



**HELLENIC REPUBLIC  
UNIVERSITY OF THESSALY  
SCHOOL OF HEALTH SCIENCES  
FACULTY OF MEDICINE**

**MSc in Public Health. Streams: (1) Public Health and  
Epidemiology and (2) Public Health and Maritime Transport**

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# **INTERNAL REGULATION**

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**(in accordance with the provisions of Greek Law 4957/2022)**

**APPROVED BY THE SENATE OF THE UNIVERSITY OF THESSALY  
MEETING MINUTES NUMBER 301/29-01-2024**

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## INTRODUCTION

The Postgraduate Program entitled: "MSc in Public Health. Streams: (1) Public Health and Epidemiology (2) Public Health and Maritime Transport" of the Department of Medicine of the University of Thessaly will operate in accordance with the provisions of Law 4957/2022, as they have been formed and are in force.

The Internal Regulation of Studies of the Postgraduate Public Health. Streams: (1) Public health and Epidemiology (2) Public Health and Maritime Transport" follows the General Regulation of Postgraduate Studies of the University of Thessaly - [https://www.uth.gr/sites/default/files/contents/2024/20230410\\_Kanonismos\\_PMS\\_685471\\_56.pdf](https://www.uth.gr/sites/default/files/contents/2024/20230410_Kanonismos_PMS_685471_56.pdf) and is initially approved by the Assembly of the Department of Medicine of the University of Thessaly and then by the Senate of the University of Thessaly, after the agreement of the Postgraduate Studies Committee of the University of Thessaly and then published in the Government Gazette, posted on the website of the Department, notified to the Ministry of Education and Religious Affairs and enters into force.

The Internal Regulation of Studies may be amended and revised periodically with continuous improvements and updates, without losing its basic structure and content, by decision of the Assembly of the Department of Medicine of the University of Thessaly, upon the relevant recommendation of the Director of the University of Thessaly and following the above publication procedure in the Government Gazette.

## ARTICLE 1. Scope and aim of the master programme

### 1. Aim of the MSc

The Postgraduate Program aims to provide high-level education to researchers and professionals for the protection of public health, which are based on the scientific bases of epidemiology, biostatistics, hygiene, health education, environmental health and management of human resources affected / affect the above. Stream 1 focuses on the utilization of the field of epidemiology for the protection of public health and the prevention of the transnational spread of diseases. Stream 2 focuses on the protection of public health in shipping on both passenger and commercial ships. The programme responds to the increased demands for specialists in Europe and around the world in order to promote public health and prevent the transnational spread of diseases, but also in particular to ensure public health and hygiene both on board ships and at their destinations. The program is complementary to the undergraduate studies provided by Departments of European Universities and other countries, covering the gap that exists in the education provided at national, European and international level.

The MSc provides students with three distinct classes of competences as learning outcomes: transferable, subject-specific and research competences.

#### **Transferable competencies:**

- ability to develop self-directed learning skills to facilitate lifelong learning and continuous professional development
- ability to demonstrate a high level of critical reflection to develop and apply ideas in a research context

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- ability to employ a systematic conceptual approach to gathering, analyzing and disseminating knowledge
- ethical sensitivity in the acquisition and application of information
- synthesis and presentation skills
- oral and written skills in communicating knowledge to specialist and non-specialist audiences
- competence in translating research evidence into practice
- competence in using new information & communication technologies
- excellent command of academic English
- intercultural communication skills

### **Subject-specific competencies:**

#### Stream 1: Public Health and Epidemiology

The MSc aims to train postgraduate students, providing them with the knowledge and skills that will enable them to meet the challenges of public health through research and practice.

Upon completion of their studies, postgraduate students will be able to demonstrate the ability to apply knowledge of the key disciplines of public health – consisting of statistics, epidemiology, occupational health, health economics, social research, principles of disease prevention, health services management, principles of occupational health – to real public health events and cross-border health threats. In addition, students will be able to:

- critically evaluate the basic functions of public health and disease prevention measures
- apply principles of epidemiology and design, conduct and evaluate epidemiological studies
- demonstrate knowledge and skills in a series of epidemiology and public health related subjects
- participate in the development, implementation and evaluation of appropriate policies on public health issues
- understand the interaction between the various public health factors, environmental factors, globalization and occupational hygiene taking into account the available human resources
- ability to apply theoretical knowledge to analyse and solve concrete problems in Public Health issues: response and management of public health events, participation in the management of international public health events, public health and risk communication, occupational health and human resources
- demonstrate familiarity with current research findings and research methods in public health and epidemiology: public health and environmental hygiene, cross-border public health threats, management of public health events of international concern, occupational health and human resources, ability to critically evaluate and use scientific literature to safeguard public health, effectiveness of treatments and disease prevention measures
- ability to work as a researcher and at private or public sectors working in the fields of public health and environmental hygiene, occupational health and at research laboratories
- ability to design and implement evidence-based strategies for the prevention and control of health threats.

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#### Stream 2: Public Health and Maritime Transport

The MSc aims to train postgraduate students, providing them with the knowledge and skills that will enable them to meet the challenges of public health through research and practice, with an emphasis on challenges associated to maritime transport, including the passenger shipping sector.

Upon completion of their studies, postgraduate students will be able to demonstrate the ability to apply knowledge of the key disciplines of public health – consisting of statistics, epidemiology, occupational health, environmental health, health economics, social research, maritime administration, international health regulation and maritime law – to real public health events, maritime health and cross-border health threats. In addition, students will be able to:

- critically evaluate the basic functions of public health
- demonstrate knowledge and skills in a series of public health and maritime health related subjects
- participate in the development, implementation and evaluation of appropriate policies on public health issues
- understand the interaction between the various public health factors, environmental factors, the maritime profession on public health, environmental hygiene and occupational hygiene with an emphasis on shipping, taking into account the available human resources
- ability to apply theoretical knowledge to analyse and solve concrete problems in Public Health issues related to maritime transport: response and management of public health events in maritime transport, participation in the management of international public health events, public health and environmental hygiene, occupational health and human resources
- ability to work as a researcher and at private or public sectors working in the fields of public health and environmental hygiene, occupational health and at research laboratories
- ability to design and implement evidence-based strategies for the prevention and control of health threats in maritime transport sector.

#### **Research competences (knowledge and understanding):**

##### Stream 1: Public Health and Epidemiology

- understanding of the research process and how it is used to solve problems in new and unfamiliar environments
- demonstrate familiarity with current research findings and research methods in public health, occupational health and epidemiology and prevention of communicable and noncommunicable diseases.
- ability to critically evaluate, use scientific literature and communicate research data
- ability to demonstrate a high level of critical reflection to develop and apply ideas in a research context
- ability to employ a systematic conceptual approach to gathering, analysing and disseminating knowledge

##### Stream 2: Public Health and Maritime Transport

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- understanding of the research process and how it is used to solve problems in new and unfamiliar environments
- demonstrate familiarity with current research findings and research methods in public health, occupational health and environmental hygiene with an emphasis in maritime transport sector
- ability to critically evaluate, use scientific literature and communicate research data
- ability to demonstrate a high level of critical reflection to develop and apply ideas in a research context
- ability to employ a systematic conceptual approach to gathering, analysing and disseminating knowledge

## **2. Subjects of the MSc**

The MSc offers specializations through the two streams that students are invited to choose:

Stream 1: Public Health and Epidemiology

Stream 2: Public Health and Maritime Transport

## **3. Award Title**

The MSc awards a postgraduate diploma with titles: (1) MSc in Public Health and Epidemiology or (2) MSc in Public Health and Maritime Transport. In order to obtain a Master's Degree, 120 credits (ECTS) are required.

## **4. Candidates**

Graduates from the following can receive admission to the MSc:

- a) Graduates from all departments of Recognised Foreign Educational Institutions relevant to the wider subject matter of the MSc's content. and
- b) Graduates from all departments of Greek Universities and Technological Educational Institutes relevant to the wider subject matter of the MSc's content.

A Postgraduate Diploma cannot be awarded to a student whose first cycle degree awarded by a foreign institution has not been recognized by the Hellenic National Academic Recognition and Information Center. According to article 304 of Law 4957/2022, the application with the required supporting documents is submitted to the Secretariat of the Postgraduate Program, which undertakes the task to examine the applications based on the criteria of Law 4957/2022, without them being accompanied by an act of recognition of DOATAP. If the degree from a foreign University is included in the list of article 307 of Law 4957/2022, the Secretariat of the Postgraduate Program must request a Certificate of Place of Study, which is issued and sent by the Foreign Educational Institution. Applications in which the Greek territory is certified as the place of study are excluded, unless the part of studies carried out in the Greek territory is located in a public Higher Educational Institute according to Law 3328/2005 (A' 80).

## **ARTICLE 2. Postgraduate diploma**

### **1. Duration of studies**

The minimum duration of studies for awarding the MSc is set at 2 full academic years (four (4) academic semesters) of full-time study. The maximum duration of studies is twice the minimum duration of studies (4 full academic years).

There is the possibility of part-time study for working students or in other exceptional cases. The duration of part-time studies shall not exceed twice the minimum duration of studies (4 full academic years, eight academic semesters).

The possibility of temporary suspension of studies, not exceeding two (2) consecutive semesters, may also be provided, following a fully justified recommendation of the Steering Committee. The semesters of suspension are not counted towards the maximum duration of studies.

The total duration of full-time study is two full academic years (four academic semesters):

1st semester: Theoretical training – exercises/assignments

2nd semester: Theoretical training – exercises/assignments

3rd semester: Theoretical training – exercises/assignments

4th semester: Research project with a master's thesis or Applied research project with a master's thesis

The total duration of part-time study is four full academic years (eight academic semesters):

1st semester: Theoretical training – exercises/assignments

2nd semester: Theoretical training – exercises/assignments

3rd semester: Theoretical training – exercises/assignments

4th semester: Theoretical training – exercises/assignments

5th semester: Theoretical training – exercises/assignments

6th semester: Theoretical training – exercises/assignments

7th semester: Theoretical training – exercises/assignments

8th semester: Research project with a master's thesis or Applied research project with a master's thesis

### **2. Requirements for obtaining a Postgraduate Diploma**

The MSc consists of four semesters of full-time studies. Students must accumulate one hundred and twenty (120 ECTS) European Credits in the four semesters of study.

### **3. Governing Bodies of the MSc**

For the organization and general operation of the MSc, competent bodies follow the provisions of the model regulation of postgraduate and doctoral studies of the University of Thessaly (according to Law 4957/2022).



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[https://www.uth.gr/sites/default/files/contents/2024/20230410\\_Kanonismos\\_PMS\\_68547156.pdf](https://www.uth.gr/sites/default/files/contents/2024/20230410_Kanonismos_PMS_68547156.pdf)

According to article 81 of Law 4957/2022, the governing bodies of the Postgraduate Programs are formed as follows:

- Senate, which is the competent body for any matter of administrative or organizational nature related to postgraduate studies and exercises the responsibilities of para. 1 of article 82 of Law 4957/2022,
- Assembly of the Department, which is responsible for the organization, administration and management of the Postgraduate Program and exercises the responsibilities of para. 2 of article 82 of Law 4957/2022,
- The Director of the Postgraduate Program, who is appointed by the Assembly of the Department for a two-year term, renewable without limitation, comes from the faculty members of the Department, prioritizing the rank of Professor or Associate Professor and exercises the responsibilities of para. 4 of article 82 of Law 4957/2022,.
- The Steering Committee (SC), which consists of the Director of the Postgraduate Program and four faculty members of the Department, who come from the teaching staff of the Postgraduate Program and are appointed by the Assembly of the Department. The term of office of the SC is two years, parallel to that of the Director. The SC exercises the powers of para. 3 of article 82 and specific responsibilities of the Assembly of the Department may be transferred to it for the more effective operation of the Postgraduate Program, following the issuance of a relevant decision of delegation.

For the operation of the Postgraduate Programmes, the Assembly appoints, for a term of two (2) years, the following Committees:

- **Postgraduate Student Selection Committee**

The tasks of the Postgraduate Student Selection Committee are the following:

- Review and evaluation of all submitted supporting documents.
- Check the relevance of the degree to the subject of the MSc.
- Evaluating the language proficiency in a specific foreign language.
- Final ranking of candidates based on the list of criteria of the Program and proposal for selection of candidates based on this ranking to the Assembly or the Program of Studies Committee.

- **Financial Management Committee**

The tasks of the Financial Management Committee are the following:

- Proposal to the Assembly or the Curriculum Committee for the determination of the amount of tuition fees, where applicable, with documentation.
- The monitoring, control and continuous updating of the Program's finances
- The submission of financial planning and report of the MSc to the Assembly of the Department.

## **ARTICLE 3. Student Admission to the MSc – Selection procedure- Free entrance**

### **1. Application process**

An announcement is published on the MSc website, two (2) to three (3) months before the deadline for the submission of applications. Candidates' applications must be accompanied by the required supporting documents. Applications that are not accompanied by the necessary certificates or supporting documents will not be considered during the selection process. Candidates' applications with the attached supporting documents are submitted electronically via the MSc website.

The evaluation of the candidate Postgraduate Students is based on the total score (on a scale of 1 – 100) in the following criteria:

<b>Criteria</b>		<b>Rating %</b>
<b>1</b>	Grade of undergraduate degree	20%
<b>2</b>	English language level	10%
<b>3</b>	Publications or announcements	10%
<b>4</b>	Relevant employment experience	20%
<b>5</b>	letters of recommendation	10%
<b>6</b>	Interview	30%
	Total	100%

The proficiency of the level of knowledge of the English language is judged by the Postgraduate Student Selection Committee.

### **2. Selection procedure**

The selection of the students admitted to the Postgraduate Program is conducted by the Selection Committee of Postgraduate Students, which is formed by decision of the Assembly.

The selection of students is made according to the procedures described below:

- The Postgraduate Student Selection Committee, after receiving from the Secretariat the list of candidates, checks the supporting documents submitted and draws up the final list of candidates. After posting the list of candidate students, the date of the oral interviews is set.
- The evaluation points credited to the candidate from his/her specific qualifications and his/her performance in the oral interview are added together and constitute the total of the candidate's evaluation points. This total determines the order of success of each candidate. Based on the total number of points obtained by each candidate, the Postgraduate Student Selection Committee draws up a list. The list includes, in order of success, all candidates and shows the successful candidates. These tables are then forwarded to the Steering Committee for review and is then submitted to the Assembly of the Department for approval.

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- In case two candidates obtain the same number of points in total, priority is given to the candidate with the highest grade in his/her first degree.
- After the validation of the list of successful candidates by the Assembly of the Department the successful Postgraduate Students are informed and are requested to complete the relevant registration documents within a specified deadline. The deadline is decided by the Steering Committee of the MSc in collaboration with the Administration Office of the MSc.

Students who have been admitted to the Postgraduate Program in Public Health with emphasis on maritime transport (Government Gazette founded: 2281/B/10.05.22 No. 8755/22/ΓΠ) will have the opportunity to enroll in the MSc entitled: "Public Health. Specializations: (1) Public Health and Epidemiology and (2) Public Health and Maritime Transport". Students should submit to the secretariat an application for admission to the MSc entitled: "Public Health. Specializations: (1) Public Health and Epidemiology and (2) Public Health and Maritime Transport" and continue their studies according to the new curriculum, while they will not be required to repeat the common courses they have successfully completed.

### **3. Tuition fees**

The Postgraduate Program is self-funded and its main source of funding will be the tuition fees of postgraduate students amounting to € 6,000.00 per postgraduate student for the entire duration of each cycle of studies or will also be funded by possible sponsorships of shipping bodies, such as shipping companies.

The amount of the tuition fee is considered necessary for the financial viability of the Postgraduate Program based on the relevant report. The tuition fees will be paid before the beginning of each semester.

With the payment of tuition fees, the following are ensured: benefits, such as material and technical infrastructure (consumables, technical equipment to cover distance teaching, etc.), administrative staff for the secretarial support of the program, technical support, laboratory equipment, laboratory consumables and reagents for the education of students, purchase of educational material and equipment and software costs, student travel expenses for educational purposes, cost of students studying without tuition fees, operation of the asynchronous e-learning platform (video recording and processing of lectures and technical support).

### **4. Free attendance**

According to article 86 of Law 4957/2022, students of Greek citizenship enrolled in the Postgraduate Studies Program (MSc) may study free of charge, provided that they meet the legal economic or social criteria. A prerequisite for granting the right to free attendance due to economic or social criteria is the fulfillment of conditions of excellence 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), provided that the evaluation in the first degree presented for admission to the Postgraduate Program has been carried out in accordance with the ten-grade evaluation scale of a Higher Education Institution of the

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country, otherwise, this criterion is applied proportionately according to the respective evaluation scale, if the degree presented has been awarded by a foreign institution.

The total number of students attending free of charge may not exceed the number corresponding to thirty percent (30%) of the total number of students enrolled per academic year.

The submission of applications for free attendance per Postgraduate Program takes place after the completion of the admission process of students to the Postgraduate Program and within a time period set by the Postgraduate Program itself.

## ARTICLE 4. Curriculum

### 1. Course schedule for the Postgraduate Diploma

This programme includes 10 modules which are taught by distance learning in three semesters. Postgraduate students are required to participate in all modules. Modules of the MSc are taught in English.

After the completion of the 10 modules, postgraduate students will be given the choice of either conducting a research project with a master thesis, or an applied research project with a master thesis. The research project with a master thesis or an applied research project with a master's thesis is written in the fourth semester of the MSc in English.

The detailed curriculum per semester is as follows:

### Modules and ECTS per semester

1 <sup>st</sup> Semester – Stream 1 and 2			
Module Code	Module Type	Module	ECTS
1.1	Mandatory	Principles in epidemiology and social research	12
1.2	Mandatory	Statistics for public health	8
1.3	Mandatory	Management of Health Services	10
		<b>Total ECTS</b>	<b>30</b>

2 <sup>nd</sup> Semester – Stream 1 and 2			
Module Code	Module Type	Module	ECTS
2.1	Mandatory	Environment and health, principles of occupational health	14
2.2	Mandatory	Health promotion and risk communication	8
2.3	Mandatory	Issues in public health	8
		<b>Total ECTS</b>	<b>30</b>

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<b>3<sup>rd</sup> Semester – Stream 1</b>			
<b>Module Code</b>	<b>Module Type</b>	<b>Module</b>	<b>ECTS</b>
3.1.1	Mandatory	<b>Epidemiology and prevention of infectious diseases</b>	10
3.1.2	Mandatory	<b>Epidemiology and prevention of chronic diseases</b>	6
3.1.3	Mandatory	<b>Globalization and Public Health</b>	8
3.1.4	Mandatory	<b>Health economics</b>	6
		<b>Total ECTS</b>	<b>30</b>
<b>3<sup>rd</sup> Semester – Stream 2</b>			
<b>Module Code</b>	<b>Module Type</b>	<b>Module</b>	<b>ECTS</b>
3.2.1	Mandatory	<b>Hygiene, environment and maritime transport sector</b>	10
3.2.2	Mandatory	<b>Issues in maritime health</b>	8
3.2.3	Mandatory	<b>Introduction to shipping and trade, maritime law and shipping management</b>	6
3.2.4	Mandatory	<b>Public health crisis management in maritime transport sector</b>	6
		<b>Total ECTS</b>	<b>30</b>

<b>4<sup>th</sup> Semester – Stream 1</b>		
<b>Module Code</b>	<b>Module</b>	<b>ECTS</b>
4.1.1	<b>Research project with a master's thesis</b>	30
4.1.2	<b>Applied research project with a master's thesis</b>	30
<b>4<sup>th</sup> Semester – Stream 2</b>		
<b>Module Code</b>	<b>Module</b>	<b>ECTS</b>
4.2.1	<b>Research project with a master's thesis</b>	30
4.2.2	<b>Applied research project with a master's thesis</b>	30

## 2. Tutors

The teaching of the Postgraduate Program is assigned, by decision of the Assembly of the Department, upon the recommendation of the Steering Committee of the Postgraduate Program, to the following categories of tutors:

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- a) members of Faculty, Special Educational Staff (E.E.P.), Laboratory Teaching 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 Institution (HEI) or Higher Military Educational Institution (ASEI), with additional employment beyond their legal obligations, if the Postgraduate Program has tuition fees,
- b) Emeritus Professors or retired faculty members of the Department or other Departments of the same or another HEI,
- c) collaborating professors, (d) teaching assistants;
- (e) visiting professors or visiting researchers;
- f) researchers and special operational scientists of research and technological bodies referred to in article 13A of Law 4310/2014 (A' 258) or other research centers and institutes in Greece or abroad,
- g) scientists of recognized prestige, who have specialized knowledge and relevant experience in the subject of the Postgraduate Program.

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

In any case, the assignment of teaching the courses, seminars and exercises of the Postgraduate Program is decided by the Assembly of the School of Medicine, upon the recommendation of the SC.

Faculty members, OP, EDIP and ETEP etc. are not allowed to be employed exclusively in Postgraduate Programmes.

The obligations of the tutors include, among others, the description of the course or lectures, the preparation and teaching of the course or lectures, the citation of relevant bibliography and proposals of assignments, the way of examining the course and the supervision of the dissertation. They are also obliged to submit the grade statements to the Secretariat on time and it is their responsibility to communicate with the postgraduate students. The Module Coordinator is responsible for organizing his/her lesson by providing the best possible teaching. In case it is implemented with the assistance of other scientists, he is responsible for:

- Inform the co-instructors about the program and the content of the module
- Have in time all teaching material (presentation-presentation, bibliography, evaluation material)
- To be present during the teaching of the module having the role of coordinator
- To propose to co-teachers improvement actions for their teaching
- To assist the co-instructor in organizing the material so that it is adapted to the level and knowledge background of postgraduate students

### **3. Fees for teaching**

All categories of tutors may be paid exclusively from the resources of the Postgraduate Program. No remuneration or other benefit may be paid from the state budget or the public investment program. By decision of the competent body of the Postgraduate Program on the assignment of the teaching work, the amount of remuneration of each teacher is determined.

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In particular, tutors who have the status of faculty members may be additionally remunerated for work they offer to the Postgraduate Program, provided that they fulfill their minimum legal obligations, as defined in para. 2 of article 155 of Law 4957/2022. The last paragraph shall apply mutatis mutandis to the members of E.E.P., E.DI.P. and E.T.E.P., provided that they fulfill their minimum legal obligations.

Details on how to conclude the relevant remuneration agreements for faculty members are determined by the Research Committee.

#### **4. Supervision**

For each postgraduate student, one faculty member is appointed by the Steering Committee as advisor and one as supervisor. The advisor is responsible for monitoring and controlling the general course of studies of the postgraduate student.

The right to supervise diploma thesis has the tutors of per. (a) to (f) of Article 4(a). 2 of these Rules provided that they hold a Ph.D. degree. By decision of the competent body of the Postgraduate Program, the supervision of diploma thesis may also be assigned to members of Teaching and Research Staff of the Department, who have not undertaken teaching work in the Postgraduate Program.

The supervisor has the scientific responsibility for the preparation of the Master's Thesis and is appointed by the Steering Committee upon application of the candidate, which indicates the proposed title of the dissertation, the proposed supervisor and the summary of the proposed thesis.

For the examination of the Postgraduate Thesis, a three-member committee is formed by the Steering Committee of the Postgraduate Program, in which the supervisor and at least two (2) other faculty members or researchers of grades A, B and C, who hold a Ph.D. degree, participate. The members of the committee must have the same or related scientific expertise with the subject of the Program.

The number of dissertations that each faculty member can supervise should not exceed five (5) thesis per year.

#### **5. Evaluation**

The evaluation and grading in each module is the sole responsibility of the instructor, is done in complete independence from the other modules 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 are listed in the module specification of each module.

The final grade of each course results from the total performance of students in specific areas (e.g. assignments, exams) according to the instructions provided by each instructor at the beginning of the semester. The minimum acceptable course grade is five (5), out of ten (10). By decision of the Departmental Assembly, the minimum acceptable grade of the course may be greater than five (5). In case a student fails a course, he/she can be re-examined in that course in the repeat examination period of September.

The maximum number of student repetitions in a course is up to three (3) times. If he/she fails to obtain a passing grade in the three examination periods, the graduate student is considered not to have successfully completed the program. In this case, the Assembly of the Department will decide on a case-by-case basis.

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## 6. Master thesis

Students have two options for the Master Thesis in the fourth semester: a) to complete Research project with a master's thesis or b) to complete an Applied research project with a master's thesis. The Master's Thesis is conducted and written in the fourth semester in English.

### 6.1. Guidelines for the conduct of a research project with a master's thesis

In the fourth semester, each student prepares his/her thesis, which has a clear research character, on a topic related to one of the modules of the Programme, which he/she publicly defends before a three-member examination committee (1 supervisor and 2 faculty members) appointed by the Assembly of the School of Medicine, following a relevant recommendation by the Director of the Postgraduate Program. The members of the three-member Examination Committee must have the same or related scientific specialization with the subject of the Postgraduate Program.

Tutors who have the right to supervise diploma thesis, in accordance with the applicable legislation, inform the Secretariat in writing about the topics of the dissertations they propose. The design of each student's Master's Thesis is the responsibility of the supervisor. After the end of the collection and processing of sources or research data, the writing of the thesis follows. The content of the Master's Thesis should concern contemporary issues of science and be compatible with the learning outcomes of the MSc, as defined in the introduction of this handbook. Postgraduate students, in collaboration with their supervisors, are encouraged to present their research data at conferences and publish them in scientific journals.

After the completion of writing the thesis and after the agreement of the supervisor, candidates deliver a copy of the thesis to each of the members of the Committee.

The presentation of the Master's Thesis is publicly supported before the three-member Examination Committee online at a date and place determined by the Assembly of the Department, upon the recommendation of the Director of the Postgraduate Program. Following the master's thesis approval by the Committee, it must be posted on the websites of the MSc and of the University of Thessaly Institutional Repository <http://ir.lib.uth.gr>.

In exceptional cases, if there is an objective impossibility or an important reason (illness, absence abroad, etc.), it is possible to replace the supervisor or member of the three-member Examination Committee following a decision of the Director of the MSc and the agreement of the Steering Committee.

The procedure for submitting the dissertation for examination is as follows:

The support of the Diploma Thesis takes place in front of an audience on a date and time set by the SC either in person or online. Approval requires the agreement of two-thirds (2/3) of the members of the Commission.

The approved Master's Thesis, after the completion of any corrections proposed by the Committee, is submitted to the library in two copies, one (1) hard copy and one (1) copy in electronic form and is also posted on the website of the Faculty of Medicine. The Secretariat of the Department will award the academic title after submission from the candidates of the certificate of submission of the master's thesis from the UTH Library.

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For the successful completion of the obligations of the postgraduate student leading to the receipt of the Postgraduate Diploma, he/she must have received a passing grade in ten (10) courses and in his/her dissertation.

The grade of the Postgraduate Degree (MSc) results from the following procedure:

The final evaluation of the Master's Thesis is made by the above Committee. Approval requires the agreement of two-thirds (2/3) of the members of the Commission. The Master's Thesis is graded from zero (0) to ten (10), with a minimum passing grade of five (5). In case of rejection of the Master's Thesis, a new evaluation date is determined by the Committee, at least three (3) months after the first judgment. In case of a second rejection, the candidate is deleted from the MSc.

The approved Postgraduate Thesis, after the completion of any corrections proposed by the Committee, is submitted to the library in one (1) copy in electronic form and posted on the website of the relevant School. The Secretariat of the Department does not complete the stages of the award of the corresponding academic degree, if it does not previously receive from the candidates, a certificate of submission of the postgraduate or doctoral dissertation from the Library of the institution. Under the responsibility of the central library of the University of Thessaly, all these works are published in the institutional repository of the University of <http://ir.lib.uth.gr>.

#### **6.2 Applied research project with a master's thesis**

Students who choose an applied research project with a master's thesis must complete it in the fourth semester of the programme. The applied research project aims to develop skills while acquiring practical knowledge and can be carried out in public or private bodies such as port health authorities, ministries of health, shipping, transport, public health institutes, research institutes, international bodies, ship operators' associations, shipping companies, ships, etc. There are no financial obligations for organizations hosting the applied research project students. There is no predetermined list of applied research project positions and the applied research project positions will be determined and approved by the Steering Committee. Students will have to apply to the Administration Office of the Postgraduate Program for approval to carry out an applied research project and if the required conditions are met, approval will be granted for its realization.

The applied research project will be supervised by two tutors (academic supervisors), while the institution where the applied research project takes place will appoint a supervisor (institution supervisor) to monitor and support students during their internship. The supervisor of the applied research project provider will fill in two assessment forms: one in the middle and one at the end of the applied research project period. At the beginning of the applied research project, the two academic supervisors together with the institution supervisor will define in a written applied research project plan the goals and the applied research project of the student. The written applied research project plan will describe logistical issues, such as start/end dates of the applied research project, working hours, work deliverables, schedule and content of the master's thesis. After the completion of writing the thesis and after the agreement of the supervisors, candidates deliver a copy of the thesis to each supervisor. The applied research project will be graded from 0 to 10, by the two academic supervisors, examining the master's thesis that the student will submit upon completion of the applied research project and considering the evaluation of the supervisor of the institution where the applied research project was conducted.

If the two academic supervisors evaluate the applied research project and the master thesis as unsatisfactory and score below the passing grade (5.0), then the postgraduate student will be asked to extend the applied research project for three (3) additional months or to prepare a research thesis. In case of second failure, the student is removed from the program following a decision of the Assembly of the Department.

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Finally, students' academic supervisors may require an interim evaluation meeting via video conference as part of the applied research project in order to resolve any problems if they arise.

## **ARTICLE 5. Finance, income and expense management**

### **1. Resources**

The resources of the MSc will come from:

- tuition fees,
- funding programs of educational,
- **research** activities of postgraduate programs and
- possible sponsorships of maritime industry such as shipping companies.

The management of income and expenses will be carried out by the ELKE of the University of Thessaly based on the allocation provided for in article 84 of Law 4957/2022.

The payment of tuition fees is made by the student himself or by a third natural or legal person on behalf of the student, if this is provided for in the decision establishing the Postgraduate Program.

The resources of the MSc are distributed as follows:

a) an amount corresponding to thirty percent (30%) of the total income derived from tuition fees is withheld by ELKE. This amount includes the percentage withheld in favor of ELKE for the financial management of the Postgraduate Programs. By decision of the Board of Directors taken by the end of March each year, it is decided whether the remaining amount, after deduction of the deduction in favor of ELKE, is transferred to the regular budget or is allocated for the creation of projects/ programs through ELKE in order to cover, as a matter of priority, the needs of Postgraduate Programs that operate without tuition fees and to meet research, educational and operational needs of the HEI.

b) In the revenues of the Postgraduate Program deriving from donations, sponsorships and all kinds of financial support, bequests and resources from research projects or programs, ELKE withholds 12%.

c) The remaining amount is allocated to the operating costs of the program which are divided into teaching, administrative and technical support, travel, equipment, software, consumables, scholarships to postgraduate students and other expenses.

### **2. Management**

The Steering Committee prepares the initial annual budget of the Postgraduate Program and its amendments and recommends its approval to the Research Committee of the Special Account for Research Funds (ELKE) of the University of Thessaly. The Assembly of the Department approves the report of the Postgraduate Program, upon the recommendation of the Coordinating Committee. The Director of the Postgraduate Program is the Scientific Coordinator of the program and exercises the corresponding responsibilities in accordance with article 234 of Law 4957/2022. More specifically, the Director of the MSc is responsible

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for monitoring, implementing 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 supporting expenses to ELKE for their control, clearance and payment. If the expenditure is not foreseen in the budget of the project, a reform of the budget and a decision of the Research Committee are required following a substantiated request by the Director and approval by the Assembly of the department. The remuneration of a teacher from an MSc is made after a relevant certificate has been submitted to the ELKE by the head of the department at the end of each semester, and whatever else is provided by the Research Committee. For all financial management procedures of funded MScs, the provisions of Law 4957/2022 apply uniformly from the academic year 2022-2023.

### **3. Expenditure**

Equipment and software costs, scholarship costs to postgraduate students, consumables costs, faculty travel costs, student travel expenses for educational purposes, teaching fees for regular staff of HEIs and participating research centers and institutes, temporary teaching staff fees, teaching fees for its staff, administrative and technical support fees, publicity-promotion costs, preparation of educational material, participation in conferences, organization of conferences, posting of educational material, etc. No fees are allowed for the supervision of diploma theses as well as for the Director.

## **ARTICLE 6. Studying at the MSc**

### **1. Course attendance policy**

Each cycle (duration) of the MSc leading to a Postgraduate Degree is consisted of four semesters of full-time study, of which the last semester is for the Research project with a master's thesis or Applied research project with a master's thesis.

Attendance of the courses is compulsory. The upper limit of allowed absences for each module is set at 30% of the scheduled live lecture hours.

Each semester it is obligatory to complete a registration form. Violation of the registration deadline is equivalent to loss of the ability to attend the current semester. In this case, for the continuation of studies, a decision of the Assembly of the Medical Faculty is required, following a proposal by the MSc Steering Committee.

It is possible to unenroll a student from the MSc, without the refund of the tuition fees by decision of the Assembly of the Medical Faculty following a relevant proposal of the Steering Committee, in cases of non-compliance with the following obligations:

- Regular attendance of modules at least 70% of the lectures held in each semester.
- Submit within the prescribed deadlines the required assignments for each module.
- Participation in exams.
- Respect and abide by the decisions of the Department bodies as well as academic ethics.

Only in exceptional cases may an extension of studies be granted up to 2 years following a reasoned decision of the Assembly of the Medical Faculty.

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## **2. Suspension of studies**

Postgraduate students may be granted, upon application, a temporary suspension of studies, which may not exceed two (2) consecutive semesters. During the suspension, the graduate student loses his or her student status. The time of suspension does not count towards the maximum duration of normal studies.

## **3. Part time mode of study**

It is possible to study part-time of the Program without additional charge. The duration of part-time studies does not exceed twice the minimum duration of studies (4 full academic years).

Part-time students declare this preference from the beginning in their application for admission to the Foreign MSc, if they are unable to meet the minimum requirements of the "full-time" program for reasons of: illness, workload, serious family issues, military service, force majeure, etc., which are examined and decided by the Assembly of the Department. The duration of the part-time course may not exceed twice the normal number of studies.

## **4. Logistics**

According to paragraph 3, of article 80 of Law 4957/2022, the educational process will be organized as follows: Distance learning.

The conduct of distance learning and examinations within the framework of the MSc will take place as decided by the strategic planning of the University of Thessaly and the Regulation of Postgraduate and Doctoral Studies of the Institution.

Ship facilities may also be used for practical training for shipboard practical training needs.

## **5. Completion of studies**

A postgraduate student is awarded the Postgraduate Degree from the moment he/she has fully completed his/her obligations.

For the successful completion of the obligations of the postgraduate student leading to the receipt of the Postgraduate Degree, he/she must have received a passing grade (>5) in the ten (10) modules and in his/her master thesis.

In order to take part in the award ceremony, the student must have:

- successfully completed all modules and the master's thesis;
- submitted the Academic Identity Card;
- no pending matters with the UTH library;
- settled all financial obligations.

The award ceremony of the postgraduate students is performed by the Dean of the Faculty, in the presence of the Director of the Postgraduate Program and the Head of the Department.

## **6. Institutional repository**

The approved Master's thesis, after the completion of any corrections proposed by the examination committees, are submitted by the candidate postgraduate students to the library

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in one copy in electronic form. The Secretariat of the Department does not complete the stages of the award of the corresponding academic title, if it does not previously receive from the candidates, a certificate of submission of the postgraduate dissertation from the Library of the institution. Under the responsibility of the central library of the University of Thessaly, all these works are published in the institutional repository of the University <http://ir.lib.uth.gr>.

#### **7. Certificates**

The form of the Master's Degree, and the ritual of taking the oath, are defined in the regulations of the institution. For the form of the Diploma Supplement, the decision of the Rector's Council of its 224/17-10-2008 meeting and the provisions of M.D. F5/89656/B3/13-8-2007 apply.

#### **8. Secretariat, technological and financial support**

The secretarial coverage of the MSc is carried out by staff of the Department of Medicine who have the appropriate experience and responsibility, with their consent, and their remuneration is borne by the budget of the MSc.

As far as the administrative staff that will participate in the operation of the MSc will be the following: Programme manager, Administrative and Financial Officer, IT Officer responsible for the Management of an integrated e-learning system. Specifically, the IT officer of the integrated e-learning system will support tutors and students in the use of the education system and will be supported by the Teaching and Learning Support Center of the University of Thessaly.

#### **9. Scholarships**

It is planned to award scholarships of excellence to postgraduate students as follows:

Award of excellence scholarships worth 6.000,00 €.

A scholarship is not awarded if the postgraduate student already receives a scholarship from another source.

Scholarships are not awarded to students who have been admitted to the MSc without the obligation to pay tuition fees.

#### **10. Website of the MSc**

The official website of the Postgraduate Program – <https://mscpublichealthmaritime.med.uth.gr> is constantly updated and contains all the information and announcements of the Program and is the official information space for students.

## **ARTICLE 7. Quality assurance**

### **1. Copyright and plagiarism**

The copyright of the Master's Thesis or patent rights or commercial exploitation rights of the studies are determined by relevant decisions of the Ethics Committee of the University of Thessaly.

Any kind of plagiarism in the module assignments, publications or the writing of the master's thesis, fabrication of research data and unscientific behavior in general is prohibited. The Ethics Committee is responsible for informing students of the Postgraduate Studies and imposing penalties, where necessary. Detailed guidance on the subject will be issued by the University's Ethics Committee. No assignment and master's thesis are submitted unless previously checked by the electronic plagiarism prevention service of the Central Library of the University of Thessaly.

### **2. Research Ethics Committee – Three-member Internal Subcommittee on Research Ethics**

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

However, according to the decision of the Rector's Council in no. 53/23-10-2019 meeting, regarding the issues of confidentiality control, respect for personal data and other rules of ethics and ethics of undergraduate theses, postgraduate theses and doctoral dissertations, each Department establishes a three-member subcommittee on Research Ethics.

Regarding the procedure, interested parties submit: 1) a request for examination of the proposal, 2) a 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 the preparation of the relevant forms can be found on the website of the University of Thessaly at: [https://2018.uth.gr/panepistimio/thesmika/themata-deontologias/Internal Committee on Ethics and Ethics/Related Forms-Documents](https://2018.uth.gr/panepistimio/thesmika/themata-deontologias/Internal%20Committee%20on%20Ethics%20and%20Ethics/Related%20Forms-Documents)

After reviewing the proposal, the Committee of the Department issues a Certificate of approval of the proposal of the undergraduate thesis, the postgraduate thesis or the doctoral dissertation. In case there is rejection of the application or disagreement between the members of the Committee, it will be forwarded to the Research Ethics Committee of the University of Thessaly. The Certificates of Approval will be posted on the information system of MODIP.

## **ARTICLE 8. Transitional arrangements**

Any issue that may arise in the future that is not covered by the relevant legislation or the relevant Regulation of Postgraduate Studies, will be addressed by decisions of the Assembly of the School of Medicine, upon the recommendation of the Director and the Coordinating Committee of the Program and the Senate of the Institution by amending the Regulation and publication in the Government Gazette. The regular revision of the present Internal Regulation of Postgraduate Studies may take place every two years.