Official Government Gazette OF
THE GREEK REPUBLIC

DECISIONS

No. 5913/24/GP

Approval of the Regulation of Postgraduate and Doctoral Studies of the University of Thessaly.

THE ASSEMBLY
OF THE UNIVERSITY OF THESSALY

Taking into consideration:

1. The p.d. 83/1984 "Establishment of the University of the Aegean, the Ionian University and the University of Thessaly" (A' 31).

2. The Law 4589/2019 "Synergies of the National and Kapodistrian University of Athens, Agricultural University of Athens, University of Thessaly with T.E.I. of Thessaly and Central Greece, Pallimnian Fund and other provisions" (A' 13).

3. rticle 16, article 79, and par.2 and 3 ofArticle 223 of Law 4957/2022 "New horizons in Higher Education Institutions: Strengthening the quality, functionality and connection of HEI with society and other provisions" (A' 141).

4. The circular of the Ministry of Education, Religious Affairs and Sports under data 135557/Z1/1-11-2022 "Application of the provisions of Law 4957/2022 "New Horizons in Higher Education Institutions: Strengthening the quality, functionality, and connection of HEI with society and other provisions" (A' 141) for the organization and operation of postgraduate study programs and other issues".

5. The following ministerial decisions: a) 108990/Z1/8-9-2022 "Regulation of the issues related to the study process in with tuition fees" (B' 4899) and b) 18137/Z1/16-2-2023 "Definition of the conditions and the process of organization of Postgraduate Programs - degree studies with distance education methods in the Higher Educational Institutions (HEI)" (B' 1079).

6. Articles 75 to 79 of Chapter IA "DIGITAL TRANSPARENCY - TRANSPARENCY PROGRAM" of Law 4727/2020
"Digital Governance (Incorporation into Greek Legislation of Directive (EU) 2016/2102 and the

(EU) 2019/1024) - Electronic Communications (Incorporation into Greek Law of Directive (EU) 2018/1972) and other provisions" (A' 184).

7. Under data 13414/23/GP/08-06-2023 (Y.O.D.D.564) verification act of the Chancellor of the University of Thessaly regarding the election of Chancellor and the appointment of four (4) Vice-Chancellors of the University of Thessaly with a term ending on 31-08-2026.

8. Under data 15327/23/ΓΠ/04-07-2023 (B'4343)decision of the Rector of the University of Thessaly on determining the area of responsibility and the individual responsibilities of the four (4) Vice-Chancellors of the University of Thessaly and the order of replacement of the Rector, in accordance with paragraph 2 of article 15 of Law 4957/2022 (A' 141) .

9. The positive recommendation of the Postgraduate Studies Committee of the University of Thessaly (under no. 41st 23-02-2024 meeting) which concerns the updating of the Regulations for Postgraduate and Doctoral Studies of the University of Thessaly with the attached draft of the Regulations for Postgraduate and Doctoral Studies of the University of Thessaly.

10. The extract from the minutes of the meeting of the Senate of the University of Thessaly (ref. no. 304/1-03-2024 meeting).

11. The fact that from the provisions of this decision no expense is incurred against the Institution's budget, decides:

The approval of the Regulations for Postgraduate and Doctoral Studies of the University of Thessaly as follows:

STANDARD REGULATION FOR POSTGRADUATE AND DOCTORAL STUDIES OF UNIVERSITY OF THESSALY

A. REGULATION OF POSTGRADUATE STUDIES

Article 1
General Provisions

The second cycle of studies concerns the organization of Postgraduate Studies Programs with a minimum number of sixty (60) credits (ECTS)

and minimum duration of two (2) academic semesters, the successful completion of which leads to the acquisition of a Postgraduate Diploma (MSc.) and to level seven (7) of the National and European Qualifications Framework, in accordance with article 47 of Law 4763/2020.

The completion of the process of establishing postgraduate study programs and the start of their operation presuppose their prior certification by the Hellenic Authority for Higher Education (HAHE). In order to continue their operation, their periodic certification is required every five (5) years in the context of the evaluation of the academic unit to which they belong.

The provisions of this regulation specify and supplement the legislative framework governing postgraduate studies, specifically the provisions of Law 4957/2022 (A' 141) as it is in force. It is clarified that the present is not intended to replace the individual Regulations of the Departments for their various programs, but to contribute to a kind of harmonization of all postgraduate studies of the University, in the context of its specializations, while maintaining the degrees of freedom and of their innovation potential, which arise due to the particularities of each postgraduate program.

Article 2

Mission

The Mission of the Postgraduate Programmes of the University of Thessaly is the offer of a high level of education aimed at the further promotion of scientific knowledge and the promotion of research taking into account the development needs of the country. The Postgraduate programmes have as their object the deepening of knowledge in the cogvitive areas of science, the understanding of research methods, and the preparation of students for the staffing of relevant professional and scientific fields.

Article 3

Objectives

The establishment of postgraduate programmes is included in the multiannual development plan of each Department/School of the UTH and is part of the InstitutionInstitution's strategic planning.

Postgraduate studies aim to:

- In promotion of knowledge and expertise, with rules of ethics, in a free academic environment, while providing the highest quality educational level with broad opportunities for students, useful for society and culture.

- In conducting high-level research that will be published and will be recognized internationally.

- At educating students, so that they understand how to conduct research, the theories and methodological approaches related to each area of specialization.

- At expanding collaborations at the educational and research level with educational and research institutions at home and abroad, offering a sufficient number of programs in foreign languages.

- In preparation of students capable of successful careers in both the public and private sectors.

The University of Thessaly develops a system of excellence for the financial support of its students and provides for a sufficient number of them to enroll in the programs through scholarships from bodies, institutions, etc.

The University of Thessaly aims to recognize its postgraduate programs for their high level and reliability, as well as their choice by graduates who wish to do postgraduate studies in Greece. Also, in offering programs with distance learning methods, as well as part-time programs. The University of Thessaly particularly encourages its Departments to establish and organize foreign language and common postgraduate programmes between domestic and foreign Universities, as defined by the current legislation, in the context of internationalization and extroversion.

Article 4

Organization of Postgraduate Programs

1. The Departments, which provide first-degree studies cycles, can organize and operate:

A) Single-Department postgraduate programmes,

B) Interdepartmental postgraduate programmes in collaboration with other Departments of UTH

C) Interinstitutional postgraduate programmes in cooperation with Departments of other HEIs, Higher Military Educational Institutions, Higher Ecclesiastical Academies, research and technological bodies of article 13 of Law 4310/2014 (A' 258), Research University Institutes, the Academy of Athens, the Medical Biological Research Institution of the Academy of Athens, as well as recognized scientific bodies and associations that operate under the form of a legal entity under public law. Partnership with non-formal post-secondary education institutions of Law 3696/2008 (A' 177) is not allowed. In the case of partnerships with institutions that do not provide equal education and equal degrees with HEIsHEI, the academic operation of postgraduate programmes belongs exclusively to the University of Thessaly.

D) Joint postgraduate programmes in collaboration with institutions and research organizations abroad, with European and international institutions and organizations.

E) Professional Postgraduate Programs, which are organized by one or more Departments of UTH in a specific knowledge subject treated by the Department with the aim of providing formal post-graduate level education exclusively to the staff of private or public sector entities, in the context of implementing a contract or

program agreement of the University of Thessaly with a private or public sector entity, which undertakes the financing of the organization and operation of the postgraduate programmes

2. The postgraduate programmes are established by the decision of the Senate, which is issued following a recommendation of the Department's Assembly and the opinion of the Postgraduate Studies Committee. The department's proposal must be accompanied by: a) a detailed budget of income and expenses for the first five (5) years of operation of the program and contains a record of the expected income and expenses of the postgraduate programmes b) feasibility study, c) viability report and documentation of the existence of basic infrastructure and necessary equipment, d) in the case of foreign language postgraduate programmes report on the adequacy of the level of very good knowledge of the foreign language of the participating tutors.

3. In the case of inter-departmental and inter-institutional postgraduate programmes with local institutions between the cooperating departments, a Special Cooperation Protocol (SPC) is drawn up, which includes all the elements of the Assembly Proposal and the accompanying documents, the obligations of each partner of the Department, the number of members of the study program committee, the participation and representation of each collaborating Department in the organs of the postgraduate programmes, the process of nominating the Director of the postgraduate programmes, the HEI which undertakes the administrative support of the program, the methodology for theallocation of the postgraduate programmes resources and any other issue that is necessary for its proper functioning. The SCP is approved by the Senate, (or the Senates in the case of inter-institutional postgraduate programmes) following a proposal by the Assembly of each collaborating Department. In the case of Inter-Institutional postgraduate programmes the founding decision is expedited by the HEIHEI which undertakes the administrative support of the program.

4. The interinstitutional postgraduate programmes with Foreign Institutions are established by a decision of the Senate of UTH which is issued after a recommendation by the Assembly of the Department of UTH and opinion of the Postgraduate Studies Committee. The Department's proposal must be accompanied by: a) a detailed budget of income and expenses for the first five (5) years of operation of the program and contains a record of the expected income and expenses of the postgraduate programmes b) feasibility study, c) viability report and documentation of the existence of basic infrastructure and necessary equipment. An SCP is drawn up between the collaborating Departments, which is approved by the Senate of the University of Thessaly. This protocol, apart from all others, provides if the successful completion of the joint postgraduate programmes implies the acquisition of a single degree from the partnering institutions or the acquisition of separate degrees from each partnering institution. It also includes a provision regarding each Institution's contribution to human resources, use of laboratory infrastructure and internships, as well as the distribution of revenue to the cooperating Institutions.

Article 5

Governing Bodies of the Postgraduate programmes

For the organization and in general operation of postgraduate programmes competent bodies are:
- The Senate of the Institution
- The Postgraduate Studies Committee (PGC)
- The Assembly of the Department
- The Curriculum Committee (CC)
- The Steering Committee (SC)
- The Director of postgraduate programmes

1. The Senate of the Institution is the competent body for any matter of an administrative or organizational nature related to postgraduate studies.

Particularly:

a) Approves the establishment of a Master's Degree Program (MSc.) or the amendment of the decision to establish the MSc.,

b) approves the extension of the duration of the operation of postgraduate programmes,

c) sets up the Curriculum Committee, in case of inter-departmental or inter-institutional or joint postgraduate programmes,

d) decides the abolition of postgraduate programmes offered by HEIthe HEIs

2. The Postgraduate Studies Committee is set up by a decision of the Senate following a proposal by the Deans of the Institution's Schools and consists of:

- The Vice-Rector in charge of academic matters, as President

- from one (1) member of the Teaching Research Staff (T.R.S.) from each Faculty of the HEI,

- one (1) member coming from the categories of members of Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.D.I.P.), and Special Technical Laboratory Staff (E.T.E. .P.) of the UTH. The members of the committee have experience in organizing and participating in second- cycle degree programs.

The term of office of the Committee is two (2) academic years. The Committee's responsibilities are:

a)The submission of an opinion to the Senate of HEI for the establishment of new postgraduate study programs or the modification of already operating postgraduate study programs, after evaluating the requests of the Assemblies of the Departments for the establishment of new postgraduate study programs, the relevant reports on their feasibility and sustainability and the costing of the operation of the postgraduate programmes, as well as the possibility of referring them, if the proposal is not sufficiently justified or the accompanying reports are not complete,

b)the preparation of draft Regulations for second and third-cycle programs of HEI and its submission to the Senate,

c) the preparation of a model Regulation of the operation of a postgraduate study program,

d) the control of compliance with the Regulation of Operation of Regulations of postgraduate study programs,

e) the monitoring of the implementation of the legislation, the Regulation and the decisions of the governing bodies of HEI from the postgraduate study programs,

f)the monitoring of the application of the procedures of e x e m p t i o n f r o m the obligation to pay tuition fees,

g) any other competence defined by this Regulation.

3. The Assembly of the Department is responsible for the organization, administration and management of the postgraduate programmes and in particular: a) Recommends to the Senate the establishment or amendment of the decision establishing the postgraduate programmes, as well as the extension of the duration of the postgraduate programmes,

b) sets up Committees for the evaluation of the applications of prospective postgraduate students and approves the registration of these in the postgraduate programmes,

c) assigns the teaching work to the tutors of postgraduate programmes,

d) designates the Director of the postgraduate programmes, e) designates the members of the S.C.,

f) recommends to the Senate the special cooperation protocol of inter-departmental or inter-institutional postgraduate programmes,

g) sets up examination committees for the examination of postgraduate thesis and designates the supervisor for each thesis,

h) verifies the successful completion of the studies, in order to award the title of postgraduate programmes,

i) approves the report of the postgraduate programmes, following the recommendation of the Steering Committee (S.E.),

j) exercises any other authority provided by individual provisions.

By decision of the Assembly of the Department, the responsibilities of paragraphs. b) and g) may be transferred to S.C. of postgraduate programmess

4. The Curriculum Committee (CC), which exercises the responsibilities of the Department Assembly in the case of an inter-departmental, inter-institutional, or transnational C.S. with Institutions of the country. The Curriculum Committee is established by the decision of the Senate of the Institution, which undertakes the administrative support of the postgraduate programmes, following a proposal by the Assemblies of the cooperating Departments or competent bodies of the cooperating institutions, in the manner specified in the special cooperation protocol. The exact number of Committee members and the representation of each cooperating Department or HEI of the country or abroad are specified in the special cooperation protocol. If in postgraduate programmes national or foreign institutions that do not provide equal education and degrees with HEIs participate, in the study program committee each institution may be represented by one (1) member, who is nominated by the institution's competent body and participates in the teaching work of the postgraduate programmes

5. The Steering Committee (S.C.) of the postgraduate programmes is made up of the Director of postgraduate programmes and four (4) members of Faculty of the Department, who undertake teaching work at the postgraduate programmes, have a relevant academic subject with that of postgraduate programmes and are determined by a decision of the Assembly of the Department with a two-year term. The S.C. is responsible for monitoring and coordinating the operation of the program.

In case of inter-departmental or inter-institutional postgraduate programmes, by decision of the SPC a Coordinating Committee (Coordinating Committee) may be set up with a two-year term, in which the Director of the postgraduate programmesand four members of the Curriculum Committee must participate.

To the curriculum committee and the SC Emeritus Professors of the Department or collaborating Departments may participate, as long as they provide teaching work at the postgraduate programmes.

The S.C. is responsible for monitoring and coordinating the operation of the program and in particular: a) Draws up the initial annual budget of the postgraduate programmes and its amendments, since the postgraduate programmes allocates resources in accordance with article 84, and recommends its approval to the Research Committee \ of the Special Account for Research Funds (ELKE),

b) draws up the report of the program and recommends its approval to the Assembly of the Department,

c) approves the expenditure of the postgraduate programmes,

d) approves the granting of scholarships, contributory or not, according to what is defined in the founding decision of the postgraduate programmes and the Regulation of postgraduate and doctoral studies,

e) recommends to the Assembly of the Department the distribution of the teaching, as well as the assignment of teaching to the categories of tutortutors of the postgraduate programmes,

f) recommends to the Assembly of the Department the invitation of Visiting Professors to meet the teaching needs of the postgraduate programmes,

g) draws up a plan for the amendment of the curriculum, which then submits to the Assembly of the Department,

h) recommends to the Department Assembly the redistribution of courses between academic semesters, as well as issues related to the q u a l i t y u p g r a d e o f t h e c u r r i c u l u m .

The Director of the postgraduate programme comes from the members ofFaculty of the Department by priority at the rank of Professor or Associate Professor and is appointed by decision of the Department's Assembly for a two-year term, with the possibility of renewal without limitation. In case of inter-departmental, inter-institutional, or joint postgraduate programmes the the curriculum committee appoints one (1) of each membersr as the Director of postgraduate programmes.

The Director of the postgraduate programme has the following responsibilities:

a) He presides over it S.C., as well as the Study Program Committee, in the case of an inter-departmental or inter-institutional or joint postgraduate programmes, prepares the agenda and convenes its meetings,

b) suggests the subjects concerning the organization and operation of the postgraduate programme to the Assembly of the Department, in the case of a single-departmental postgraduate programme,

c) recommends to the S.C. and the other bodies of the postgraduate programme and of HEI issues related to the effective operation of the postgraduate programme,

d) is the Scientific Manager of the program in accordance with article 234 of Law 4957/2022 and exercises the corresponding responsibilities,

e) monitors the implementation of the decisions of the bodies of the postgraduate programmes and of the Internal Regulation of master's and doctoral programs of studies, as well as the monitoring of the implementation of the budget of the postgraduate programme,

f) exercises any other authority,which is defined in the founding decision of the postgraduate programme

g)The Director of the postgraduate programme, as well as the members of the S.C. and of the curriculum committee are not entitled to remuneration or any compensation for the performance of the responsibilities assigned to them and related to the performance of their duties.

For the operation of postgraduate programmes the Assembly or the Study Program Committee of each Department appoints, with a term of one (1) or two (2) years, as provided for in the Postgraduate Studies Regulations of each program, the following Committees:

- Postgraduate Student Selection Committee
- Financial Management Committee

The Assembly or the Curriculum Committee sets up additional Committees, where it deems necessary. All proposals or decisions of the committees are approved by the Assembly or the Study Program Committee.

Responsibilities of the Postgraduate Student Selection Committee, are the following:

- Conducting examinations for admission to the Program, where this is provided for.
- Review and evaluate all of the submitted supporting documents.
- Evaluate the relevance of the degree to the academic subject of the postgraduate programme
- Evaluate the language proficiency in a specific foreign language.
- Final ranking of candidates based on the Program's list of criteria and a proposal to select candidates based on this ranking to the Assembly or the Study Program Committee.

The following are the tasks of the Financial Management Committee:

- Recommendation to the Assembly or the Study Program Committee to determine the amount of tuition fees, where these are foreseen, with documentation.
- The monitoring, control and constant updating of the Program's finances.
- The filing of the financial planning and report of the postgraduate programme at the Assembly of the Department and posting it on the website of the postgraduate programme.

Article 6
Categories of candidates

In postgraduate programmes holders of a degree from the first cycle of HEI (Universities and

T.E.I.) of the country or of similar institutions of the foreign country. It is possible to admit undergraduate students at their final year from domestic institutions, provided that they have completed their obligations and have presented a relevant certificate by the date of their registration at the postgraduate programme.

In case the candidates hold a degree from the first cycle of studies abroad, the Secretariat of the postgraduate programme according to the provisions of the current legislation, checks whether the institution of origin belongs to the National Registry of Foreign Recognized Higher Education Institutes and whether its type belongs to the National Register of Degree Types of Recognized Institutions that are posted on the website of *Hellenic National* Academic Recognition and Information Center (DOATAP, *Hellenic* NARIC)

If the degree from a foreign University is included in the list of D.O.A.T.A.P. of article 307 of Law 4957/2022, the Secretariat of the postgraduate programme must request a Certificate of Place of Study, which is issued and sent by the foreign university. Applications in which the Greek territory is confirmed as the place of study are excluded unless the part of the studies that took place in the Greek territory is in a public HEI.

In addition, in Postgraduate Programs with Greek as the language of instruction or in those where an educational process or internship is provided in the Greek language, the foreign students who are accepted, should present a certificate of language proficiency at a level that will be defined in its Regulations of Operation.

Article 7
Criteria for determining the minimum and
maximum number of admissions

1. The upper and lower number of admissions to the postgraduate programme is determined by the Assembly of the Department.

2. The minimum number may be determined based on the primary criteria of the academic functionality and the financial viability (minimum satisfaction of the functional needs) of the postgraduate programme and is referenced to the regulation of the postgraduate programme.

3. The maximum number may be determined based on: a) the ratio of postgraduate students and teaching staff to ensure the quality of all study cycles, b) the logistical infrastructure of the Department or the collaborating Departments, regarding the possibility of training postgraduate students, c) the specificity of the subject offered by the postgraduate programme and d) the detailed income - operating expenses budget of the postgraduate programme

The maximum number of admissions is stated in the establishment decision and in the regulations of the postgraduate programme and may, following a decision of the competent bodies, be increased in excess in case of equality of candidates with the last successful candidate.

The list of successful candidates is validated by the Assembly or the Curriculum Committee.

Article 8

Criteria and selection process for admissions

The postgraduate programme after a decision of the Assembly of the Department or the SCP publishes an announcement for the selection of students on the website of the relevant Department and wherever else deemed necessary by the competent bodies.

The announcement states the conditions for admission, the categories of graduates, the number of admissions, the method of admission, the selection criteria, the deadlines for submitting applications, the supporting documents required, as well as anything else deemed necessary

If the method of admission requires a written examination, the procedure, the number and subject matter of the subjects to be examined, the dates of the examination, as well as the grading method, should be determined. In case the admission method requires an oral interview, it should be mentioned in the announcement. \.

The applications along with the necessary supporting documents are submitted in the Secretariat of the relevant Department either in paper or electronic form. Additional clarifications on supporting documents may be requested from the Postgraduate Student Selection Committee. Academic criteria are taken into account for the selection of candidates, which may, for example, include:

A) Degree of Diploma.

B) Detailed grades in the modules related to the academic subject of the postgraduate programme

C) Performance in a diploma thesis, where this is provided for in the first cycle of studies.

D)Reference Letters

E) Interview by a competent Committee.

F) Additional criteria, according to the decision of the Assembly of the Department such as:

1) Professional Experience (duration and type of it).

2) Research Experience.

3) Publications and writing activity.

The level of language proficiency required and the academic criteria taken into account for the selection or the relevant examination procedure are defined in the Postgraduate Studies Regulations of the relevant postgraduate programme.

The Assembly of the relevant Department or the SCP determines with its decision the details of the application of these criteria, the definition of additional criteria or the conduct of examinations and interviews, the results of which are taken into account during the selection.

Indicative summary assessment table for admission to the postgraduate programmes

	Selection Criteria	Grade
1	First degree overall mark	%
2	Level knowledge of the foreign language (s)	%
3	Knowledge of second foreign language (s)	%
4	Thesis	%
5	Professional experience	%
6	Publications in scientific journals	%
7	Announcements at scientific conferences	%
8	Participation in research projects	%
9	Second degree	%
10	Possession of other Master's Degrees Studies	%
11	Written exams	%
12	Relevance of undergraduate studies with the subject of the postgraduate programme	%
13	Interview	%

Article 9

Duration of study- Suspension of Study - Partial Study

The duration of studies for obtaining the postgraduate Diploma is determined by the Postgraduate Studies Regulations of each postgraduate programme and corresponds to a minimum of one and a maximum of two full calendar years, which includes the time for preparing and evaluating the postgraduate diploma thesis.

It is possible to organize an intensive postgraduate programme with a duration of one (1) academic year, including the summer months, and the total number of credits (ECTS) required to obtain the Master's Degree is seventy-five (75) ECTS.

The maximum time allowed to complete the studies is determined by a decision of the Assembly of the relevant Department and should be included in the relevant Postgraduate Studies Regulations. In exceptional cases, the Assembly of the Department may extend the studies of a postgraduate student if there are documented academic and sufficient social reasons.

Every postgraduate programme may decide whether to provide the possibility of suspension of studies and of part time studies to postgraduate students, based on its Regulations of operation.

1. Suspension of study

A postgraduate student may apply to the Assembly of the Department or the SCP for the suspension of studies in cases where there are indicative professional, family, personal, or health reasons. The suspension of studies cannot be longer than two academic semesters, nor shorter than one semester. Permission to suspend studies for more than two academic semesters can only be granted to Postgraduate Students who are completing their military service or in cases of justified absence and after a recommendation from the Director of the postgraduate programme.

At the relevant justified decision of the Assembly of the Department will be stated that during the suspension of studies, the student's status is revoked and all the relevant rights of the student are suspended. Student status is automatically regained after the end of the suspension and the resumption of studies. The period of suspension of the student status is not counted towards the prescribed maximum duration of study.

The terms and conditions and the required justifications for the granting of the suspension and resumption of studies, as well as other related matters, are specified in the Program Regulations.

2. Part-time study

The possibility of part-time study is provided for working postgraduate students as long as they are proven to work at least 20 hours a week evidenced by a relevant employment contract or employer's certificate.

Part-time study is also provided for non-working students who are unable to meet the requirements of full-time study in case of indicative professional, family, personal or health reasons, etc.

Part-time study is approved by the Department Assembly or the SCP upon application of the interested party, which is submitted at the beggining of the academic semester or year and is accompanied by the relevant supporting documents.

The duration of part-time studies cannot exceed twice the normal duration of studies of the postgraduate programme.

The terms and conditions and the required justifications for the approval of part-time study, as well as other related issues, are defined in the Regulations of the postgraduate programme.

Article 10
Rights and Obligations of Postgraduate
Students

1. Postgraduate students register and participate in postgraduate programs under the terms and conditions provided for in the relevant Postgraduate Studies Regulations. Post-graduate students have all the rights, benefits, and facilities provided for students of the first cycle of studies, except for the right to provide free textbooks. The relevant Department must ensure facilities for postgraduate students with disabilities or special educational needs.

2. Postgraduate students who are accepted at postgraduate programme are obliged to:

a) To attend the courses of the study program without fail. Attending the lessons and exercises is mandatory. Exceptions are only allowed for serious justified reasons. The upper limit of permitted absences for each course is set at 30%.

The minimum teaching hours of each semester, as well as the maximum number of courses in which each student can enroll per semester, is defined by the individual Postgraduate Studies Regulations of each Programme.

b)To participate in all educational and research activities.

c) To submit on time the registration forms every semester. Violation of the registration deadline is equivalent to losing the ability to attend the current semester. In this case, to continue studying adecision of the Department Assembly or the SCP is required., following a proposal by the S.C.

d) To submit the tasks required for each course within the prescribed deadlines.

e) Attend the exams.

f) To submit to the Secretariat, together with their graduate thesis to be evaluated, a declaration that there is no evidence of plagiarism.

g) To pay the tuition fees within the dates specified.

h) To have settled all their financial obligations, as well as anyother obligation to the Institution, before the Inauguration. Otherwise, they will not have the right to take the oath, nor to be granted the Diploma of Postgraduate Studies and the certificate of completion of studies.

i) To respect and abide by the decisions of theof the Program, as well as academic ethics.

j) To submit all the evaluation forms requested by the postgraduate programme.

The postgraduate programme are encouraged to provide the students with the opportunity to attend courses from other related postgraduate programmes, as well as to assign the PhD candidates auxiliary teaching work in second-cycle study programs.

Failure to comply with the above, without documented justification, may lead to failure in course or to exclusion from the program.

Article 11
Unenrollement of graduate students

The Assembly of the Department or the SCP., after the suggestion of the S.C., may decide to unenroll a postgraduate students if:

- they exceed the maximum absence limit,

- they have failed in the examination of a course or courses and have not successfully completed the postgraduate programme, in accordance with what is defined in its regulations,

- exceed the maximum duration of study at the postgraduate programme, as defined in this Regulation,

- have violated the written provisions regarding dealing with disciplinary offences by the competent disciplinary bodies,

- do not pay the prescribed tuition fee,

- submit request for unenrollement by the graduate students themselves.

Article 12
Tuition fees - Exemption from tuition fees

In postgraduate programmes in which tuition fees are considered, postgraduate students are obliged to pay them, in accordance with the provisions of the relevant regulation. Their determination policy is determined by the respective postgraduate programmes of the Department. Tuition fees are paid on specified dates to the E.L.K.E. of UTH. The amount of the tuition fees, as well as their upper limit, is defined by each School/Department, taking into account the correspondence of the tuition fees with the benefits of each postgraduate programme to graduate students. Registered students to the postgraduate programmes can attend it free of charge, if the payment of tuition fees is provided for, as long as they meet the financial or social criteria established by law.

A condition for the granting of the right to study for free due to economic or social criteria is the fulfillment of excellence conditions during the first cycle of studies, which corresponds at least to the possession of a grade equal to or higher than seven and a half with excellent out of ten (7.5/10) , since the evaluation of the basic degree presented for admission to the postgraduate programmes has been carried out in accordance with the ten-point evaluation scale of the Higher Educational Institution (HEI) of the country, otherwise this criterion is applied proportionally according to the respective evaluation scale, as long as the degree presented has been granted by a foreign Institution.

Right to free tuition has the student of the postgraduate programme that meets the condition of excellence, provided the following criteria apply:

a)The average sum of the taxable incomes of the last two (2) financial years of all the family members of the applicant for the exemption from tuition fees, i.e. the applicants themselves, theirparents, regardless of whether they joint or separate tax return, and of his siblings up to twenty-six (26) years of age, as long as they are unmarried and have the same taxable income within the meaning of Article 7 of Law 4172/2013 (A' 167), does not exceed seventy percent (70%) of the national median available of equivalent income, according to the most recently published data of the Hellenic Statistical Authority (EL.STAT.), if the applicant has not reached the twenty-sixth (26th) year of age and is unmarried or has not entered into a cohabitation agreement,

b)the average of the individual taxable income of the two (2) last financial years of the applicant does not exceed one hundred percent (100%) of the national median disposable equivalent income, according to the most recently 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 last two (2) financial years of the applicant for the exemption from tuition fees and his or her spouse or cohabitant, if he or she is married or has entered into a cohabitation agreement, regardless of whether they submit a joint or separate tax return statement, does not exceed one hundred percent (100%) of the national median available equivalent income, according to the most recently published ELSTAT data.

If the applicant for the exemption has not reached the age of 26 and is a child of a three-child or multi-child family or a child of an unmarried parent or an orphan of at least one (1) parent or a person with a disability or a member of a household with a person with a disability may request the exemption by half (50%) from the obligation to pay tuition fees, as long as the average in par. a) of par. 4 exceeds seventy percent (70%) and does not exceed one hundred percent (100%) of the national median equivalent disposable income.

The total number of students studying for free cannot exceed the number corresponding to thirty percent (30%) of the total number of registered students per academic year. If, during the numerical calculation of the number of beneficiaries of exemption from tuition fees, a decimal number is obtained, it is rounded to the nearest whole unit. If the number of exemption beneficiaries exceeds the present percentage, the beneficiaries are selected in descending order until the number is reached.

The possibility of exemption from the obligation to pay tuition fees is provided exclusively for studying at one (1) postgraduate programme organized by the HEI of the country.

The tuition exception does not apply to citizens of third countries.

The submission of applications for free study per postgraduate programmes takes place after the completion of the admission process of the students at the postgraduate programme and in a period of time that will be set by the postgraduate programme itself.

The examination of the criteria for exemption from tuition fees is carried out by the Assembly of the Department or the Curriculum Committee and is issued with reasons decision to accept or reject the application.

If any registration fees have been paid by students in a postgraduate programmeand then those students qualify for an income exemption, then those fees are refunded. No fees are justified for examining candidate files.

Article 13 Postgraduate programme
Scholarships

It is possible by decision of the Assembly of the Department or the SCP depending on the income of the postgraduate programmeto be granted:

a) Excellence scholarships and awards to postgraduate students, based on academic, objective criteria (such as academic performance based on previous semester grade point average). The grant conditions, obligations and rights of the scholarship holders are determined by decision of the Department Assembly or Study Program Committee and are detailed in the relevant Regulations of the postgraduate programme

b) Remunerative scholarships for the support of the educational process and the provision of research, scientific, administrative, technical and other support work of the Department's activities based on academic, objective criteria (as above). The individual regulations of the postgraduate programme determine the maximum amount of remunerative scholarship awarded per student, the maximum number of hours of their weekly employment and other details regarding the awarding of scholarships.

The maximum number of scholarships is defined by each postgraduate programme.

Article 14
Maximum number of specializations per postgraduate programmeof HEI

With the decision to establish the postgraduate programmethe specializations and the maximum number of those that may lead to the award of a different diploma are determined.

Article 15
Program Studies

1. The courses, teaching and research work, practical exercises and any other kind of educational and research activities of the Programmes are clearly defined in the Internal Regulations of the postgraduate programme

In addition, in each postgraduate programmethe compulsory and elective courses, the teaching hours and the credits (ECTS) of each course are clearly determined.

The educational process in each postgraduate programmecan be organized in the following ways:
- Face-to-face education.
- Synchronous Distance learning.
- Asynchronous distance learning at a rate that cannot exceed 25% of the credits of the postgraduate programme.

Thecontent of each course with the titles of the lectures, the evaluation method and the relevant bibliography are clearly stated in the Operating Regulations of each postgraduate programme Each semester of study covers at least twelve (12) full weeks of instruction. In the Operating Regulations, each program defines the teaching weeks. With the approval of the Assembly of the department or the SCP the course program may be modified and redistributed between semesters.

Article 16
Terms and conditions for organizing postgraduate programmes using synchronous and asynchronous distance learning methods, as well as related issues by organizing the educational process with distance learning methods

1. The organization of the educational process of a postgraduate programme can also be carried out using synchronous distance learning methods. A necessary condition for the organization of a postgraduate programme by means of distance education is that the nature of the courses allows it and there should be a relevant justification during the establishment of the postgraduate programme.

2. Courses are taught in person and/or by means of distance education during the semesters, in accordance with what is specifically mentioned in the Regulations of each postgraduate programme.

3. The educational process may, by decision of the Department Assembly or SCP to be conducted using synchronous distance learning methods, even in postgraduate programmewhich have not included this possibility in their establishment decision, exclusively in the following cases:

- In force majeure or extraordinary circumstances, where it is not possible to carry out the educational process or to use the infrastructure of the institution to carry out its educational, research and other activities,

- organization of advanced courses and tutoring exercises, in addition to the mandatory hours of teaching work per course.

Setting up more specific issues:

a) Access issues in the integrated distance learning system, user accreditation process and access rights per user category (tutor, student, supervisor, technician and other staff).

Access to both the synchronous and asynchronous distance learning system is done using the passwords (username, password) of the users' institutional accounts. Especially for the administrators of the systems, access can also be done with other types of special administrator accounts.

Based on the category of the user (tutor, student, supervisor, technician and other personnel) different rights may be assigned to the users. b) Matters related to the technological infrastructures of HEI, technical support, maintenance and upgrading of the infrastructures and technologies to support the distance education process, as well as the obligations of each user.

i. The University of Thessaly for the organization of the postgraduate programme with distance learning methods has a ready-to-use integrated system of synchronous and asynchronous distance learning. For modern education, the Office 365 A1 for students/faculty application (leased system) is available, while for asynchronous

education, the eClass system installed on its own resources is available, which develops and maintains the GUnet Academic Internet. The two systems are distinct from each other, their combined use ensures a complete distance education system.

ii. Especially the MS Teams application, which is part of the modern distance learning system, supports the organisation of teleconferences and the creation of virtual classes. It ensures visual and audio communication in real time using appropriate equipment (computers, cameras, microphones, speakers, headphones, high-speed networking) so that tutors and students can have voice and visual communication, while they are in different places. In addition, it supports the possibility of sharing applications and documents (application and document sharing), the possibility of using an electronic board, the possibility of accessing chat rooms both between tutor and student and between students for possible collaboration, exchange of views and preparation of joint tasks.

iii. The distance learning system for asynchronous distance education eClass is a Learning Management System (LMS), which includes a Learning Content Management System (LCMS) application and provides development capabilities and writing lessons (authoring tool). In eClass it is possible to post educational material per lesson or other educational activity, which may include notes, presentations, exercises/activities with the corresponding feedback, indicative solutions thereof, as well as multimodal material (videotaped lectures, in compliance with the existing legislation on personal data protection), simulations, interactive educational material with the methodology of distance education, etc.). Educational materials of all kinds are provided exclusively for the educational use of students and are protected for any intellectual property rights in accordance with current legislation.

iv. The integrated system environment of the University of Thessaly is in the Greek language. However, it is fully supported in the English language as well.

v. The complete distance learning system is fully accessible to people with disabilities and people with special educational needs.

A description of the capabilities of two systems as well as their accessibility features can be found on their respective websites.

For each postgraduate programme that is organized by distance learning methods, by decision of its competent collective body, an Integrated Distance Learning System Manager is designated, and his details are communicated to the users of the system. Each designated person in charge has the

knowledge to provide support and all assistance to students and tutors, as users of the integrated distance learning system.

The competent department of the University of Thessaly (Digital Governance Unit) takes care of the maintenance and upgrading of the infrastructure and technologies required for the operation of both the distance learning system and other necessary information systems to support the educational process.

The support of the Educational staff and students in matters related to the distance learning system is provided at the first level (Department) by the Head of Department and at the second level (Institution) by the Digital Governance Unit of the University of Thessaly.

The terms of use and the obligations of the users of the electronic services are described and communicated through their respective websites.

In the internal regulation of the postgraduate programmes, technological and any other requirements that must be met in order to participate in distance learning courses are determined. At a minimum, users should have their own modern equipment to be able to connect remotely to the e-learning system.

c) Educational support process for students

The support of the students of postgraduate programmes in educational matters is provided:

i. From the academic advisers appointed by the Assembly of each Department, in general matters of the course of their studies, in accordance with what is defined in the Operating Regulations of each postgraduate programme.

ii. by the tutors of the courses, on special topics related to the content of each course, through modern and asynchronous methods of communication that will be determined per course and per tutor,

iii. from the Secretariat of the Department and the postgraduate programme in administrative and procedural matters,

d) Pedagogical framework for planning and implementing courses and other educational activities with distance learning methods and student evaluation.

For the documented organization of a distance learning course basic building blocks are required:

i. Create an e-course in the LMS.

ii. Provision of the basic information about the course, such as:

- The course outline.

- Calendar important dates and events.

- Setting dates for meetings and communication between tutors and students.

- A forum with news, announcements and a question and answers area about the lesson.

- Bibliography and further study guide.

For each course unit, and depending on the needs of each course, the educational material may contain the following:

- General information: this includes, among others,the date of the lesson and the title of the subject unit.

- Quick Study Guide: Explains the learning content, provides an overview of the topic and individual thematic dimensions, focuses attention on points that may need special attention, provides a summary of the activities to be carried out in the session and acts as an organizer of the study. Also, the guide incorporates references to files of all kinds (PowerPoint, PDF) developed for the study of the thematic unit.

- Instructions on this the use of Teleconferencing as synchronous or blended distance learning. To connect the users, the link of the activity is listed, as well as the date and time of the video conference is announced.

- Basic material study session. Depending on the scientific field and topic, it can include different formats, such as PowerPoint, mp4 tutorial, and interactive multimedia educational content.

Parallel/Supplementary Texts: The texts listed here are sources which extend refer to the Basic Study Text. Their study is optional and they aim at the additional study and updating of the issues dealt with in the main study text.

The educational activities, depending on the scientific field and the topic, can have different forms, such as: Quiz, Assignment, Public Dialogue Discussions (Forum). The evaluation of the students in the context of distance postgraduate programmeis carried out with written or oral exams carried out live or with written or oral exams carried out by remote methods, as well as with alternative methods, such as submitting assignments, or conducting a practical test. With the postgraduate programme establishment decision the possible evaluation methods per educational activity are determined. If the evaluation is carried out by means of exams (in person or remotely), the University of Thessaly takes the appropriate and necessary measures to ensure the reliability and integrity of the process. In particular, the written or oral remote examination can be carried out through technological mediation and corresponding remote examination systems/applications, which ensures the authentication of the user, his physical identification and the supervision of the examination process, where this is deemed necessary. If special technological equipment is required for the evaluation process, this is announced in the annual announcement for the submission of applications of the candidates that want to be registered in the postgraduate programme.

During the remote examinations using modern and asynchronous electronic examination methods, personal data is processed in order to ensure the smoothness and integrity of the process. The methods include the use of the Office 365 A1 for students/faculty application (MS Teams, MS Forms) and the eClass platform, where the first of these offers the possibility of using a camera, for identification purposes, but also for monitoring and ensuring the integrity of the procedure in the context of conducting oral examinations. In addition, the e-Secretariat (student log) platform is exclusively used for the posting of grades, which ensures the personalized information of natural persons, while ensuring the confidentiality of the information. For plagiarism checking, the eClass-integrated Turnitin application is used.

In addition, the personal processing of data is carried out in the context of the purpose of dealing with technical problems and maintaining the desired level of security when connecting users to the applications and systems used to conduct the exams.

Access to the personal data of the natural persons involved is given to the competent professors and the absolutely necessary and authorized, for the achievement of the above purpose of processing, University staff who have been informed about the way they should manage the specific data. In addition, the recipients of the data are the cooperating companies-providers of the supporting systems (Microsoft Corp, Turnitin LLC) used in the context of remote examinations, which operate on behalf of the University, having the role of processor. The processing of personal data by the executors is carried out under the express orders of the University and under the guarantee of taking all appropriate technical and organizational measures for data protection. The University of Thessaly takes the appropriate technical and organizational measures that ensure the integrity and confidentiality of the data, and the observance of proportionality and the principle of data minimizationwhen processing them.

Indicatively, it is stated that:

- In view of the remote examination process using modern and asynchronous methods during the period of the coronavirus pandemic, the University carried out an Impact Assessment Study of processing, in compliance with the legislative requirements of Regulation (EU) 2016/ 679 of the European Parliament for the protection of the personal data of natural persons. Based on the conclusions of the Study, which assessed the potential risks of said processing for the rights and freedoms of

natural persons, UTH issued clear instructions to all those involved in the process, regarding the correct use of the systems and tools that will be used. In cases where it was deemed necessary, the University updates the Impact Assessment Study.

- Access to the systems for conducting remote examinations is carried out through the institutional personal login details for all users (secure access).

- Secure communication protocols with applications are in use.

- Necessary updates and upgrades are made of computing infrastructures.

- The infrastructure event logs are kept for a sufficient period of time.

When using the systems and applications used in the context of the exam, their functionality for recording audio and video data has been blocked, as far as possible, in order to ensure the protection of the personal data of the participants in the process. In addition, it is expressly forbidden to use the same means to video and record the examination process by the participants. Apart from recording in any way, it is forbidden to publish or post on websites or share with third parties, or transmit or distribute in any way the whole or part of the distance exam. Violation of the above prohibition will entail the necessary legal actions on the part of the University.

e) Procedure for evaluating and upgrading the digital skills of the teaching staff participating in distance postgraduate programme.

All the teaching staff who participate in remote postgraduate programmes is evaluated for their work and the quality of teaching through the course evaluation process, which is carried out in the context of the procedures supported by the MO.DI.P. of the University of Thessaly.

At the same time, tutors are encouraged to participate in seminars and training programs of the Teaching and Learning Support Center of UTH {https://ctl.uth.gr} to upgrade their digital skills and be aware of the latest developments in the field of technology and communications.

f) Procedure for plagiarism prevention through trusted apps.

The University of Thessaly, paying particular attention to the importance of academic ethics, has a subscription to the internationally recognized Turnitin plagiarism prevention software which has been integrated into the e-Class platform, enabling the tutor of each course to check-detect whether the assignments uploaded by the students are the product of their own their work or copy product.

g) Personal data protection policy and compliance with the provisions of the General Data Protection Regulation and Law 4624/2019. The University of Thessaly recognizes the importance of the protection of the personal data of natural persons and their lawful and correct processing. In this context, the University complies with the basic principles of personal data processing, respects the rights of natural persons and ensures that the personal data in its possession:

- are collected for specified, explicit and legal purposes, as reflected in the File of Processing Activities it maintains and which are collected after the consent of the natural person where required,

- are processed only for the purposes for which they were collected and/or for legal and regulatory reasons and/or for the defense of the public interest,

- are not further processed beyond the specified purpose,

- are appropriate, relevant and limited to the minimum necessary for processing purposes,

- are subject to lawful processing in accordance with the rights of natural persons, are accurate and updated, when required and especially before making critical decisions for natural persons;

- are not kept for a longer period of time than is required for the purpose of the processing and/or for the University's compliance with legal and regulatory obligations,

- are kept secure from unauthorized access, loss or destruction,

- are passed on to third parties only under the condition that an adequate level of their protection is ensured. The above is observed by all the employees of the University (e.g. administrative, teaching staff), as well as by third parties who carry out personal data processing operations.
persons on his behalf.

The University to ensure the above:

- monitors and controls the implementation of the policy, as well as the evaluation of its effectiveness in terms of compliance with the regulatory framework and best practices for the protection of personal data,

- implements procedures for complete satisfaction of the rights of natural persons,

- Postgraduate programmes inform clearly the natural persons regarding the processing of their data,

- integrates personal data management requirements into all functions and inter-gases related to their processing,

- has recognized all internal and external involved parties and their requirements regarding the protection of personal data,

- has defined roles and responsibilities related to data management,

- provides clear instructions to the staff and the third parties who perform tasks on their behalf for the safe use and transmission of the data,

- ensures that the transmission of data to third parties and the processing by them on its behalf is carried out in compliance with the regulatory framework for data protection as well as this policy,

- designs, adopts and monitors the implementation of a system of indicators and objectives for the safe and legal data management,

- invests in the continuous training, awareness-raising and training of its employees in matters of personal data protection as well as in the continuous improvement of know-how and its dissemination to all staff,

- has all the required resources for the effective implementation of the Personal Data Protection Policies and Procedures

- has designated a Data Protection Officer (DPO)

- communicates this policy to all personnel and ensures its continuous upgrading, in order to achieve full compliance with the applicable regulatory framework.

The University is committed to the continuous monitoring and observance of the regulatory and legislative framework and to the continuous implementation and improvement of the effectiveness of the Policies and Procedures adopted for the protection of personal data.

h) Information systems security policy targeting the field of e-learning systems development.

The University of Thessaly recognizes the necessity of safeguarding the information assets that are in its possession or under its control as well as the obligation to comply with the Greek and European legal and regulatory framework.

The Security Policy (SP) is the framework for the protection of data managed by the university, providing guidance to the Organization in relation to the way information is organized and processed. The Security Policy consists of a set of rules that determine how the university manages and protects its Information Assets. These rules define the role of each person involved in the university, their responsibilities, responsibilities and duties.

The purpose of the Security Policy is the SAFE, RELIABLE AND UNINTERRUPTED provision of services by the e-learning system.

The purpose of the Security Policy is the establishment of a framework of general instructions for the protection of university information, the implementation of which ensures an acceptable level of Security for the Organization in relation to its risk profile. In addition, the goal of the SP is to set restrictions on access and use

of computers, information systems, networks, means of electronic communication and other related information media used to store and process data, documents and software that the university owns and uses with the ultimate purpose of ensuring the availability, integrity and confidentiality of information and information goods during the operation of the e-learning system.

The Primary Objectives of the Security Policy are also:

- Ensuring the confidentiality, availability, and integrity of the information managed by the university and non-disclaimer.

- Ensuring the rights of natural persons who receive services from the information system as well as its employees and partners.

- The early detection of Information Security risks and their effective treatment.

- The immediate response to Security Information incidents.

- Ensuring the smooth operation of information resources.

- The continuous improvement of the level of Information Security.

- The satisfaction of regulatory and legislative requirements.

- Increasing staff and student awareness of risks that threaten Information Security and continuous information on the best practices that must be followed to minimize the likelihood of their occurrence.

To achieve the above objectives, the University implements policies and procedures at frames whose:

- The organizational structures that are necessary are defined for monitoring issues related to Information Security.

- The technical control and limitation measures are defined of access to information and information systems.

- The way of classifying the information according to its importance and value are determind.

- The necessary information protection actions during the stages of processing, storage and handling are described

- The methods of information and training of the users of the information system in matters of Information Security are idenitified.

- Methods of dealing with Information Security incidents are determined.

- The ways in which the safe continuity of operation of the information system is ensured in cases of malfunction or in cases of disasters.

- Ways to improve system security and comply with legal and regulatory requirements are identified

For this reason, the University takes the necessary measures at a technical and organizational level in order to ensure the integrity, availability and confidentiality of the information processed by the e-learning system:

Organizational measures

- Security incidents are managed by a three-member team consisting of the head of the unit, a member of the Engineering Department and the technical manager of the unit. The group can be enriched with other members if necessary.

- Access rights to the e-learning system and its information are determined by the role of each user, so that they are only those absolutely necessary for the needs of their role.

- The terms of use and the obligations of the users of the electronic services are described and communicated through their respective websites.

- Introductory training of the users of the e-learning system is carried out.

- Actions are taken and staff are committed in advance to maintain the confidentiality and privacy of data and procedures

- Regular checks are carried out for system security.

- Security measures may be modified andthis policy, depending on the current requirements, of audit reports and system users.

- Alternative means of communication are identified.

Technical measures

- The access control mechanism, the assignment of roles and rights in the system is carried out and determined by the Institutional account.

- Regular security copies are made of both the data received by the system and the asynchronous training system itself, so that it is easy and quick to restore.

- Communication with the system is carried out exclusively and only with secure communication protocols that encrypt the communication channel for data transmission.

i) Information privacy management policy and cyber security.

The information privacy management policy and the cyber security of the eClass and MS-Teams subsystems used to conduct the distance postgraduate programmes refer to the following links:

{https://eclass.uth.gr/info/privacy_policy.php}

{https://privacy.microsoft.com/el-gr/privacystatement}j)

j) Criteria for periodic internal evaluation of distance learning Postgraduate Programs

According to Law 4957/2022, as amended and in force, the evaluation of the Postgraduate Programs of the Department has been institutionalized in the context of the periodic evaluation / accreditation of the academic unit by the National Authority of Higher Education.

The points that are evaluated in distance learning programs are linked to what is written in this regulation, and which regulate distance education at the University of Thessaly.

k) Student registration procedure in the Student Register of HEI

Students who are accepted according to the selection procedures of the postgraduate programmes are registered by the Department Secretariat in the Student Registry (Electronic Secretariat) of the University of Thessaly and are granted by the competent service (Digital Governance Unit) an institutional account to access the electronic services.

l)Any other matter related to the organization of postgraduate programmes with distance learning methods.

For the establishment of postgraduate programmes organized by distance learning methods, the procedure of Article 80 of Law 4957/2022 and Article 5 of joint ministerial decision under items 18137/Z1 (B'1079/2023) is followed or as applicable from time to time.

The decision to establish postgraduate programmes which is organized by distance education methods, is accompanied by a report containing:

i. Evidence of the suitability subject matter of the postgraduate programmes to be organized by distance learning methods.

ii. Analysis of the proposed methods of organizing the educational process, such as through life, synchronous, asynchronous, and blended learning, per educational activity of the study program and distribution of teaching hours for each educational activity of the postgraduate programmes per method of implementation, as well as the percentage of any asynchronous distance education per educational activity and overall in the program. If the educational process is carried out using asynchronous distance learning methods, they cannot exceed twenty-five percent (25%) of the credits of the postgraduate programmes.

iii. Documentation regarding the infrastructure of the Institution and especially the suitability and adequacy of the digital infrastructure.

iv. Documentation on the digital skills and expertise of teaching staff in the use of Information and Communication Technologies (ICT).

v. The digital educational material.

vi. The methods of digital assessment of students and the digital assessment material.

Any other specialized topic that may be applicable in specific post-graduate study programs of the Institution, which are carried out entirely or partially remotely, may be regulated and settled by the Internal Regulations of the postgraduate programme and the decisions of the S.C. of the postgraduate programme, provided that these arrangements do not conflict with the regulations of the Institution and the current legislation.

Article 17

Master Thesis

Since the postgraduate programmes includes a mandatory -Master's Thesis, the master's student is required to prepare it and successfully present it in the corresponding semester of studies mentioned in the Internal Regulation of the postgraduate programme.

The postgraduate student submits an application,in which the proposed title of the thesis, the proposed supervisor and a summary of the proposed thesis are attached to the Secretariat that supports the operation of the postgraduate programme.

The design of the Master's Thesis. each student is held under the responsibility of his/her supervisor. After the end of the collection and processing of the sources or research data, the writing of the Master's Thesis. follows, which has specific specifications included in each Master's Studies Regulation and is posted on the website of each Postgraduate Programme.

The content of the Master's Thesis should concern contemporary issues of science and be compatible with the mission of the postgraduate programme, as it is defined in the introduction of this Regulation. Postgraduate students, in collaboration with their supervisors, are encouraged to present their research data at conferences and publish them in scientific journals.

After the writing of the Master's Thesis and then with the approval of the supervisor, the candidates deliver a copy to the members of the Committee. When the Committee judges that the work is ready, it is publicly supported after a relevant announcement by the Program Secretariat, in a specific period of time, specified in the Postgraduate Studies Regulations of the postgraduate programmes of the Department.

The writing language of Master's Thesis is defined in the postgraduate programmes Regulation. The final evaluation and judgment of the Master's Thesis are done by the above Committee.

For approval the consent of two-thirds (2/3) of the members of the Committee is required. The Master's Thesis is graded from zero (0) to ten (10), with a minimum pass grade of five (5). In case of rejection of the Master's Thesis a new evaluation date is determined by the S.E, at least three (3) months after the first crisis. In the event of a second rejection, the candidate is unenrolled from the postgraduate programme.

The approved Master's Thesis after the completion of any corrections proposed by the Committee, under the responsibility of the Department Secretariat, is deposited in the library as one (1) copy in electronic form, together with a statement signed by the postgraduate student and the the supervisor, where the time frame for posting - publishing the thesis in the institutional repository of the University is precisely defined{http://ir.lib.uth.gr}.

Provided that provided by the Postgraduate Studies Regulations, the Master's Thesis. may be replacd by another suitable scientific way that is considered to be equivalent to the preparation of a Master's Thesis.

Supervision of Master's Thesis.

The Assembly of the Department or the SCP., following an introduction by the S.C. of the postgraduate programme, following the application of the candidate, designates his/her supervisor and sets up the three-member examination committee for the approval of the work, one of whose members is the supervisor .

For each graduate student one tutor is designated by the Department Assembly or the E.P.S. after a suggestion by S.E as a student advisor and one as a supervisor..

The advisor is responsible for monitoring and controlling the general progress of the graduate student's studies.

The supervisor has the scientific responsibility for the preparation of the Master's Thesis. The following categories of tutors have the right to supervise diploma theses, provided that
are holders of a doctoral degree:

- Members of Teaching Research Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.D.I.P.) and

Special Technical Laboratory Staff (ETEP) of the Department or other Departments of the same or another Higher Education Institution (HEI) or

of the Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations, if the POSTGRADUATE PROGRAMMES has tuition fees.

- Emeritus Professors or retired members of D.E.P. of the Department or other Departments of the same or another HEI

- Associate Professors.

- Appointed tutors.

- Visiting professors or visiting researchers.

- Researchers and specialist functional research scientists scientific and technological bodies of article 13A of Law 4310/2014 (A'258) or other national or foreign research centers and institutes.

By decision of the competent body of the postgraduate programme, it is possible to assign the supervision of diploma theses to members of D.E.P., E.E.P. and E.D.I.P. of the Department, who have not undertaken teaching work at postgraduate programme.

To be approved the student must defend the thesis before the examination committee. Committee members must have the same or related scientific specialty with the known objective work.

For the examination of Master's Thesis a three-member committee is constituted by the Assembly of the Department or the SCP., following a proposal by the S.C. of thepostgraduate programme in which the supervisor and two (2) other members from the categories of tutors who have the right to supervise a postgraduate thesis participate. The members of the committee must have the same or related scientific specialty as the subject of the Program.

The number of theses that each faculty member can supervise is defined in the internal regulations of each postgraduate programme.

Article 18

Student Assessment- Exams

1. The assessment and grading in each course is the exclusive responsibility of the tutor, it is done in complete independence from the other courses and is a derivative of the objective assessment of the student's performance in the specific course (assignments, exams, etc.). The evaluation criteria are clearly defined and written in the outline of each course.

2. If the evaluation is carried out with final examinations, examinations are carried out after the completion of the academic semester or after the completion of the teaching work of each course or the completion of each educational activity, in accordance with what is defined in the internal regulations of the program.

3. For dealing with emergency needs or conditions resulting from force majeure, alternative assessment methods may be applied, such as the conduct of written or oral examinations using electronic means, provided that the integrity of the assessment process is ensured.

4. Alternative methods may be used to assess students with disabilities and special educational needs.

5. The evaluation of the students of the second-cycle study programs organized by distance learning methods may be carried out with distance exams, provided that the integrity of the evaluation process is ensured.

6. In cases of illness or recovery from a serious illness, the tutor is recommended to facilitate the student in any way he or she deems appropriate (e.g. remote oral exam). During the oral exams, the tutor ensures that he will not be present alone with the student being examined.

7. The final grade of each course results from the total performance of the students (e.g. assignments, exams) according to the instructions provided by each tutor at the beginning of the semester. The rating scale is defined from zero to ten: Excellent (8.5 to 10), Very Good (6.5 to 8.5 not included) and Good (5 to 6.5 not included). The minimum acceptable course grade is five (5), with an excellent ten (10). By the decision of the Department Assembly or the SCP, the minimum acceptable grade for the course may be greater than five (5).

8. In the event that a student fails a course, he or she may be re-examined in that course in the following semester or in the repeat

examination period of September according to the Postgraduate Studies Regulation of the postgraduate programmes.

Article 19

Graduate Diploma

For obtaining a Postgraduate Diploma from 60 (or 75 for annual intensives) to 120 credits (ECTS), are required which are obtained after:

- Successful monitoring and examination in a sufficient number of courses.
- Preparation and successful examination of original Diploma Thesis, Internship, attending organized seminars or lectures or exercises (where these are provided by the Postgraduate Studies Regulations of each postgraduate programme).

The graduate of the Postgraduate Program may be granted, before the swearing-in, a certificate that he/she has successfully completed the attendance of the Postgraduate Program.

The format of the Master's Degree and the swearing-in ceremony are defined in the institution's regulations.

A Diploma Supplement is attached to the Graduate Diploma which is an explanatory document and it does not replace the official title of study or the analytical grade of the courses. The Diploma Supplement provides information on the nature, level, general educational context, content and status of the studies successfully completed by the person named on the original title. No value judgments are made in the appendix and there are no statements of equivalence or correspondence or proposals regarding the recognition of the title abroad. The diploma supplement is issued automatically and without any financial burden in the Greek and English languages, and must meet the authenticity conditions required for the granted degree. The date of issue of the supplement does not necessarily coincide with the date of granting the degree, but it can never be earlier than that.

For the format of the Diploma Supplement, the decision of the Rector's Council under no. 224th/ 17-10-2008 of its meeting and the provisions of ministerial decision under items Φ5/89656/B3/13-8-2007 apply.

Article 20

Inauguration The inauguration is not a constitutive type of the successful completion of the studies, but it is a necessary condition for the granting of the diploma title document. The inauguration ceremony is organized by the relevant Dean's Office to which the postgraduate programmes belongs, in the presence of the Dean of the School, the President of the Department and the Director of the postgraduate programme.

In exceptional cases (studies, accommodation or work abroad, health reasons, etc.), postgraduates

students, who have successfully completed the postgraduate programme, may apply to the Secretariat of the Department for an exemption from the obligation to testify (exemption from inauguration). The exemption from the inauguration obligation is approved by the President of the Department or the SCP.

Article 21 Oath

The text of the oath for graduates obtaining a Master's Degree is as follows:

GRADUATE OATH

Upon obtaining the Graduate Diploma of the Department
……………………of the University of Thessaly, before the Dean of the School
……………………of the University of Thessaly, I provide the following assurance:
"I'll lead my life with the principles of virtue, justice and honesty. I will make myself a role model, I will adhere in my life with faith and precision what I was taught at the University of Thessaly and I will pass it on to others so that I can be useful to the state and society".

Article 22 Tutors of postgraduate programmes

The teaching work of the postgraduate programme is assigned, after the decision of the competent body of the postgraduate programme, in the following categories of tutors:

- Members of Teaching Research Staff (D.E.P.), Special Educational Staff(E.E.P.), Teaching Laboratory Staff (E.D.I.P.) and Special Technical Laboratory Staff (E.T.E.P.) of the Department or other Departments of the same or another Higher Education - Secondary Institution (HEI) or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations, if the postgraduate programmes has tuition fees.

- Honorable Professorsor retired members of D.E.P. of the Department or other Departments of the same or another HEI

- Collaborating professors.

- Appointed tutors.

- Visiting professors or visiting researchers.

- Researchers and specialist operational scientists of research and technological bodies of article 13A of the law.4310/2014 (A'258) or other national or foreign research centers and institutes.

- Scientistsof recognized prestige, who have specialized knowledge and relevant experience in the field of postgraduate programme

By decision of the Assembly of the Department, auxiliary teaching work may be assigned to the doctoral candidates of the Department or School, under the supervision of a postgraduate programme.

The teaching of the courses of the postgraduate programme is assigned by the Assembly of the department or the SCP., following a proposal by the S.C. of postgraduate programme -if it exists- otherwise of the Director of the postgraduate programme.

More special conditions regarding the assignment of the teaching project may be defined in the founding decision of the postgraduate programme.

The tutors of foreign languagepostgraduate programme must possess a proven level of very good knowledge at least in the language of instruction of the postgraduate programme.

The members of the Teaching Research Staff (D.E.P.), Special Educational Staff(E.E.P.), Teaching Laboratory Staff (E.D.I.P.) and Special Technical Laboratory Staff (E.T.E.P.) of the Department may be employed in postgraduate programme, only under the condition of fulfilling their minimum obligations regarding the provision of teaching work. The employment of Faculty members exclusively in postgraduate programmes of the Department or School is not allowed.

All categories of tutors at postgraduate programmes may be paid exclusively from the resources of the postgraduate programme. It is not allowed to pay a fee or other benefit from the state budget or the public investment program. In particular, the Members of Faculty may be paid additionally for the work they offer to the postgraduate programme, provided that:

- They provide teaching work: a) Independent teaching of courses, compulsory and elective, b) conduct of workshops and laboratory exercises and c) clinical work and clinical exercises for teaching students.

- The teaching work they provide in first- and second-cycles ofstudies and programs - minor and short-term studies of their Department or another Department are at least six (6) hours per week on average during the academic year. Any teaching work offered in second-cycle study programs with an additional fee, as well as foreign language study programs, and winter and summer schools, are not taken into account.

Details on how to enter into the relevant faculty member remuneration contracts are to be determined by the Research Committee.

According to par.5 of article 83 of Law 4957/2022, auxiliary teaching work may be assigned to PhD candidates of the Department or School.

After a suggestion by S.C.of postgraduate programme an invitation is issued to the doctoral candidates of the Department or Faculty by decision of the Assembly

of the relevant Department in a subject related to the provided auxiliary teaching work of the postgraduate programme. The applications are submitted to the Secretariat of the relevant Department and are examined by the SC, which is introduced to the Assembly of the Department or the SCP and by the decision the auxiliary teaching work is assigned.

Article 23
Traineeships

The Postgraduate programs may provide for Internships for postgraduate students. The procedures for completing the Internship and the evaluation methods are clearly listed in the Postgraduate Studies Regulation of each Postgraduate Program.

Article 24
Feasibility and viability study

1. The feasibility study includes:

a)The necessity of establishing the postgraduate programme and description of its objectives. The scientific and social reasons that make the operation of the postgraduate programme necessary and important are detailed. Its objectives and degree of connection with teaching and research are also listed.

b)The connection of the postgraduate programme with the subject of the first study cycle of the Department. The relevance of the postgraduate programme with the first cycle of studies, the differentiation of the material, in the sense of specialization, concerning the first cycle of studies is documented.

c) The scientific competence of the tutors and their documentation regarding the subject matter of the postgraduate programme based on their research and published work.

2. The sustainability study includes:

a) The recording of all postgraduate programmes organized by the Department (title, cooperating Departments/institutions if any, duration, language, ECTS, tuition fees, etc.), as well as the justification of the availability/existence of the infrastructure and the ability of the teaching staff to get involved in postgraduate programmes

b)The recording of the relevant postgraduate programmes organized at domestically (postgraduate programmes title, Department/institution, duration, language, ECTS, tuition fees). An indicative study regarding the supply and demand among the relevant postgraduate programme c) The reference of alternative sources of financing
-except for the increase in tuition fees in the event that the number of postgraduate students is not as expected based on the proposed budget.

d)The description of the basic infrastructure and the necessary equipment for the operation of the postgraduate programme

Article 25
Postgraduate programmes income - Financial Management Process

1. The resources of postgraduate programmes may come from:

Table 1. Income
SOURCES OF FUNDING
1. Tuition fees
2. Donations, sponsorships and all kinds of financial support
3. Bequests
4. Resources from research projects or programs
5. Own resources of Postgraduate Programme.
6. The state budget or the public investment program

2. The payment of tuition fees, if provided for, is carried out by the student himself or by a third natural or legal person on behalf of the student, as long as this is provided for in the decision establishing the postgraduate programme.

3. The management of the resources of the postgraduate programme of the HEI is carried out by the Special Research Committee Account of HEI or by the Special Research Committee of the HEI who has undertaken the administrative support of the program, in case of inter-institutional or joint postgraduate programmes.

4. The resources of the postgraduate programme are distributed as follows:

a) An amount corresponding to the thirty percent (30%) of the total income from tuition fees is withheld by ELKE. This amount includes the withholding percentage in favor of the E.L.K.E. for the financial management of postgraduate programme. By decision of the Board of Directors, which is taken by the end of March each year, it is decided whether the remaining amount after deducting the withholding in favor of E.L.K.E. transferred to the regular budget or allocated for the creation of projects/programs through the E.L.K.E. with the aim of covering the needs of postgraduate programme which operate without tuition fees and cover the research, educational and operational needs of HEI

In the income of the postgraduate programmes that come from donations, sponsorships and all kinds of financial support, legacies and resources from research projects or programs, ELKE withholds 12%.

b) The remaining amount of the total revenue is available for the operational costs of the program, which are divided into costs of teaching, administrative and technical support, travel, equipment, software, consumables, grant of scholarships to postgraduate students and other costs. Fees for thesis supervision and for the Director are not allowed.

Specifically, the functional ones expenses may be apportioned indicatively to:

Table 2. Expenses

CATEGORY OF EXPENDITURE
1. Hardware costs and software costs
2. Expenses for awarding scholarships to postgraduate students

3. Consumable expenses
4. Travel expenses of tutors of the POSTGRADUATE
5. Travel expenses of students of postgraduate programmes for educational purposes
6. Teaching fees for regular staff of universities and research centers and institutes participating in the organization of the postgraduate programme
7. Remuneration of temporary teaching staff of HEIs participating in the organization of the postgraduate programme
8. Staff teaching fees of article 83 of Law 4957/2022
9 Administrative and technical support fees
10. Other costs, such as in particular publicity costs-promotion, purchase of conference organization educational material, field work expenses.
11. Withholding by ELKE of 30% of the revenue from Tuition Fees
12. Withholding by ELKE 12% of the income from donations, sponsorships and all kinds of financial support, legacies and resources from research projects or programs
TOTAL AMOUNT OF EXPENDITURES

The S.C. prepares the initial annual budget of the postgraduate programme and its amendments and recommends its approval to the Research Committee of the Special Research Accounts of the University of Thessaly.

The Assembly of the Department or the Study Program Committee approves the postgraduate programmereport, following a recommendation from the S.C.

The Director of thepostgraduate programmeis the Scientific Manager of the program and exercises the corresponding responsibilities in accordance with Article 234 of Law 4957/2022. More specifically, the Director of the postgraduate programmeis responsible for monitoring, executing the budget and issuing payment orders for the relevant expenses, is responsible for the feasibility and eligibility of the expenses and the submission of the required justification expenses to the E.L.K.E. for their control, settlement and payment. If the expenditure is not foreseen in the project budget, a reformation of the budget and a decision of the Research Committee is required after a substantiated request of the Director and approval by the Assembly of the department.

The remuneration of a tutor from a postgraduate programmeis carried out after the submission of the documents provided for by the ELKE of UTH. For all the financial management procedures of the funded postgraduate programmesthe uniform provisions of Law 4957/2022 apply from the academic year 2022-2023.

The HEI publishes annually, by posting on their website, an income-expenditure statement, with an indication of the distribution of expenses by category, and in particular the amount of tuition fees, tutors' fees

in postgraduate programmeand the number of tutors who received them.

Article 26
Financial Cooperation of Postgraduate Programs

Postgraduate Programs of a Department can cooperate financially through the establishment of a joint project/programme (Joint postgraduate programmes). The financing of the common needs and actions of the postgraduate programmeof the Department is made from the resources of the collaborating postgraduate programmeallocated to it for expenses aimed at meeting common needs. The Regulation of postgraduate and doctoral study programs determines the maximum percentage of the total annual income of each postgraduate programme which can be allocated to the Common postgraduate programme

The joint project/programme (Joint postgraduate programme) is without a clear due date and has an independent budget.

By decision of the Research Committee of the University of Thessaly, following a joint recommendation of the Directors of the collaborating Postgraduate Programs of the Department, the following are approved:

- The acceptance of management of the joint project/program (Joint postgraduate programme and the percentage of the annual revenues of the postgraduate programmewith which the project/programme is financed.

- the Scientific Manager of the project, is one (1) of the Directors of the postgraduate programmewho finance the project is determined.

Expenditure is carried out following a joint recommendation of the Directors of the postgraduate programme that finance the project/programme (Common postgraduate programmes).

Article 27
Professional Postgraduate Programs

Postgraduate Studies Programs may be organized from one (1) or more Departments of Higher Education Institutions (HEIs) in a specific subject treated by the Department with the aim of providing formal post-graduate level education exclusively to the staff of private or public sector entities, in the context implementation of a contract or program agreement of HEI with a private or public sector entity, which undertakes the financing of the organization and operation of the postgraduate programmes.

The Professional Postgraduate Programmesare established with the process of establishing apostgraduate programme.

Between HEI and the financing body, a contract is signed,which determines the possibility or non-participation of third natural persons, except for the staff of the body in question and any conditions for their participation. In addition, the contract specifies the following elements:

- The object and purpose of the postgraduate programme, the learning outcomes and the qualifications obtained from successfully attending it,

- the duration of the postgraduate programme, which may be less than five (5) years,

- the number of admitted students per academic year, which may vary per academic year if the program is provided for more than one

(1) academically year,

- related issues the financing of the postgraduate programme and the financial management of its resources to achieve its purpose,

- the admission criteria of the students, who must be holders of at least a first cycle degree from an HEI domestic or foreign,issues related with the teaching staff.

Article 28
Website of postgraduate programmes

Every postgraduate programmehas a website in Greek and English, or in any other language the Department decides, especially in cooperation programs with Universities abroad. The official website of postgraduate programmesis constantly updated and contains all the information and announcements of the Program and is the official information space for students.

Article 29
Copyright and plagiarism

The copyright of Master's Thesis and Doctoral Thesis or the possible rights of patent or commercial exploitation of the works are determined by relevant decisions of the Ethics Committee of the UTH.

Any kind of plagiarism in coursework, publications or the writing of Master's Thesis and Doctoral Dissertations, fabrication of research data and unscientific behavior in general is prohibited. The Ethics Committee is responsible for informing the students of postgraduate programmes and imposing penalties, where this is necessary. Detailed instructions on the subject will be issued by the University's Ethics Committee.

No graduate degree or doctoral thesis is submitted for support unless it is first checked by the online plagiarism prevention service of the institution's central library.

Article 30
Commission of Research Ethics and Ethics (E.H.D.E.) - Internal Research Ethics and Ethics Subcommittees

According to article 279 of Law 4957/2022, the Research Ethics and Ethics Committee can give an opinion on ethics and ethics issues concerning an article to be published in a scientific journal or a diploma thesis or doctoral thesis under preparation.

However, according to the decision of the Rector's Council in no. 53/23-10-2019 meeting,

with regard to matters of confidentiality control, respect for personal data and other rules of ethics and ethics of graduate/diplomatic theses, master's thesis and doctoral thesis, each Department sets up a three-member Research EthicsSub-Committee.

Regarding the procedure, interested parties submit: 1) Request for examination of the proposal, 2) description of the research proposal, 3) research protocols, consent forms and other supporting documents, which are deemed necessary based on the scientific fields. The templates for writing the relevant forms can be found on the website of the University of Thessaly at the electronic address:

{https://www.uth.gr/schetika/dioikese/administrativ eservices/geniki-dieythynsi-dioikitikis-ypostirixis/dieythynsi-akadimaikon-thematon/tmima-spoydon}

After the review of the proposal, the Department Committee issues a Certificate of Approval of the bachelor/diploma thesis, master's thesis or doctoral thesis proposal. In the event that the application is rejected or there is a disagreement between the members of the Committee, it will be forwarded to the Research Ethics Committee of the University of Thessaly. The Approval Certificates will be posted on the information system of MO.DI.P.

Article 31
Evaluation of Postgraduate Programs

According to the provisions of article 87 of Law 4957/2022, the postgraduate programmes of each Department, which includes the inter-departmental, inter-institutional and common postgraduate programmes, for which the Department undertakes administrative support, is evaluated in the context of the periodic evaluation/certification of the academic unit by the National Higher Education Authority. In this context, the overall evaluation of the work carried out by each postgraduate programmes, the degree of fulfillment of the objectives set at its establishment, its sustainability, the absorption of graduates in the labor market, the degree of its contribution to research, its internal evaluation by postgraduate students, the feasibility of extending its operation, as well as other data regarding the quality of the work produced and its contribution to the national strategy for higher education. If a postgraduate programme during its evaluation stage, it is judged that it does not meet the conditions for continuing its operation, its operation is completed with the graduation of the already registered students in accordance with the establishment decision and the regulation of postgraduate and doctoral study programs.

Also,according to the Institution's Internal Quality Assurance System for the optimization of the produced teaching work and the study program, in all postgraduate programmes of UTH at the end of each semester, an evaluation of each course and each tutor is carried out by the postgraduates

students, in accordance with what is specifically defined in the Postgraduate Studies Regulations of the postgraduate programmes.

Article 32
Transitional
Provisions

All matters not regulated by the current legislation, by the Regulations of each postgraduate programmeand from the Postgraduate Studies Regulations of the University of Thessaly, are regulated by decisions of the competent bodies.

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This decision to be published in the Government Gazette.

Volos, March 27, 2024

The rector
CHARALAMPOS BILLINIS

ΕΤ

ΕΘΝΙΚΟ ΤΥΠΟΓΡΑΦΕΙΟ

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