



University of the Aegean

A. POSTGRADUATE STUDIES REGULATIONS

Article 1.

General principles

1. The second cycle of studies concerns the organization of Postgraduate Studies Programmes (PSPs/Masters) with a minimum number of sixty (60) credit units (ECTS) and a minimum duration of two (2) academic semesters, the successful completion of which leads to the award of a Diploma of Postgraduate Studies (DPS/Master's Degree) and level seven (7) of the National and European Qualifications Framework, in accordance with article 47 of Law No. 4763/2020.
2. The University of the Aegean organizes Postgraduate Studies Programmes which aim to:
 - the further advancement of knowledge, the development of research and arts, as well as the satisfaction of the educational, research, social, cultural and developmental needs of the country
 - the high-level specialization of graduates in theoretical and applied areas of specific disciplines, specific subject areas or individual branches of the subject area of the first cycle of studies of the relevant Departments
 - the cultivation of knowledge and expertise, based on international rules of ethics and conduct in research, which serve the needs of society
 - the promotion of knowledge and research, within a free academic environment, providing the highest quality educational standards, as well as wide opportunities for students to become useful to society
 - the education of students in order to understand the theories and methodological approaches related to each area of specialization, on the one hand, and on the other hand, to be inspired to produce and apply new theories and new methodological approaches.

- the development and expansion of educational and research collaborations with educational and research institutions in Greece and abroad, offering a sufficient number of programmes in other (non-Greek) languages.
- the preparation of graduates capable of a successful career in both the public and private sector.

Article 2.

Organization of Postgraduate Studies Programmes

The University of the Aegean shall establish, organize and operate Postgraduate Study Programmes (PSPs/Masters) and award Diplomas of Postgraduate Studies (DPS/Master's Degree) in accordance with the provisions of Law No 4957/2022 (A141) *"New Horizons in Higher Educational Institutions: Strengthening the quality, functionality and connection of higher education institutions with society and other provisions"* and other provisions in force.

The Postgraduate Study Programmes shall be organized and operate as follows:

- At the University of the Aegean, the Postgraduate Programmes are organized by one (1) or more of its Departments or by Department(s) in cooperation with Department(s) of other Higher Education Institutions (HEI) (AEI) of the country
- The University of the Aegean may cooperate in the organization of Postgraduate Study Programmes (DPS/Master's Degree) with Higher Military Educational Institutions, Higher Ecclesiastical Academies, research and technological institutions of article 13A of Law No. 4310/2014 (A' 258), Research University Institutes, the Academy of Athens, the Institute of Medical and Biological Research of the Academy of Athens, foreign institutions and research organizations, European and international institutions and organizations, as well as recognized scientific institutions and associations operating under public law. The partnership with educational institutions of non-formal post-secondary education of the Law No 3696/2008 (A' 177) is not allowed. In the case of partnerships with institutions that do not provide equivalent education and equivalent degrees with the higher education institutions, the academic function of the Postgraduate Study Programme (DPS/Master's Degree) belongs exclusively to the University of the Aegean. By decision of the Senate of the

University of the Aegean, the special protocol of cooperation for the organization of joint PSPs (Masters) shall be approved, which shall include at least the elements of par. 3 of article 80 of Law No 4957/2022 and the contribution of each collaborating institution in terms of human resources, use of laboratory infrastructure and practical training. Specifically, for the Postgraduate Studies Programmes (PSPs/Masters) organized in cooperation with foreign institutions (joint PSPs/Masters), the special cooperation protocol provides whether the successful completion of the joint Postgraduate Studies Programmes (PSPs/Masters) implies the acquisition of a single degree from the cooperating institutions or the acquisition of separate degrees from each cooperating institution.

- Postgraduate Studies Programmes (PSPs/Masters) may be organized by one (1) or more Departments of the University of the Aegean in a specific subject area of the Department in order to provide formal education of postgraduate level exclusively to the staff of private or public sector institutions, in the framework of the implementation of a contract or programmatic agreement between the University and a private or public sector institution, which undertakes the financing of the organisation and operation of the Postgraduate Studies Programmes (PSPs/Masters).

Article 3.

Criteria for determining the minimum and maximum number of students admitted to a PSP/Masters

In order to determine the minimum and maximum number of students to be admitted to each Postgraduate Study Programme of the University of the Aegean, the competent body, in order to ensure the proper functioning of the programme and to achieve the best quality of studies, should take into account the criteria as indicated below:

- The material and technical infrastructure and equipment of the Department or the collaborating Departments
- the number of teaching and other staff of the Department and/or collaborating Departments who are to support the organisation and operation of the programme
- The detailed budget for the revenue and operating costs of the programme

- Donations, benefits, endowments and sponsorships of any kind from public or private bodies to the Department or its partner Departments
- The number of specializations/directions of the PSPs (Masters)

Article 4.

The criteria for admission of students and the way of their selection

Students who hold a first cycle degree from Higher Educational Institutions (HEI) (AEI) and Technical Educational Institutions (TEI) in the domestic territory or from recognized institutions abroad may be admitted to a Postgraduate Studies Programme (PSP/Masters). In addition, graduates from the Higher Military Educational Institutions (HMEI), the Officers' School of the Hellenic Police, the Firefighters' School of the Fire Brigade Academy and the School of Cadet Midshipmen of the Coast Guard - Greek Coast Guard (SCMCG – GRCG) Further details regarding the categories of graduates who may be admitted are mentioned in the Operating Regulation of each PSP.

Finally, undergraduate students of domestic institutions, who are on completion of their studies, may be admitted, provided that they have completed their obligations and have submitted a relevant certificate by the date of their enrolment in the PSP.

The PSP (Master), following the decision of the Departmental Assembly/Study Programme Committee (SPC) of the Department, publishes a notice for the selection of students on the website of the relevant Department and wherever else deemed necessary by the competent bodies.

The notice shall specify the admission requirements, the categories of graduates, the number of admissions, the admission method, the selection criteria, the deadlines for submitting applications, the supporting documents required and anything else deemed necessary.

Where the admission procedure requires a written examination, the procedure, the number and content of the subjects to be examined, the dates of the examination and the method of marking should be specified.

Where the admission procedure requires an oral interview, this should be stated in the notice.

A prerequisite for the selection may be the adequate knowledge of at least one language other than the language of the PS Programme. The level of language proficiency required and the way to be proved is determined in the Regulation of the PS Programme or by the competent bodies of the programme.

Academic criteria are also considered for the selection, which may include, but are not limited to, the degree/diploma degree, the marks obtained in courses relevant to the subject of the PSP (Masters), the performance in a dissertation, where this is provided for in the first cycle of studies, and the candidate's relevant research or professional activity.

The competent bodies of the Departments and of the PSP (Masters), that is the Assembly/SPC, may determine the details of the application and grading of the criteria, additional criteria for admission of students and details of the selection procedure. In addition, a decision of the Assembly/SPC shall regulate selection issues in the event of a tie between candidates. Finally, the Assembly/SPC may decide whether candidates with equal marks will be admitted as supernumeraries.

Article 5.

Tuition fees for Postgraduate Study Programmes (PSPs/Masters)

The need for the imposition of tuition fees and the specification of the amount of tuition fees are determined by the needs of the operation of the PSP (Masters) and by the benefits to the students as indicatively illustrated below:

- 1) Coverage of expenses related to the travel of internationally recognized invited domestic scientists or from abroad for face-to-face teaching or lecturing.
- 2) Coverage of costs related to the administrative and technical support of the PSP (Masters).
- 3) Coverage of costs related to the provision of all necessary laboratory consumables / laboratory reagents / advanced software programs for the conduct of courses and for the preparation of postgraduate theses
- 4) Covering costs related to technical support and the supply and maintenance of software for distance learning

- 5) Covering expenditure on educational excursions/activities and knowledge dissemination activities (conferences, workshops)
- 6) Coverage of costs related to the awarding of scholarships and prizes to students of the PSP.
- 7) Coverage of costs related to the publicity and promotion of the PSP (Masters).

Article 6.

The rights and obligations of postgraduate students

1. Postgraduate students shall have the rights and the corresponding obligations arising from the legislation in force, the Internal Regulation of the University of the Aegean, the provisions of this document, the Regulation of the Study Programme they are attending, and the decisions of the competent university administrative bodies.
2. The postgraduate students have all the rights, benefits and facilities provided for the students of the first cycle of studies except the right to free textbooks.
3. Postgraduate students must abide by the generally accepted rules of academic and student ethics in their relations with each other, as well as in their relations with the university administration bodies at all levels, with the teaching, administrative and other staff of the university, and with the wider environment of the institution.
4. The University of the Aegean provides mediation services and assistance to students who make a complaint of discriminatory treatment or harassment. The Competent Authority for mediation shall consist of two (2) members of the Gender Equality and Anti-Discrimination Committee of the University of the Aegean and a mental health professional.
5. Students have the right to file a complaint of discrimination, moral or sexual harassment. The Competent Authority will take immediate action to manage the incident through legal assistance and protection provided by both the legal framework and psychological support services. The Competent Authority consists of an interdisciplinary team consisting of one (1) member of the Gender Equality Committee of the University of the Aegean, one (1) member of the Legal Service, one (1) mental health professional, the Student Advocate, if appointed, and the Vice Rector for Students' Welfare Affairs.

6. The Department must implement the by-laws to ensure equal access for persons with disabilities and persons with special educational needs and ensure that graduate students with disabilities and/or special educational needs have accessibility to proposed programmes and instruction or other facilities.

7. These facilities may be defined in detail by the Departments (e.g. mode of examination, access to teaching areas, laboratories, etc.).

8. Students must respect and abide by the Regulation of Studies, the decisions of the bodies of the PSP (Masters), the Department and the University of the Aegean, as well as the rules of academic ethics and conduct.

Article 7.

Maximum number of specializations per PSP (Masters) of the HEI (AEI)

By decision of the Senate of the HEI (AEI), following the recommendation of the Assembly /SPC of the Department and the opinion of the Postgraduate Studies Committee, the establishment of a new PSP (Masters) is approved. The decision of the establishment of the first paragraph defines all the issues governing the organization, operation and management of the PSP (Masters) and regulates, among other things, the specializations of the PSP (Masters), which may lead to the award of a different degree.

Each PSP (Masters) of the University of the Aegean may include up to 4 specializations.

Article 8.

Scholarships for postgraduate students

1. The University of the Aegean may award scholarships and prizes to postgraduate students, in accordance with the applicable legislation, the Internal Regulation of the University of the Aegean, the provisions of this document, the Regulation of the Studies Programme they are attending, and the decisions of the competent university administrative bodies.

The competent body for determining the number of scholarships and awards, the criteria for granting them, as well as for any other matters related to the issue of scholarships is the Assembly of the Department or the SPC in case of an interdepartmental/interdisciplinary PSP (Masters) .

2. Each PSP (Masters) may award only one scholarship per year to a student who is an employee of the University of the Aegean (permanent and temporary), by decision of the Assembly /SPC

The scholarship corresponds to an amount equal to the tuition fees of the PSP (Masters) and is granted to the employee in order to exempt him/her from the obligation to pay tuition fees. The staff member shall be selected as a supernumerary for the PSP (Masters).

The scholarship shall be awarded if:

- The staff member in question has been accepted to the PSP (Masters) in accordance with the selection criteria applicable to all candidates.
- He/she does not make use of official educational leave with the exception of the examination leave.
- He/she shall remain with the Institution for five years from the date of having been awarded the Postgraduate Studies Diploma. Otherwise, he/she shall be required to pay tuition fees retroactively.
- He/she does not already hold a Postgraduate Studies Diploma.

In the case of more than one person/employee, the scholarship will be awarded after a draw of lots before the members of the Assembly/SPC which will decide on the matter.

3. Exempt from tuition fees, where these are provided for, are students of the PSP (Masters) , who meet the criteria and conditions in accordance with the legislation in force. If the legislation in force sets an age criterion, it is recommended, for reasons of good administration and equal treatment, that the calculation of age should be based on the last fiscal year and that the date of birth should be 31/12 of the year of birth.

Article 9.

Conditions of full and part-time attendance and the possibility of suspension and resumption of attendance

Each PSP (Masters) may decide whether to provide the possibility of suspension and part-time attendance to postgraduate students, by decision of the Assembly/SPC or on the basis of its Rules of Procedure.

1.Suspension of studies

The student may apply to the Assembly/SPC of the Department for the suspension of studies indicatively in case of professional, family, personal or health reasons and others. The relevant reasoned decision of the Departmental Assembly shall state that during the period of suspension of studies the student's status shall be revoked and all relevant rights of the student shall be suspended.

Student status shall be automatically reinstated after the end of the suspension.

The period(s) of student suspension shall not count towards the maximum period of study.

Postgraduate students who have been granted educational leave by their employer are not entitled to a suspension of studies during the same period.

The terms and conditions and the documents required for the granting of the suspension, the maximum duration of the suspension and other relevant issues are set out in the Programme's Regulation.

2. Part-time attendance

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

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

Part-time attendance is decided by the Assembly/SPC of the Department after an application by the student concerned, which is submitted at the beginning of the academic semester/year and is accompanied by the relevant documents.

The duration of part-time study may not exceed twice the normal duration of the programme in question.

The terms and conditions and the supporting documents required for the approval of part-time attendance, as well as other relevant issues, are set out in the Regulation of each programme.

Article 10.

Internal process of evaluation of the PSP (Masters), as well as process of evaluation of the courses and teachers in the PSP (Masters) by the students

1. At the end of each course, the students evaluate the course as a whole in terms of content, the teaching method, the proposed textbooks through the quality assurance information system of the Quality Assurance Unit of the University of the Aegean. In accordance with this procedure, the students receive an e-mail with the list of courses they have declared in the current semester. Each course is a link to the course evaluation questionnaire. The collection and management of the student resources questionnaires is implemented in a modern, friendly and safe electronic environment, which ensures the necessary anonymity.

2. The results of the students' evaluation are accessible to the President of the Department, the Internal Evaluation Group (IEG), the Director of the PSP (Masters), while each Teacher of the PSPs (Masters) of the University of the Aegean has access to the results of the evaluation of the courses assigned to him/her.

On an annual basis, data is collected to track the course of the Postgraduate Study Programme while at regular intervals (per five years) and under the responsibility of the Director of the Postgraduate Study Programme, data is collected so as to allow a comparison of the course and its content between the concerned Postgraduate Study Programme and other corresponding Postgraduate Study Programmes offered by domestic institutions and foreign ones known for their pioneering methods.

3. At the end of the term of the SC (Steering Committee), under the responsibility of the outgoing Director, a detailed account of the research and educational work and other activities of the PSP (Masters) can be drawn up, with the aim of upgrading the studies, making better use of the human potential, optimizing the existing infrastructure and the socially beneficial use of the available resources of the PSP (Masters) which is deposited in the Department.

4. The Postgraduate Studies Programs (PSPs/Masters) of each Department, including the interdepartmental, interinstitutional and joint PSPs (Masters), whose Department undertakes the administrative support, are evaluated in the context of the periodic evaluation/ certification of the academic unit by the Hellenic Authority for Higher Education (HAHE) (ETHAAE). In this context, the overall evaluation of the work carried out by each PSP, the degree of fulfillment of the objectives set at the time

of its establishment, its sustainability, the absorption of graduates in the labor market, its contribution to research, its internal evaluation by graduate students, feasibility of extending its operation, as well as other information on the quality of the work produced and its contribution to the national strategy for higher education

5. If a PSP (Masters) at the stage of its evaluation in accordance with the paragraph above is deemed not to fulfill the conditions for its continued operation, its operation is completed with the graduation of already enrolled students.

Article 11.

Terms and conditions of organizing PSP (Masters) using modern and asynchronous distance learning methods, as well as issues relating to the organization of the educational process by means of distance learning methods

1. The organization of the educational process of Postgraduate Studies Programs (PSPs/Masters) can also be carried out using modern distance learning methods. The decision to establish a PSP (Master) organized using distance learning methods is accompanied by a report containing an analysis of distance learning methods, such as synchronous, asynchronous, blended system (blended learning), the digital educational material, the digital assessment methods of students, if there are any, and the digital assessment material, the logistical infrastructure of the Higher Educational Institution (HEI) (AEI) to support distance learning curricula and the digital skills of teaching staff. If the educational process is carried out using asynchronous distance learning methods, these may not exceed twenty-five percent (25%) of the credit units of the PSP (Master).

2. The courses are taught in person and/or by means of distance learning during the semesters, as specified in the Regulation of each PSP (Master).

3. The educational process may, by decision of the Assembly/SPC, be conducted using modern distance learning methods, even in PSPs (Masters) which have not included this possibility in the decision to establish them, exclusively in the following cases:

- force majeure or exceptional circumstances in which it is not possible to carry out the education process in person or to use the institution's facilities for carrying out its educational, research and other activities;

- the organization of training courses and tutoring exercises, in addition to the mandatory hours of teaching work per course,
- to students with disabilities

Specific issues to be addressed:

- (a) Issues of access to the integrated distance learning system, procedure for user accreditation and access rights per user category (teacher, student, supervisor, technical and other staff)**

Access to distance learning educational systems shall be either:

- (a) through the University of the Aegean's Institutional User Account after identification via the LDAP of the University of the Aegean (SSO login); or
- (b) through the account of another user who has been verified by the University of the Aegean Informatics Technology and Communications Service (ITCS) (YPES), at the request of the Scientific Officer (SO) of the programme (local account login).

The general categories of users of the distance learning system are:

- (A) The system operators from the Informatics Technology and Communications Service (ITCS) (YPES) of the University of the Aegean
- B) Managers of smaller system sectors (usually per Department)
- (C) Course or group managers
- (D) Managers of the Integrated Distance Learning System (MIDLS) (YDOST)
- (E) PSPs' (Masters') Teachers
- (F) Secretariat of the Department and the Programme
- (G) Students in the programmes

The user/organization rights under these roles are as follows:

The system operators have full and unrestricted access to all the parameters of the Integrated Distance Learning System (IDLS). They are members of the ITC Service (ITCS) (YPE) of the University of the Aegean and are those who grant access to the members of the B, C and D groups and carry out the registrations of new users of each level in the IDLS.

Users of groups B and C are defined by the Department or the PSP and have full and unrestricted access to the management of parameters in a restricted section (Category - container), such as at the level of Department, PSP or other grouping level.

Users of group D are defined by the Steering Committee (SC) of the Postgraduate Study Programme (PSP/Masters) and after completing relevant training in the use of the platforms used by the Postgraduate Study Programme (PSP/Masters), they have the role of providing direct support to the teachers and students of the Postgraduate Study Programme (PSP/Masters). Users of Group D and E and F have full and unlimited rights at the level of a particular course.

Students of the programmes (Group G) have the role of the learner through which they can complete all the learning activities required for their monitoring and participation in the educational process and the completion of their education in the curriculum they attend.

Regarding the role of the Manager of the Integrated Distance Learning System (MIDLS) (YDOST), for each PSP organized by means of distance learning methods, a decision of the competent Collective Body of the PSP (Masters) designates a (1) natural person as Manager of an Integrated Distance Learning System, who has the necessary expertise to support the PSPs teachers and students in the use of the distance learning system. The details of the Manager of the Integrated Distance Learning System (MIDLS) (YDOST) for each PSP (Masters) are communicated to the users of the integrated distance training system.

In case the number of persons served exceeds 100, for each new academic year of the commencement of the operation of the PSP, then an additional Manager of the Integrated Distance Learning System (MIDLS) (YDOST) is determined per 100 students.

The person designated as Manager of the Integrated Distance Learning System (MIDLS) (YDOST), if he/she does not already have proven know-how in the management of distance learning systems, is invited to successfully follow and complete a fast training program, developed for this purpose by the Teaching and

Learning Center of the University of the Aegean. The Manager of the Integrated Distance Learning System (MIDLS) (YDOST) of each PSP (Masters) cooperates with the responsible system managers from the ITC Service (ITCS) (YPES) of the Institution.

Finally, in the case of postgraduate students, access to the distance learning systems is given after completion of their enrollment in the programmes and the creation of institutional accounts in the case of PSP (Masters) where the claimant is a Department of the University of the Aegean, or the decision to enroll in a PSP (Masters) , where the claimant is a Department of another Institution.

(b) Issues related to the technological infrastructure of the HEI (AEI), technical support, maintenance and upgrading of the infrastructure and technologies to support the distance learning process, as well as the obligations of each user

In the University of the Aegean an integrated system of distance learning (ISDL) has been developed, both for modern and asynchronous distance learning which includes a Learning Management System /Learning Content Management System (LMS/LCMS) - Moodle and Open E-Class, modern distance learning platforms (Zoom Meetings & Webinars, BigBlueButton) as well as a series of support services (student application, email service, plagiarism detection and control services, etc.) which bring together all the features listed in Article 3 of Decision No. 18137/G1/28.02.2023 (Government Gazette 1079/B'/28.02.2023)

The development and installation of new technological infrastructure for distance learning is carried out by or under the direct supervision of the University of the Aegean, until the establishment of the Digital Governance Unit of the University of the Aegean, in accordance with Article 210 of Law No 4957/2022.

All technological infrastructure is technically supported, maintained and upgraded by the ITC Service (ITCS) (YPE), while the use of all this infrastructure by all the parties involved is governed by the rules of use and good practice as issued by the units of the University of the Aegean.

(c) Student Support Process

The support of students of the PSPs (Masters) in educational matters is provided:

- (a) by their appointed academic study advisors by the Assembly of each Department, in general matters of the course of their studies,
- (b) by the teachers of the courses, on specific topics related to the content of the course, by means of modern and asynchronous communication methods to be determined per course and per teacher
- (c) by the Secretariat of the Department and the PSP (Masters) on administrative and procedural matters
- (d) by the Manager of the Integrated Distance Learning System (MIDLS) in technical matters
- (e) by the ITC Service (ITCS) (YPES) of the University of the Aegean on the operation of other technological infrastructure
- (f) by the responsible persons designated by other services of the Institution (Teaching and Learning Support Center, Library, Student care, etc.)

(d) Pedagogical framework for the design and implementation of courses and other educational activities by means of distance learning and assessment methods for students

The organization of courses in accordance with the methodology of distance learning necessitates a number of arrangements referred to (a) in the pedagogical framework for the design of educational materials, (b) in the way the educational process is organized, (c) in the evaluation of students:

A) Educational material design framework: In accordance with international practices in distance learning education, in order to bridge the distance between teachers and learners and to enhance individual/collaborative study, the basic requirement is to create educational material for the modules of each course. The methodology for writing educational material contains specific building blocks that facilitate the actions of learners and mediate between the educational material and the learners/learners.

The documented organization of a distance learning course requires basic building blocks:

1. Create an e-course in a LMS (e.g. Moodle, eClass)
2. Admission of basic information about the course, such as:
 - ✓ Lecture Outline
 - ✓ Special Dates and Events Calendar
 - ✓ Set dates for the meeting and communication of teachers with students
 - ✓ Forum with news, announcements and Question and Answer area about the course
 - ✓ Literature and further study guide

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

- General information: this includes, inter alia, the date of the course, the title of the topic section, etc.
- Short Study Guide: Explains the learning content, provides an overview of the subject and the individual thematic dimensions, focuses attention on points that may require special attention, provides a summary of the activities to be carried out in the session and acts as a study organizer. The guide also incorporates a reference to files of all types (Powerpoint, pdf) developed for the study of the thematic unit.
- Instructions on using Videoconferencing as cross-sectional or mixed distance learning. The link for the users is provided, as well as the date and time of the videoconferencing.
- Key session study material. Depending on the scientific field and topic, it can include different formats, such as Powerpoint, mp4 tutorial, interactive multimedia educational content (e.g. with H5P platform tools etc.)
- Parallel / Supplementary Texts: The texts listed here are sources that extend the Basic Study Text. Their study is optional and aim to further study and update the issues dealt with in the basic study text.

- Activities: Educational activities, depending on the scientific field and subject, may take various forms, such as:
 - o Quiz (Quiz): Includes questions of various types, such as multiple choice, matching, short answer, etc. The trainees are given the possibility of multiple effort and time-out. The questions are stored in the Question Bank and can be reused in different quizzes.
 - o Assignment of Work (Assignment): With this activity, the teacher invites students to submit an assignment for the course/weekly session , which may or may not be graded according to the settings specified by the student. The types of tasks that can be requested are: a) the uploading of a file and/or files, or b) the uploading of a text on online forms
 - o Public Dialog Discussions (Forum): The session discussion groups are the place where responses are posted either in individual activities or mainly in public dialog activities. In forum the corresponding topics are created. However, the trainees can create their own topics, which should be related to the content of the 1st session.
 - o Wiki: Wiki enables joint authoring of a set of online documents using a browser. The activity therefore enables participants to collaborate in the development of Wiki websites by adding, expanding and changing content.

(b) Organization of the educational process: The training process may be organized and implemented by distance learning methods. Depending on the Rules of Procedure of the Departmental PSPs (Masters) and the instructors' educational planning, it may be carried out as synchronous or asynchronous. Each of these possibilities is linked to specific characteristics, which are differentiated as follows:

- Synchronous: Organized on the basis of direct involvement of teachers as online mediated distance learning teaching. In this case, all essential features must be respected, as in any educational process. In this case, the teacher is required to limit instruction to smaller modules and create communication, support, interaction and work phases. A basic requirement is that all participants (a) have the screens enabled to facilitate communication, interaction and work, e.g. chat,

whiteboard and b) use tools that support interaction and joint work e.g. breakout room

- Asynchronous: It is a form that follows a different logic, of free work. It is based on the logic of creating a framework (repository or bank) of thematic contents, which are placed on the availability of students for individual or collaborative study. Students can work on them in a specific time frame on the basis of their own study rate. As in the synchronous, the same applies in the asynchronous approach of teaching, educational materials, texts etc.; they should be organized on the basis of educational planning in order to motivate students to interact with them.

c) Method of Student Assessment: The evaluation of students in the framework of the Postgraduate Studies Programmes (PSPs/Masters) is carried out by written or oral examinations carried out by means of written or oral examinations carried out by means of distance learning methods, as well as alternative methods, such as the submission of works, the conduct of a practical test. The decision establishing the Postgraduate Study Programme determines the possible methods of evaluation per educational activity.

If the evaluation is carried out by examinations (in person or remotely), the University of the Aegean shall take the appropriate and necessary measures to ensure the reliability and integrity of the procedure. In particular, written or oral remote examination may be carried out through technological mediation and corresponding systems/applications of remote examination, ensuring the authenticity of the user, his physical identification and the monitoring of the examination procedure, where necessary. If specific technological equipment is required for the evaluation process, this shall be announced in the annual call for applications of candidates who wish to register at the University of Aegean.

Written or oral examination of courses using remote evaluation methods shall be carried out as follows:

(a) The examination (written or oral) uses the systems available to the Central Directorate for Information Technology and Communications Service of the Institution, MOODLE, Open eClass, BigBlueButton (BBB) and Zoom.

For the participation of students in the examinations, the following conditions should be met:

- Have a camera, speaker and microphone running and ready to go
- Be connected to the Internet (preferably by wire) from a place of their own choice
- Have sheets, preferably with lines to facilitate written answers - where necessary

(b) The observance, collection and processing of personal data in the course of examinations using remote evaluation methods shall be subject to a policy that ensures both the integrity and reliability of the oral or written examination by means of distance learning and the correct application of EU and national legislation on the protection of personal data. The two conditions mentioned above shall be reconciled in such a way that the fulfillment of one does not negate the possibility of fulfillment of the other.

(c) The following should be ensured in respect of the impartiality and reliability of the conduct of the examination by the above means of distance learning evaluation:

1. Students should follow the procedure by being connected throughout the examination
2. To verify the identity of the subjects
3. The methods of examination must ensure its integrity
4. The security of the system and the information collected must be ensured on the basis of the security measures taken by the Central Directorate for Informatics and Communications. At the same time, in all remote PSPs (Masters), the provisions of the Internal Rules of Procedure of the Institution for the conduct of the examinations should apply

(e) Procedure for the assessment and upgrading of digital skills of teaching staff participating in distance learning PSPs (Masters)

All teaching staff participating in distance learning PSPs (Masters) are assessed for their work and the quality of teaching through the course evaluation process, which is carried out within the procedures supported by the QAU (MODIP) of the University of the Aegean.

For the upgrading of digital skills of the teaching staff, attending a special training program developed in relation to the design and organization of distance learning

teaching, the use of the Moodle platform and the design and development of educational materials and learning activities is encouraged by the Steering Committee (SC) of the PSP.

In addition, guides concerning the use of other information systems and tools are provided by the ITC Service (ITCS) (YPES) of the Institution in a specific section of the Service's website.

f) Task check process for any plagiarism through trusted applications

The University of the Aegean, attaching particular importance to academic ethics, has provided for all its staff and students access to the Turnitin Plagiarism Control and Detection Service.

The Plagiarism Control and Detection Service is integrated into the Moodle and Open E-Class Learning/Learning and Content Management Systems (LMS/LCMS) which are used by the University of the Aegean for the implementation of the PSPs. For every task submitted in the context of the courses of the PSP, there is the possibility of carrying out a plagiarism control by taking advantage of the specific activity.

Moreover, all academic work produced at the University of the Aegean, including assignments and Postgraduate Diploma Assignments in the framework of the PSPs (Masters) of the University of the Aegean, should be in line with the Code of Ethics and Good Practice of the University of the Aegean.

g) Privacy policy and compliance with the provisions of the General Data Protection Regulation and Law No 4624/2019

In the context of the programs of the Second Cycle of Studies at the University of the Aegean all policies and procedures for the protection of personal data of the parties involved are followed, as reflected in the Personal Data Protection Policies and Procedures of the Institution

The implementation of the data protection policy is the responsibility of the Data Protection Officer (DPO) of the University of the Aegean

(h) Information systems' security policy targeted at the field of development of e-learning systems

The security of the informatics systems of the University of the Aegean and in particular of the electronic learning informatic systems used by the Institution is the responsibility of the Informatics and Communications Service.

The use of information systems is subject to the regulations and instructions of the ITC Service (ITCS) (YPES) which are in force for each informatics system (e.g. regulation of institutional accounts, regulations of remote training rooms, e-mail regulation, etc.) and for each user/group (students, teaching staff, administrative staff, etc.)

The individual actions and systems developed for the security of IT systems shall be defined by the relevant staff of the ITC Service (ITCS) (YPES).

(i) Policy on Information Privacy and Cybersecurity

Information management policies as well as cybersecurity are under the responsibility of the ITC Service (ITCS) (YPES) of the University of the Aegean which implements a network of technical and administrative measures for the management of information privacy and the security of systems in accordance with the procedures of the Internal Quality Management System (IQMS) of the University of the Aegean and in cooperation with the Data Protection Officer (DPO) of the University of the Aegean.

(j) Criteria for periodic internal evaluation of Distance Learning Postgraduate Study Programmes

In accordance with Law No 4957/2022, as amended and applicable, the evaluation of the Department's Postgraduate Studies Diplomas has been instituted in the framework of the periodic evaluation/ certification of the academic unit by the Hellenic Authority for Higher Education (HAHE) (ETHAAE). The points that are mainly evaluated in the distant learning Postgraduate Studies Diplomas are linked to those listed in this regulation, and which regulate distance learning education at the University of the Aegean

(k) Procedure for registration of students in the Student Registry of the HEI (AEI).

After completion of the process of enrollment in the postgraduate study programme of the postgraduate candidate students, the Secretariat of the Department registers the incoming students in the Department's register by assigning to each one a unique

registration number, which follows the student throughout his/her studies and after graduating from the University of Athens.

(l) Any other matter relating to the organization of PSPs (Masters) with the use of distance learning methods

Any other, specialized subject, which may be applied to specific programmes of postgraduate studies of the Institution carried out wholly or partly remotely, may be regulated and settled by the Rules of Procedure of the PSP (Masters) and the decisions of the PSP's (Masters) Steering Committee, provided that such arrangements do not conflict with the Institution's regulations and the applicable legislation.

Article 12.

Issues related to the preparation and the necessary elements of the feasibility and sustainability study and the budgets of the PSP (Masters) being established.

1. Feasibility and sustainability study

The Feasibility and Viability Study shall include:

- The scientific, and social reasons that make it necessary and important for the operation of the Postgraduate Study Programme.
- The scientific consistency of the Institution.
- The connection of the PSP (Masters) with the programme(s) of the first cycle of the Department
- The teaching staff that is expected to teach in the Department, the existing teaching staff of the Department with related knowledge, as well as the other staff that are to support the organization and operation of the Department.
- The logistical structure, equipment and building infrastructure to be used for the operation of the programme.

The Feasibility and Viability Study may also include the following:

- The scientific proficiency of the teachers in relation to the specific subject-matter, with relevant research and published work
- The extent to which teaching is linked to research,

- The goals of the PSP (Masters)
- The criteria on which each lesson and each teacher will be evaluated
- The differentiation of the PSP's (Masters') curriculum from the curriculum/programmes of the first cycle studies of the Department.

Regarding sustainability there can be a reference:

- to the PSPs (Masters) already organized by the Department
- to the PSPs (Masters) corresponding to the subject under foundation, organized on a national level

2. Revenue and expenditure budget

The detailed revenue and expenditure budget, which is prepared for the first five (5) years of the program, includes:

- All the resources of the programme which may come from:

TABLE 1 - REVENUE	
a/a	Sources of funding
1	Education fees
2	Donations, sponsorship and financial support of all kinds
3	Legacies
4	Resources from research projects or programmes
5	Own resources of the University of the Aegean
6	State budget or public investment programme

The funds of the PSPs of the University of the Aegean are managed by the Special Account of Research Fund (SARF) (ELKE) of the University of the Aegean or by the SARF (ELKE) of the HEI (AEI) who has been entrusted with the administrative support of the programme, in case of interinstitutional or joint PSP.

The resources of the PSP are distributed as follows:

(a) an amount corresponding to thirty per cent (30%) of the total revenue from education fees is withheld by the SARF (ELKE).

(b) the remaining amount of the total revenues of the PSP shall be allocated to cover the operating costs of the PSP

- The operational cost of the programme, as reflected in the following table:

TABLE 2 - EXPENSES	
a/a	Category of expenditure
1	Equipment and software expenditure
2	Expenditure on scholarships for postgraduate students
3	Expenditure on consumables
4	Expenditure on travel expenses for teachers of the PSP (Masters)
5	Expenditure on the travel of PSP (Masters) students for educational purposes
6	Teaching fees of regular staff of the universities and research centres and institutes involved in the organisation of the PSP (Masters)
7	Fees for temporary teaching staff of the universities and institutes of higher education involved in the organisation of the PSP (Masters)
8	Teaching fees for other staff
9	Fees for administrative and technical support
10	Other costs, such as publicity and promotion costs, purchase of educational material, conference organisation, fieldwork costs

Article 13.

Subjects relating to examinations and other methods of assessing the performance of graduate students

1. The assessment of students may be carried out by written or oral examinations, interim progress examinations, written work, laboratory or clinical exercises, a combination of different evaluation methods or other evaluation methods that are consistent with the type of each educational process.

2. The evaluation may be carried out either after the completion of each academic semester or after the completion of the teaching work of each course or the completion of each educational activity, in accordance with the rules of the program or by Assembly/SPC decisions.

3. During the course of the examination, students are entitled to be examined in courses and educational activities irrespective of the academic semester during which they are provided in accordance with the approved curriculum, if they have not been successfully evaluated.

4. The course may be evaluated by written or oral examination, either in person or by remote methods, provided that the procedural impartiality and reliability are assured.

5. The written or oral examination of courses using distance learning evaluation methods will be carried out through the systems available to the Central Directorate for Information Technology and Communications of the Institution, such as, for example, MOODLE, Open eClass, BigBlueButton (BBB) and Zoom. For the participation of students in the examinations, the following conditions should be met:

- Have a camera, speaker and microphone operationally and ready to use
- Be connected to the Internet (preferably by wire) from a place of their own choice
- Have sheets, preferably with lines to facilitate written answers - where necessary

6. The observance, collection and processing of personal data in the course of examinations using remote evaluation methods will be subject to a policy that ensures both the integrity and reliability of the oral or written examination using remote means and the correct application of EU and national legislation on the protection of personal data. The two conditions mentioned above will be reconciled in such a way that the fulfillment of one does not negate the possibility of fulfillment of the other.

7. The impartiality and reliability of the conduct of the examination with the above means of distance evaluation shall be ensured as follows:

- Students shall follow the procedure by being connected throughout the examination
- The identity of the persons examined shall be checked

- The examination methods shall ensure the integrity of this
- The security of the system and the information collected is ensured on the basis of the security measures taken by the Central Directorate of Informatics and Communications

8. The definition of the method and procedure for the assessment of students in a course is the sole responsibility of the teacher, who is assigned to teach the course.

The assessment and grading in each course is completely independent of the other courses and is derived from the objective assessment of the student's or student's performance in that course (work, exams, etc.). The evaluation criteria are clearly defined, communicated at the beginning of the academic semester by the teacher/supervisor/coordinator of the course and are also listed in the description form (outline) of each course posted on the website of the PSP.

9. The final grade of each course is derived from the overall performance of the student or the student in specific areas (e.g. work, exams) in accordance with the instructions given by the teacher or the teacher at the beginning of the semester. The minimum acceptable grade is five (5,00), with a maximum of ten (10,00).

10. If the graduate student fails the examination of a course or courses in the last examination period that he/she is entitled to participate, under the Rules of Procedure of the PSP (Masters) , so that, according to the Rules of Procedure of the PSP (Masters), he/she is considered not to have successfully completed the Programme, he/ she is examined at his/her request to the President of the Department, in the same examination period, by a three-member committee appointed by a decision of the President, consisting of teaching staff of the same or another Department of a Higher Education Institution with the same or related subject of the subject to be examined, in which the teacher of the course is not able to participate.

11. In the event of a diploma dissertation, a Tripartite Committee of Inquiry is appointed, which consists of the supervisor and two other (2) members. The supervisor belongs to the categories of teachers referred to in paragraph 3 of Article 83 of Law No 4957/2022. The other two members of the Committee may belong to categories of teachers who may be assigned to teaching assignments in a PSP (Masters) in accordance with the applicable legislation, provided that the subject of the dissertation is relevant to their work/subject.

12. In order for the thesis to be approved, the graduate student must support it before the Tripartite Committee of Inquiry, either physically or remotely.

The Tripartite Committee of Inquiry shall meet to examine the Dissertation. It shall meet legally only when all three Members of the Committee are present, either physically or remotely. On the day of the meeting, the Members of the Tripartite Committee shall exchange views, submit questions to the interviewee or the interviewee, then decide on the final assessment grade, draw up the relevant assessment form, sign it and deliver it to the Secretariat in due course. The day of the examination shall be determined by the Tripartite Committee. The approval of the Graduate Thesis shall be cumulatively required: (a) the agreement of 2/3 Members of the Committee; and (b) The average score of the three members of the committee is equal to or greater than five (5), unless in the Rules of Procedure of the PSP (Masters) a minimum degree of success is set higher than five (5). The Graduate Thesis is rated from zero (0.00) to ten (10.00).

13. Alternative methods for the assessment of students with disabilities and special educational needs may be applied by the teacher. In cases of illness or recovery from a serious illness, it is recommended that the teacher facilitate the student in any way he/she considers appropriate (e. oral remote examination). During the oral examination the teacher shall ensure that he/she does not attend alone with the student examined.

14. More specific arrangements may be provided for by Assembly/SPC decisions or the Rules of Procedure of the PSP (Masters).

Article 14.

Issues In Ethics

Participants in Postgraduate Studies Programmes must know, abide by and apply the Code of Ethics and Good Practice of the University of the Aegean as well as any other ethics rule.

The texts of postgraduate dissertations and doctoral thesis must be original. Appeals to works of other authors must be subject to appropriate reference and the established rules for the use of external sources in the writing of scientific works must be followed. It should be noted that any copying of a work by another author or creator is inadmissible,

is contrary to intellectual property law and is subject to the statutory regulations for legal protection.

Article 15.

Economic Co-operation PSP (Masters)

1. If more than one (1) Postgraduate Studies Programs (PSP/Masters) are organized in a Department of the same Higher Educational Institution (HEI) (AEI, a financial cooperation between PSPs (Masters) is possible, through the establishment of a joint project/programme, funded from PSPs' (Masters') resources in order to meet common needs and actions of the PSPs (Masters) of the Department or Faculty. The project/programme is without a clear expiration date, has a separate budget and is funded annually from part of the revenues of the existing PSPs (Masters) of the Department or the Faculty allocated to it for expenditure intended to meet common needs. Exceptionally, the project/programme may be financed with the balance of the cash resources of a MSc programme of the same Department or School, the physical object of which has been successfully completed and for which no other financial obligation arises.
2. The maximum percentage of the total annual revenues of each PSP that may be allocated to a project/programme of paragraph 1 is determined by decision of the Assembly/SPC of the Department or Faculty, following the recommendation of the Steering Committee (SC). or the Studies Programme Committee (SPC).
3. By decision of the Research Committee (RC), on the joint recommendation of the PSPs' (Masters') Directors of the same Department or the same Faculty, the acceptance of project/programme management of paragraph 1 and the percentage of the annual revenue of the Postgraduate Programme with which the project is financed and the Scientific Director of the project is determined, which is one (1) of the Directors of the Postgraduate Programme who are financing the project. The expenses are carried out on the joint recommendation of the Directors of the Postgraduate Programme who are financing the project/programme.

Article 16.

Issues related to the operation of the PSPs' (Masters) administrative bodies

1. Responsible bodies for the organization and operation of the Postgraduate Studies Programmes (PSP/Masters) are the following:

(a) the Senate of the Higher Education Institution (HEI) (AEI),

(b) the Department's Assembly,

(c) the Steering Committee (SC), and

(d) the Director of the PSP(Masters).

2. The Steering Committee (SC) consists of the Director of the PSP (Masters) and four (4) members of the Faculty's Teaching Research Staff (TRS), who have related knowledge to that of the PSP (Masters) and undertake teaching work at the PSP (Masters). The members of the SC shall be determined by decision of the Department's Assembly.

3. In case that the members of the Department's Teaching Research Staff, who have been assigned with teaching work in the PSP (Masters), are not sufficient for the appointment of the SC, then members of the Department's TRS, who have a relevant subject with that of the PSP (Masters), may be appointed as members of the PSP and have not been assigned with teaching work in the PSP.

4. If the Director or a member of the SC resigns or ceases to exist for any reason, a new Director or a member of the SC shall be appointed by the Assembly until the end of the term of office of the institution.

5. Especially for interdepartmental, interdisciplinary and joint PSPs (Masters) the responsibilities of the Departmental Assembly shall be exercised by the Studies Programme Committee (SPC), the number of members, the term of office and the composition of which shall be defined in the Cooperation Protocol of the PSP (Masters). The Studies Programme Committee (SPC) shall be composed of members of the Teaching and Research Staff of the collaborating Departments in accordance with the provisions of the Cooperation Protocol of the PSP (Masters). If other bodies participate in the PSP (Masters) according to par.6 of article 80 of Law No 4957/2022, at least one (1) representative from each collaborating institution shall participate as a

member of the committee. By decision of the Studies Programme Committee (SPC), an SC may be established, with a two-year term of office, in which the Director of the PSP (Masters) and four (4) of the members of the Studies Programme Committee (SPC) is obligatory to participate.

B. DOCTORAL STUDIES REGULATION

Article 17.

General principles

1. The third cycle of studies concerns the organization of Doctoral Studies Programmes (DSP/PhDs), with a minimum duration of three (3) academic years, the successful completion of which leads to level eight (8) of the National and European Qualifications Framework, in accordance with Article 47 of Law No 4763/2020. The third cycle programmes include the mandatory elaboration of a doctoral thesis on an object related to the Department's scientific area and may include a self-contained Ph.D. course, which consists in the monitoring and successful completion of a completed course of courses or other educational or research activities, corresponding to a minimum of thirty (30) credit units (European Credit Transfer and Accumulation System ECTS.)

The Doctoral Studies Programmes (DSP/PhDs) of the University of the Aegean lead to the award of a PhD degree which are high-level academic degrees.

2. The University of the Aegean organizes Doctoral Studies Programmes (DSP/PhDs) which aim to promote original scientific research and contribute significantly to the development of knowledge in at least one (1) scientific discipline and lead to the award of a doctorate diploma after the preparation and successful support of a doctoral thesis.

Article 18.

Organization of Doctoral Studies Programmes

1. The University of Aegean establishes, organizes and operates Doctoral Studies Programmes and awards Doctoral Degrees (D.D.), in accordance with the provisions of Law No 4957/2022 (A'141) *“New Horizons in Higher Education Institutions:*

Enhancing the quality, functionality and connection of A.E.I. with society and other provisions”, and the other applicable provisions.

2. The University of Aegean may organize third-cycle courses, which aim to promote original scientific research and contribute significantly to the development of knowledge in at least one (1) scientific discipline and lead to the award of a doctorate diploma after the preparation and successful support of a doctoral thesis.

3. Third-cycle programmes for the preparation of a Ph.D. thesis with co-supervision are organized by a Department of the University of the Aegean in cooperation with one (1) or more Departments of the same or another Department of a national Higher Education Institution (HEI) (AEI), Higher Military Educational Institutions, Higher Ecclesiastical Academies, research and technology bodies of Article 13A of Law No 4310/2014 (A' 258), Research University Institutions, the Academy of Athens, the Institute of Medical Biology Research of Athens, as well as with Foreign Institutions. it is not permitted to engage with educational bodies of non-formal post-secondary education of Law No 3696/2008 (A' 177).

4. Candidates who qualify for doctoral degree programmes in accordance with Article 92 of Law No 4957/2022 may apply for a doctoral thesis in cooperation with an enterprise or industry, whose head office or branch is located in the country, which is engaged in industrial or applied research for the purpose of exporting research results for the production of innovative products or services.

Article 19.

Criteria for determining a minimum and maximum number of students per doctoral studies programme of the University of the Aegean

In order to determine the minimum and maximum number of students to be admitted to each PhD Program of the University of the Aegean, the competent body, in order to ensure the proper functioning of the program and to achieve the best quality of studies, should take into account criteria, as indicated below:

- The logistical infrastructure and equipment of the Department or the Cooperating Departments
- The number of teachers and other staff of the Department, or the cooperating Departments, who are to support the organization and operation of the program

- The detailed budget for the programme's revenue and expenditure
- The donations, benefits, bequests and any kind of sponsorship by public or private entities to the Department or Departments concerned

Article 20.

The criteria for admission of students and how they are chosen

In a PhD programme, holders of a Master's Degree awarded by a Higher Educational Institution (HEI) (AEI) of a national or foreign university or a graduate of an undergraduate study programme (HEI) (AEI) may be admitted and accepted for a minimum period of five years corresponding to three hundred (300) credits of the European Credit Transfer and Accumulation System (ECTS). The selection of doctoral candidates in each PhD programme is carried out by decision of the Assembly of the Department that has undertaken the support of the Doctoral Studies Programme (DSP/PhD).

In the event that the candidates do not hold a master's degree, the Assembly may decide whether the candidate is required to complete an organized course of additional courses in the framework of the Postgraduate Studies Programme (PSP/Masters) or to define, in addition, other conditions or criteria for the admission to a PhD programme and the evaluation of the candidates.

The selection/registration process of a PhD Candidate may be carried out by application from the person concerned to the Assembly of the Department in which he/ she wishes to prepare a PhD Thesis during each academic year (paragraph 1, Article 92, Law No.4957/2022)

A notice or a call for expressions of interest for a PhD thesis may be published on the basis of a decision of the Department's Assembly.

Any person who fulfills the conditions of the PhD Regulation may apply to the Assembly of the Department for a doctoral thesis. The application shall include at least the following elements:

- (a) proposed doctoral thesis title;
- (b) a brief outline of the subject to be dealt with in the doctoral thesis;

(c) a language of writing which may be different from Greek;

(d) a proposed supervisor of the doctoral thesis, whose subject matter or scientific work is relevant to that of the doctoral thesis to be prepared. The application shall be accompanied by a detailed curriculum vitae of the candidate, as well as the documents/supporting documents laid down in the Studies Programme Regulation, or by a decision of the Assembly, to prove fulfillment of the conditions required on a case - by - case basis for a doctoral thesis.

The Departments' Assemblies may lay down additional criteria for the admission of PhD candidates and detailed rules for their selection.

Article 21.

The rights and obligations of the doctoral candidates

1. Doctoral candidates have the rights of students in postgraduate studies programmes and any other right defined by the Doctoral Rules of Procedure. Doctoral candidates may participate in research projects/programs of the Higher Educational Institution (HEI) (AEI) and receive scholarships in the framework of co-funded, self-funded or other projects/programs for the financial support of their doctoral research.

2. The Department is required to implement the Rules of Procedure to ensure equal access for disabled persons and disabled persons and to ensure that PhD candidates with disabilities and/or special educational needs have access to the proposed programs or other facilities.

These facilities may be defined by the Departments in detail (e.g. access to the premises of the Department, workshops, etc.).

3. They also have to respect and observe the Rules of Doctoral Studies, the decisions of the bodies of the Department and the University of the Aegean, as well as the rules of academic ethics.

Article 22.

Scholarships to doctoral candidates

The University of the Aegean may grant to PhD Candidates scholarships and prizes, in accordance with the applicable legislation, the Rules of Procedure of the University of

the Aegean, the provisions of the present, the Rules of Study of the programme, and the decisions of the competent university governing bodies.

The Department's Assembly is responsible for determining the number of grants and prizes, the criteria for awarding them and for any other matter relating to grants.

Article 23.

The procedure for the award of teaching assistants to doctoral candidates as well as the maximum hourly fee which can be charged exclusively to private, own and international resources of the University of the Aegean

1. The Assembly of the Department assigns to PhD candidates to carry out auxiliary teaching work in programs of the first and second cycle of studies of the Department, under the supervision of a teacher of the course.
2. The University of the Aegean may award Contributory Scholarships to Doctoral Candidates with the obligation to support the educational process and to provide additional teaching work.
3. Auxiliary teaching tasks are defined as the assistance of the members of Teaching Research Staff (TRS) in the performance of their teaching work, the exercise of students, the conduct of tutoring, laboratory exercises, the supervision of examinations and the correction of exercises. The Doctoral candidates may perform auxiliary teaching tasks in first and second cycle courses.
4. The Assembly may, on the recommendation of the S.C. and taking into account the opinion of the lecturer and supervisor of the PhD Candidate's Supervisor, by decision to entrust the teaching assistant task to the doctoral candidates of the Department or the Faculty.
5. Following an Assembly's decision, an invitation may be issued to the doctoral candidates of the Department to provide an auxiliary teaching project to the undergraduate studies programme of the Department. Applications, which are accompanied by the supervisor's view, shall be submitted to the Secretariat of the Department concerned, shall be examined and the Assembly shall decide to award the ancillary teaching project. Further details shall be laid down by an Assembly's decision.

6. The maximum hourly fee for the provision of ancillary teaching work that can be exclusively borne by private, own and international resources of the University of the Aegean is:

- Doctoral candidates and Masters' students already in possession of another doctorate: up to EUR 200.
- Doctoral candidates and Masters' students already holding another qualified master(s): up to EUR 150.
- Doctoral candidates and Masters' students holders of a Bachelor's Degree/Diploma in First Degree Studies: up to EUR 100

Article 24.

Doctoral nomination procedure

After the successful completion of the presentation of the doctoral thesis, the PhD Candidate is entitled to apply to the Secretariat for his/her admission.

A. Prior to notification/endorsement, the following requirements must be fulfilled:

- Mandatory deposit in electronic form at the Institutional Repository of the University of the Aegean
- Obligatory deposit in electronic form at the Secretariat of the Department
- Under the responsibility of the Secretariat of the Department and in cooperation with the PhD Candidate, the electronic publication of the PhD Thesis in the National Documentation Center is compulsory

The Secretariat, before the nomination, checks the dissertation at the National Doctoral Dissertation Archive of the National Documentation Center (<https://phdms.ekt.gr/phdms>).

The above is a necessary condition for the recognition - admission - awarding of a Diploma to the PhD Candidate.

B. Also, before notification/endorsement, the following should take place:

- The Student Care Center should confirm that there are no outstanding issues (return of a student dorm room key, return of a health care booklet and no outstanding issues for reasons of stay in a student dorm during the summer months)
- confirmation of the absence of any pending participation in the Erasmus Program by the Erasmus Office
- a receipt should be submitted for the payment of the value of the parchment in case the DPO wishes to grant it (and on the basis of what is applicable each time according to decisions of the competent bodies)
- The special student ticket (Academic Identity card) is canceled if it is valid
- The PhD thesis at the University of the Aegean Library and the lack of outstanding issues are confirmed.

C. At a meeting of the Department Assembly and in the presence of the PhD candidate or remote PhD, the President of the Department shall make public to the College the relevant documents certifying the successful completion of the oral presentation and evaluation process of the PhD Thesis, followed by his or her public acknowledgment and award of the PhD.

Article 25.

Issues of Ethics

The PhD Candidates must know, adhere to and apply the Code of Ethics and Good Practice of the University of the Aegean and any other rules of ethics.

The texts of diplomatic works and doctoral dissertations must be original. Appeals to works of other authors must be subject to appropriate reference and the established rules for the use of external sources in the writing of scientific works must be followed. It should be noted that any copying of a work by another author or creator is inadmissible, is contrary to intellectual property law and is subject to the statutory regulations for legal protection.

C. GENERAL

Article 26.

Assignment of teaching courses to scientific-licensed teachers

Teachers of the Postgraduate and Doctoral Studies Programmes during the period of their scientific/educational leave or suspension of duties may provide teaching work to the above programmes and supervise postgraduate and doctoral dissertations, if they consider that they have the flexibility to do so, provided that under the current conditions, this is essentially and practically a feasible issue which must be considered on a case-by-case basis by the Department's Assembly or the SPC.

Article 27.

Special Provisions

More specific issues are regulated by the Rules of Procedures of the Individual Programmes and by decisions of the competent bodies.

Article 28.

Entry into force

This Decision shall enter into force on the day of its publication in the Government Gazette

This decision is to be published in the Government Gazette

The Rector