6,5 and lower than or equal to 8,49
- Excellent: Average greater than or equal to 8,5