



School of Physics AUTH

Postgraduate Studies Program: Advanced Functional Materials

A12. Regulation of
studies, internships, mobility, theses

December 2023

A. Regulation of Studies

General provisions

The second cycle of studies consists of following a Postgraduate Studies Program (PSP) leading to a Master of Science Diploma (M.Sc.).

The present Graduate Studies Regulation complements the provisions of Chapter IX [Organization and Operation of Second and Third Cycle Study Programs] of Law 4957/2022 (Government Gazette 141/t.A'/21-7-2022): "New Horizons at the Higher Education Institutions: Strengthening of the quality, functionality, and connection with society and other provisions", as well as the Regulation for the Operation of Postgraduate Studies Programs of the Aristotle University of Thessaloniki (AUTH).

Article 1 - Subject-Purpose of the PSP

The School of Physics of the Faculty of Science organizes and operates a PSP entitled: "Advanced Functional Materials".

The subject of the PSP is the development, properties, and technology of advanced functional materials which are materials designed and manufactured appropriately to have desired properties so as to achieve a high-technology applied function. Advanced Functional Materials comprise an innovative research subject, which, in the last twenty years, has been developing at a rapid pace, and covers all categories of materials such as inorganic, organic, hybrid, nanomaterials and low-dimensional materials, soft matter and interfaces with specific functions. The PSP puts emphasis on applications based on smart materials, energy materials, electronic/optoelectronic materials, magnetic and optical materials. Applications of intelligent utilization of inert materials and industrial waste are also included. The field of smart functional materials is an interdisciplinary field that includes areas of Physics, Chemistry, Engineering, and Biotechnology. In particular, the PSP focuses on the development, simulation and characterization of novel materials with improved properties for the next generation of high-tech applications. Emphasis is placed on the relationship between growth or processing method, atomic structure, micro- or nanostructure, macroscopic properties and material performance.

Purpose of the PSP is the training of qualified scientists with interdisciplinary education and high-quality theoretical and experimental education in new cutting-edge materials, including the topics of growth, properties, characterization, material selection and optimization, business skills, management and transfer of know-how. The PSP graduates have a solid background of theoretical and experimental knowledge, necessary to understand and formalize advanced principles in the development, the properties, the technology of materials and their applications, environmental and social impacts and sustainable growth, and they are capable of meeting the needs of research centers, universities and R&D departments of industry and the productive sectors both in Greece and in the European Union.

The learning outcomes and qualifications of those who successfully attended the PSP through the knowledge they have acquired, are expected to result in high-level services: a) to Universities and Research Centers, b) to local government and to public bodies that deal with

materials, constructions and devices, c) to the private sector, to companies that offer products and services in materials and related subjects, and d) to international organizations such as the European Union Observatory for Nanomaterials (Link), the European Materials Research Society (Link), the European Space Agency (Link) etc. Postgraduate studies are aimed at the promotion of knowledge, the development of research and the arts, as well as the satisfaction of the educational, research, social, cultural and developmental needs of the country, in the training of high-level scientists capable of contributing to theoretical and applied areas of specific knowledge branches, special thematic units or individual branches of the academic subjects of the first cycle of studies of the University Schools/Departments, as well as in the production and dissemination of knowledge, know-how, methodologies, tools and research results in the scientific field in which each School/Department is active.

Article 2 - Awarded Postgraduate Title

The PSP awards a Master of Science Diploma (M.Sc.) with the title: "Advanced Functional Materials".

The successful completion of the PSP leads to level seven (7) of the National and European Qualifications Framework in accordance with article 47 of Law 4763/2020 (A'254).

Article 3 - Governing Bodies of the PSPs

Competent governing Bodies for the administration, organization and operation of PSPs are:

- I. The **Senate of the University**, which is in charge of the academic, administrative, and organizational matters of the PSPs, and exercises all powers related to the PSPs not assigned by law to other bodies.
- II. The **Postgraduate Studies Committee** which is established by decision of the Senate and consists of the relevant Vice-Chancellor, who serves as Chair, as well as one (1) member of the academic Teaching & Research Staff (DEP) from each Faculty of AUTH, and from one (1) member who comes from the categories of members of Special Educational Staff (EEP), Laboratory Teaching Staff (EDIP) and Special Technical Laboratory Staff (ETEP) of AUTH. The members of the Committee have experience in organizing and participating in postgraduate programs. The Committee's term of office is two (2) academic years.
- III. The **School of Physics Assembly** has the following responsibilities:
 - a. sets up Committees for the evaluation of the applications of prospective postgraduate students and approves their registration in the PSP,
 - b. assigns teaching to the faculty members and lecturers of the PSP,
 - c. recommends to the Senate the amendment of the decision establishing the PSP, as well as the extension of the duration of the PSP,
 - d. designates the supervisor of each postgraduate student thesis and sets up examination committees for such theses,
 - e. verifies the successful completion of studies to award the M.Sc. title,
 - f. approves the annual report of the PSP, following the recommendation of the Coordinating Committee (C.C.).

The School of Physics Assembly may, by decision, transfer the responsibilities of paragraphs a) and d) to the Coordinating Committee of the PSP program.

IV. The Coordinating Committee of the PSP which consists of the Director of the PSP and four (4) faculty members of the School who have a related scientific field to that of the PSP and undertake teaching work at the PSP. The members of the Coordinating Committee are appointed by decision of the School Assembly and have the following responsibilities:

- α.** prepares the initial annual budget of the PSP and its modifications, providing the PSP has resources according to article 84 of Law 4957/2022, and recommends its approval to the Special Account for Research Funds (ELKE),
- β.** prepares the annual report of the PSP and recommends its approval to the School Assembly,
- γ.** approves the expenditure of the PSP,
- δ.** approves the granting of scholarships, remunerative or non-remunerative, in accordance with the provisions of the founding decision of the PSP and the Regulation of Postgraduate and Doctoral Study Programs
- ε.** recommends to the School Assembly the distribution of teaching work, as well as the assignment of teaching work to the categories of faculty members and lecturers of Article 83 of Law 4957/2022,
- σ.** recommends to the School Assembly the invitation of Visiting Professors to cover teaching needs of the PSP,
- ζ.** develops planning for any modification of the curriculum, which is then submitted to the School Assembly,
- η.** recommends to the School Assembly the redistribution of courses between academic semesters, as well as issues related to the quality improvement of the curriculum.

Emeritus Professors of the School or of collaborating Departments/Schools may participate in the Coordinating Committee, as long as they provide teaching work to the PSP.

V. The Director of PSP who comes from the Faculty members of the School, by priority at the rank of Professor or Associate Professor, and is appointed by decision of the School Assembly for a two-year term, with the possibility of renewal without limitation, and is not entitled to additional remuneration for his administrative work.

The **Director** has the responsibilities provided for in article 82 par. 4 of Law 4957/2022 and any others defined in the founding decision of the PSP:

- α.** presides over the Coordinating Committee and prepares the agenda and convenes its meetings,
- β.** advises the issues concerning the organization and operation of the PSP to the School Assembly,
- γ.** recommends to Coordinating Committee and the other organs of the PSP and of the University issues related to the effective operation of the PSP,
- δ.** is the Scientific Responsible of the PSP in accordance with Article 234 of Law 4957/2022 and exercises the corresponding powers,
- ε.** monitors the implementation of the decisions of the bodies of the PSP and of the Internal

Regulation of Postgraduate and Doctoral Study Programs, as well as the implementation of the budget of the PSP.

The Director of PSP, as well as the members of the Coordinating Committee and of the Study Program Committee are not entitled to remuneration or any compensation for the performance of the powers assigned to them and is related to the performance of their duties. Secretarial Support of the PSP is provided by the School of Physics. The Secretariat of the PSP is responsible for maintaining graduate student files and grades. It also informs postgraduate students about issues related to the organization and operation of the PSP. Finally, it is responsible for the preparation of the topics introduced to the School of Physics Assembly or to the Study Program Committee.

Article 4 - Categories of the postgraduate course candidates

Applicants to the PSP program must be holders of first-cycle degrees from Greek and foreign universities, and specifically Schools of the Faculties of Natural Sciences, Materials Science Schools, Schools of Engineering Faculties, Schools of the Faculty of Health Sciences, and of the Hellenic Air Force Academy, as well as graduates of other similar or related Schools of equivalent institutions in Greece or abroad in relevant scientific field.

The recognition of foreign academic degrees for admission to a PSP is carried out by the Academic Schools. In the case where the first cycle of studies has been completed abroad, the candidate is not obliged to provide the equivalence of academic degrees from the Hellenic National Academic Recognition and Information Center (DOATAP). Even if he presents parity, recognition is still done by the School.

The Academic Schools are responsible for the **academic only recognition of degrees** and not for equivalence. DOATAP is still responsible for the equivalence of degrees.

Those interested, who have already applied or are studying at a PSP, subject to the provision of an individual act of recognition by DOATAP, are exempted from this obligation and their application or the continuation of their studies is considered based on the criteria of the new law.

Method for checking the authenticity of a general type first-cycle degree:

1. Authenticity is certified:
 - 1.1. with the Hague Apostille,
 - 1.2. by submitting the degree and simultaneously notifying the Foreign University by the interested party. The notification is accompanied by an official email from the Foreign University giving the Secretariat of the relevant Academic School the ability to check the authenticity.
2. in case the specialization awarded by the degree is needed, the check is based on its inscription on the degree and the transcript of records or the Diploma Supplement.
3. in case the grade is of interest, we use the matching with the procedure announced by DOATAP.

4. the academic recognition applies only to this specific process, is secured by a decision of the School Assembly and is **not provided to the applicant**. If the applicant requires a relevant certificate, he/she should apply to DOATAP for the Equivalence.

Article 5 - Number of Entrants, Criteria and Entrant Selection Procedure

The number of admissions per year is limited to sixteen (16) postgraduate students. The PSP cannot operate with less than three (3) postgraduate students.

The PSP, following a decision of the Assembly of the School of Physics, announces positions through an open process. In particular, the invitation states the conditions for admission, the number of entrants, the categories of candidates, the method of admission, the selection criteria, etc., the application deadlines as well as the required supporting documents.

The announcement for the admission of postgraduate students is published on the website of the School. The applications, accompanied by the necessary supporting documents, are submitted to the Secretariat of the School, in paper or in electronic form.

The method of evaluation (scoring) of the aforementioned criteria belongs to the competence of the School Assembly or the Study Program Committee and is included **in detail** in the Postgraduate Studies Regulation.

By decision of the School Assembly, the **selection process** of candidates is carried out by a competent three-member Selection and Examination Committee made up of faculty members who have undertaken postgraduate work.

The Committee draws up a complete list of all candidates and, after the relevant check, rejects those who do not meet the minimum criteria set by the School, and invites to an interview, where provided, the qualified candidates who have met the prerequisites.

The scoring of candidates for admission to the PSP results as follows:

1. Degree or diploma grade (up to 25%)
2. Degree acquisition time relative to the minimum required (up to 10%)
3. Grading in undergraduate courses that are related to the PSP subject (up to 30%)
4. Performance in the Graduate Thesis (related to the academic subject of the PSP), where this is foreseen in the first cycle of studies, or in other coursework within the framework of the first cycle of studies (up to 20%).
5. Other qualifications, such as letters of recommendation, published papers, project work, other degrees, relevant professional experience, interview by the 3-member Selection and Examination Committee, etc. (up to 15 %).

Apart from the scoring based on the above criteria, necessary conditions for admission to the PSP are the following:

a) All candidates must have sufficient knowledge of the English language, while foreigners must also have sufficient knowledge of the Greek language. Those candidates who do not hold valid certificates of good knowledge of the English language (at least level B2, according to the system of the Council of Europe, which is accepted by [ASEP](#)), are required to take an exam on their ability to translate scientific texts with ease. This exam is carried out by the School of Physics during the period of entrance examinations that follows the period of admission applications. Alternatively, a bachelor's or master's diploma from a Greek University or a commensurate University abroad can be submitted, from which the successful completion of an English-language undergraduate or postgraduate program is confirmed. The same applies to foreign candidates who, if they do not hold valid certificates of good knowledge of the Greek language, are required to take an exam on their ability to understand the Greek language sufficiently.

b) For the cases of candidates who are graduates of Departments or Schools whose curriculum does not contain courses related to the academic subject of the PSP, or for the cases of candidates who are graduates of Departments or Schools of a related academic subject that are not explicitly mentioned in the Call for Applications, the three-member Selection and Examination Committee is responsible for judging the adequacy of the relevance of their studies. Candidates who are judged to be graduates of insufficiently relevant Departments or Schools, must participate in course exams that are defined by the School of Physics Assembly and are mentioned in the Call for Applications.

c) Applicants must have graduated with a first cycle degree grade greater than or equal to 6/10.

The Committee prepares a complete list of all candidates and, after the relevant check, rejects those who do not meet the minimum criteria that have been set by the School and calls for an interview, where required, the candidates who have been shortlisted and have met the prerequisites.

After the completion of the evaluation process of the candidates' applications, the final list of successful candidates is drawn up. If two or more candidates are tied for the last place in the admissions ranking, then the selection is made based on the degree grade of the first cycle of studies, and at the second level (if necessary), based on the duration of the candidates' studies in relation to the minimum required study time to obtain a degree.

In case any admission places remain vacant, they are filled up to the exhaustion of the planned number of admissions, in accordance with the provisions of the Call for Applications.

The final list of successful candidates and any waitlisted candidates, after being approved by the School of Physics Assembly, is posted on the bulletin board of the Secretariat and on the website of the PSP.

Objections to the results may be submitted within five (5) working days of the announcement of the results.

The registration of the successful candidates takes place within a time period set by the School's Secretariat with an announcement on the School's website. In the event that a candidate does not register within the prescribed period, it is considered as a refusal to accept the position which is then filled by the next successful candidate.

Written Examination

In cases where a written examination is required, candidates are examined on the following subject: Solid State Physics and Materials Science in their content as defined in the undergraduate courses of the School of Physics. The teaching staff of the Solid State Physics course of the 1st semester of the PSP are responsible for conducting the examinations.

Article 6 - Duration and Terms of Study

Duration

The duration of study in the PSP that leads to the award of the M.Sc. diploma is set at a minimum of **three (3) semesters**, which includes the time for the preparation and evaluation of the postgraduate diploma thesis.

The maximum allowable time for completing the studies is set at **six (6) semesters**.

Postgraduate students have the option of **part-time study**, the duration of which cannot exceed twice the regular study period. Part-time study is available for those who have been proven to work at least twenty (20) hours a week and for non-working postgraduate students who are unable to meet the minimum requirements of the "full" study program and for particularly serious cases (e.g., illness, workload, serious family reasons, army service, force majeure), for which the School Assembly decides.

Also, postgraduate students who have not exceeded the normal duration of study may be granted, upon submission of a relevant application, **suspension of studies**, which may not exceed two (2) consecutive semesters. During the suspension, the postgraduate student loses his student status. The time of the suspension is not counted towards the maximum duration of regular studies.

With the resumption of studies, postgraduate students return to a normal study status with all the rights and obligations provided by the PSP.

In addition, following a justified application before the completion of the normal duration of study, the postgraduate student may request an extension of studies, for the completion of the studies or the preparation of the postgraduate thesis. After the end of the extension of studies, the postgraduate student is deleted from the PSP by decision of the School Assembly or the Study Program Committee.

The applications of postgraduate students for **part-time study, suspension or extension of studies** are submitted to the Secretariat of the School of Physics before the start of the academic semesters. The case of army service is recognized by law as a suspension of studies.

For the successful completion of the M.Sc. program and the award of the M.Sc. diploma, the successful examination in the courses, as defined by the PSP curriculum, the successful examination of the Master's thesis and the completion of at least ninety (90) credit units (ECTS) are required.

The Assembly of the School of Physics may delete a postgraduate student for the following reasons:

- a. At the request of the postgraduate student.
- b. If the maximum period of study has passed and the studies have not been completed.
- c. If the postgraduate student does not complete 30% of the required credit units (ECTS) for the award of the M.Sc. diploma during the regular period of studies.
- d. For inappropriate academic behavior. This case is examined by the School Assembly upon a request and a substantiated recommendation from the Coordinating Committee of the PSP. The Assembly, after taking into account the opinion of the University's Ethics Committee, may delete the postgraduate student from the PSP. In particular, in the case of plagiarism, Article 15 of this document applies.

No tuition fees are predicted for the enrollment to the PSP.

Article 7 - Student Rights and Obligations

Postgraduate students register and participate in postgraduate programs under the terms and conditions provided for in the Postgraduate Studies Regulation. Postgraduate students have all the rights, benefits and facilities provided for students of the first cycle of studies, except for the right to free textbooks. The School must ensure facilities for postgraduate students with disabilities or special educational needs, e.g. special examination methods, access to training areas, teaching laboratories, etc.

The postgraduate students who are admitted to the PSP are obliged to:

1. attend the classes of the PSP without fail. Attending the lectures and exercises is mandatory. Exceptions are only allowed for serious justified reasons. No more than three (3) absences are allowed in each course.
2. participate in all educational and research activities.
3. submit course declarations on time every semester.
4. submit the tasks required for each course within the prescribed deadlines.
5. attend the exams.
6. To have settled all their financial obligations, as well as any other obligation to the University, before taking the oath. Otherwise, they will not have the right to take the oath and/or receive the M.Sc. diploma.

7. If they have received a scholarship, to offer remunerative work, as long as this is foreseen (tutoring courses, contribution to the library and research and where there is a need in the services of the University).

8. To respect and abide by the decisions of the PSP bodies as well as academic ethics. Failure to comply with the above, without documented justification, may result in failure in a course or exclusion from the program.

Failure to comply with all of the above without a serious and documented justification may result in the graduate student's removal from the program.

Article 8 - Curriculum - Knowledge Assessment

The Master's program is structured in three (3) semesters.

In the first semester, six (6) courses are taught.

In the second semester, seven (7) courses are taught.

In the third semester, a Master's thesis is completed.

The conduct of PRACTICAL TRAINING is provided as an elective course within the Erasmus program. The relevant act should include the provisions of Article 69 of Law 4957/2022.

Distance learning is determined by the provisions of the Joint Ministerial Decision (Government Gazette 1079/T8/28-2-2023).

The official language of the program is Greek. In the case of a foreign lecturer or foreign students, there is the possibility of conducting specific courses in English.

A) Indicative study program

INDICATIVE CURRICULUM

No	Course Title	Course type/ Semester	Distance learning	ECTS
1	Solid State Physics	O/1		3
2	Computational Methods and Simulations of Functional Materials	O/1		5
3	Growth of Functional Materials	O/1		7
4	Nanostructures, Heterostructures and Elastoplastic Behavior	O/1		5
5	Magnetic Properties of Materials and Technological Applications	O/1		5
6	Electron Microscopy and X-ray Diffraction in Materials Science	O/1		5
1st semester - Total		5		30
7	Electrical Properties of Semiconductors and Insulating Films – Devices for Novel Technologies	O/2		5
8	Optical Properties, Spectroscopy and Applications	O/2		5
9	Materials Selection & Processing	O/2		3
10	Research Methodology Training Practicals	O/2		3
11	Advanced Topics and Skills on Materials Innovation Development	O/2	50%	2
12-14	Selective Courses	S/2		12
2nd semester – Total		5O+3S		30
15	M.Sc. Thesis	O/3		30
3rd semester - Total		0		30

O: Obligatory course / S: Selective course

Selective Courses (students choose 3 courses from the following list)

No	Course Title	Course type/ Semester	Distance learning	ECTS
1	Synchrotron Radiation: Properties and Applications in Materials Characterization	S/2		4
2	Materials and Techniques in Modern Biomedicine	S/2	65%	4
3	Electronic Structure and Lattice Dynamics of Nanomaterials	S/2		4
4	Thermal and Thermoelectric properties of Materials, Nanostructures and Nanostructured Materials	S/2	50%	4
5	Functional Colloidal, Ceramic, and Polymeric Materials	S/2	30%	4
6	Optoelectronic and Microelectronic Devices	S/2		4
7	Internship ¹	S/2		4
8	Advanced Topics on Materials Characterization: Introduction to Archaeometry	S/2		4
9	Advanced Metallic Matrix Materials and Nanomaterials	S/2		4
10	Advanced Computational Methods for the Simulation of Functional Materials	S/2		4
11	Low-Dimensional Materials	S/2		4
12	Advanced Methods of Transmission Electron Microscopy & Nanoanalysis	S/2		4
13	Advanced Topics on Materials Growth, Synthesis & Processing	S/2		4

In the event of an obstacle to the conduct of a course, its reimbursement is foreseen at a date and time posted on the PSP website.

¹ *It is possible to travel and carry out an internship in an institution abroad in accordance with the Erasmus regulation*

The start and end of the lectures as well as the duration of the examination periods are determined by the academic calendar or by decision of the School Assembly or the Study Program Committee.

B) Knowledge Assessment - Student Evaluation

Assessment in individual courses or other educational activities is conducted at the end of each semester with written or oral exams, coursework, or a combination of these.

The method of evaluation is defined by the teaching staff of each course at the beginning of the academic semester. The percentage of participation in other educational activities (laboratory practicals, coursework, and seminars where applicable) is determined in the final grade of each course for each course separately, following the recommendation of the teaching faculty of each course and is approved by the Coordinating Committee of the PSP.

The grading scale for evaluating the performance of postgraduate students is defined from zero (0) to ten (10), as follows:

- Excellent (8.5 to 10)
- Very Good (6.5 to 8.5 not included)
- Good (6 to 6.5 not included)
- Passing grade is at least six (6)

Attendance at classes or any other educational activity is mandatory. A postgraduate student is considered to have attended a course (and therefore has the right to participate in the exams) only if he has attended at least seventy-five percent (75%) of the theoretical hours of the course and seventy-five percent (75%) of the laboratory training in any courses it is provided for. Otherwise, the graduate student is required to attend the course again in the next academic year.

In the event that the percentage of absences of a postgraduate student exceeds fifty percent (50%) in all courses, the issue of his/her expulsion from the course arises. The issue is examined by the Coordinating Committee, which provides an opinion on the matter to the School Assembly or to the Study Program Committee.

It is possible in case of emergency or force majeure to conduct exams using electronic means, as long as the integrity of the evaluation process is ensured.

In cases of illness, it is recommended that the examiner facilitates, in any way he/she deems appropriate, the student (e.g. oral or remote examination).

If the postgraduate student fails 2 times in the examination of a course or courses and is considered to have not successfully completed the program, he is examined, following his application by a three-member committee of DEP members of the School, who have the same or related academic subject as the course being examined and are designated by the

School Assembly. The initial person in charge of the examination is excluded from this committee.

The degree of M.Sc. diploma results from the weighted average of the courses and the Master's Thesis (the weighting is done by the credit units of the courses and the thesis) and is calculated, with an accuracy of two decimal places, in the following way:

The grade of each course and of the thesis (where provided), is multiplied by the corresponding number of credit units (ECTS) and the sum of the products is divided by the minimum number of credits required to obtain the M.Sc..

The mathematical formula is as follows:

$$\text{M.Sc. Grade} = (\text{Grade of course 1} \times \text{ECTS of course 1} + \text{Grade of course 2} \times \text{ECTS of course 2} + \dots + \text{Grade of master thesis} \times \text{ECTS of master thesis}) / \text{Total number of ECTS.}$$

C) Master's Thesis

For the preparation of a Master's Thesis, where provided for, the Coordinating Committee following an application from the candidate on specified dates, in which the proposed title of the Master's thesis, the proposed supervisor, and a summary of the proposed work are attached, designates its supervisor and sets up a three-member Examination Committee for the approval of the work, one member of which is the supervisor.

The teaching staff of the categories described in article 83 of Law 4957/2022, have the right to supervise theses and participate in three-member advisory/examination committees, provided that they hold a doctoral diploma:

- a.** DEP Members, Special Educational Staff (EEP), Laboratory Teaching Staff (EDIP) and Special Technical Laboratory Staff (ETEP) of the School or other Schools of the same or other Higher Educational Institution (AEI) or Higher Military Educational Institution (ASEI), with additional employment beyond their legal obligations, if the PSP has tuition fees,
- b.** Emeritus Professors or retired DEP members of the School or other Schools of the same or other AEI,
- c.** collaborating professors,
- d.** authorized lecturers,
- e.** visiting professors/researchers,
- f.** researchers and specialist functional scientists of research and technological bodies of article 13A of Law 4310/2014 (A' 258) or other research centers and institutes of the country or abroad.

The members of the three-member Examination Committee must have the same or related scientific specialty as the subject of the PSP.

The preparation of the Master's thesis is governed by the Code of Academic Ethics of AUTH. Every creator or co-creator of any intellectual work is entitled to be mentioned and recognized

as such, enjoying both the property and moral rights/powers deriving from the specific work. Exceptionally, if the original intellectual product ("work") is the final output of a paid research project, which has been commissioned by an entity outside AUTH, the property rights of the creator or co-creators may be limited based on the terms of the contract under which the said research project is assigned, while the moral rights remain with the creator or creators, subject to the necessary - for the exploitation/financial utilization of the produced intellectual creation - contractual restrictions.

For the presentation of the Master's thesis, the positive recommendation of the Three-member Examining Committee is foreseen after the defense of the thesis held in public on a specified date and place as defined by the Coordinating Committee of the PSP.

After the defense of the thesis, a minutes is drawn up in which the individual grade of each member of the Three-Member Examining Committee, the average grade, as well as any comments or remarks, are mentioned.

If the evaluation of the thesis is negative, the postgraduate student may submit his/her work, incorporating the remarks for its improvement, within a period of time set by the Three-Member Examination Committee. If the second evaluation is also negative, the student loses the right to be awarded the Masters diploma.

In exceptional cases, if there is an objective weakness or an important reason, it is possible to replace the supervisor or a member of the Three-Member Examining Committee as well as change the subject of the Master's Thesis after decision of the School Assembly.

The Master's thesis can be written in Greek or English. If the thesis is written in English, it must include an extensive summary in Greek that describes the methodology and main results. The template for writing the Master's thesis is available on the website of the PSP.

Article 9 - Scholarships

It is possible by decision of the School Assembly or the Study Program Committee depending on the revenue of the PSP to grant scholarships to graduate students. Scholarships are awarded based on academic, objective criteria (such as academic performance based on the previous semester's grade point average) and must be entered into the approved budget of the PSP. The grant conditions, obligations and rights of the scholarship holders are determined by decision of the School's Assembly.

AUTH may grant remunerative scholarships to postgraduate students with the obligation to support the educational process and provide assistant teaching work. The PSP determines the maximum amount of the grant of a remunerative scholarship per student, the maximum number of hours of their weekly employment and other details regarding the granting of the scholarships. Postgraduate students are informed following a relevant announcement from the Secretariat of the PSP.

Article 10 - Educational staff

The teaching work of PSP is assigned, following a proposal from the Coordinating Committee of the PSP and decision of the School Assembly to the following categories of teaching staff:

- a. Members of DEP, EEP, EDIP and ETEP of the School or other Schools/Departments of AUTH or another AEI or ASEI, with additional employment beyond their legal obligations, if the PSP has tuition fees,
- b. Emeritus Professors or retired DEP members of the School or other Schools of AUTH or other AEI,
- c. collaborating professors,
- d. authorized lecturers,
- e. visiting professors/researchers,
- f. researchers and specialist functional scientists of research and technological bodies of article 13A of Law 4310/2014 (A' 258) or other research centers and institutes of the country or abroad.
- g. scientists of recognized authority, who have specialized knowledge and relevant experience in the scientific subject of the PSP.

The decisions of the School Assembly or of the Study Program Committee for the distribution of the teaching work, must include the following elements:

- a. the full name of the faculty member or external lecturer,
- b. his/her property,
- c. the type of teaching work assigned per lecturer (course, seminar), and
- d. the number of teaching hours per course or seminar.

It is the invited lecturer's obligation to adhere to the weekly teaching schedule, as determined by the Coordinating Committee, and to follow the examination and evaluation terms, as described in the present Regulation.

Teaching staff obligations include, among others, the description of the course or lectures, the provision of relevant literature, the method of examination of the course, the communication with the postgraduate students.

Teaching at the PSP is done in accordance with the course timetable drawn up by responsibility of the Director of PSP.

At the beginning of the PSP attendance, a permanent DEP member of the PSP is appointed as **Academic Advisor** for each postgraduate student. The role of the Academic Advisor is to monitor the students' academic progress, to be informed by the teaching faculty of any continuous absences of students under their responsibility, and to inform them (through the Secretariat) that such an absence may lead to failure in the course. Additionally, the Academic Advisor provides assistance in the selection of the postgraduate thesis, taking into account the research interests of the postgraduate student. Postgraduate students are obliged to

contact their academic advisor for any problem that may affect the smooth progress of their studies.

The Academic Advisor provides the postgraduate student with the necessary counseling to cope with the requirements of the PSP.

The Academic Advisor makes sure to have meetings at regular intervals with the graduate students he oversees and not less than two (2) per semester. His duties include, among others:

- Identifying the postgraduate student's needs and research interests, supporting the postgraduate student's inclinations and skills and encouraging him/her to work towards areas that suit him/her.
- The information and the facilitation of the postgraduate student's contacts with the collective bodies of the PSP and the administration services.
- The provision of assistance for the preparation of his personal six-month study program and the determination of the subject of the postgraduate thesis.
- Identifying students who need to pass multiple courses.
- Caring and planning for such students.

The teaching staff, administrative staff, as well as the relevant services of AUTH cooperate and support the Academic Advisors in their work, while taking into account information, observations, suggestions and requests, for any deficiencies or malfunctions that create problems for the students and any suggestions for dealing with them.

Upon recommendation of the Coordinating Committee or the PSP course Director, assisting teaching work may be assigned to Ph.D. students of the School or Faculty, under the supervision of a PSP teaching staff member. Assisting work is defined as the assistance of DEP members in the exercise of their teaching duties, the training of students, the conduct of tutorials, laboratory practicals, the supervision of examinations and the correction of exercises. By decision of the School Assembly or the Study Program Committee, assisting work may either be assigned or a call for interest may be published on subjects offered in the PSP curriculum. The Call for Interest sets the deadlines for submitting a candidacy as well as the required qualifications.

The teaching staff, during the period of time they are on educational leave or suspension of duties, may provide teaching work to the PSP, if they judge that their schedule permits them, provided of course that, based on the current conditions, this is essentially and practically feasible, a matter which must be competently judged on a case-by-case basis.

Article 11 - Programs Revenue - Financial Management Process

The resources of the PSP may come from:

- a. donations, sponsorships and all kinds of financial support,
- b. legacies,

- c. resources from research projects or programs, especially of the European Union
- d. AUTH's own resources
- e. any other legal reason.

The resources of the PSP is available to cover its operational costs.

The PSP prepares, in accordance with the current legislation, a detailed budget for five (5) years of operation, which includes all resources of the PSP and its operating costs.

Article 12 - Administrative Support - Logistics Infrastructure

For the proper functioning of the PSP, classrooms (or laboratories or clinics where their founding Gazette should be mentioned) are made available by the School of Physics.

The administrative and secretarial support of PSP provided by the School of Physics Secretariat regarding

- a. the annual announcement for admissions to the PSP,
- b. the collection of applicants' applications and supporting documents,
- c. the admissions records,
- d. the records of grades,
- e. the initialization of postgraduate students' applications and their promotion to the Director of the PSP and/or the President of the School,
- g. the study completion check, the issuance of the M.Sc. Diploma and of the Diploma Supplement,
- f. special matters pertinent to decisions of the School Assembly.

Article 13 - Graduation Ceremonial

Oath-taking is not an integral part of the successful completion of the studies, but it is a necessary condition for granting of the title document of the diploma. The attestation ceremony takes place in the framework of the School Assembly, in the presence of the Director of the PSP, the President of the School/Dean of the Faculty or his Deputy and, if possible, a representative of the Rector.

Postgraduate students, who have successfully completed the PSP, in exceptional cases (studies, residence or work abroad, health reasons, etc.), can apply to the School/Faculty Secretariat for an exemption from the obligation of attestation.

Article 14 - Awarded Type of Postgraduate Study Diploma

The title of Master is a public document and is awarded in one of the PSPs of the Department.

The Master's Diploma is issued by the Secretariat of the School of Physics of the Aristotle University of Thessaloniki. The Diploma states the School of Physics of AUTH, the date of completion of the studies, the date of issuance, the graduation protocol number, the title of the Diploma, the details of the postgraduate student and the designation rating Good, Very Good, or Excellent.

Before the awarding of the Diploma and after the successful completion of the PSP, the graduate may be granted a certificate of successful attendance and completion of the studies.

In addition to the Master's Diploma, a Diploma Supplement is granted [article 15 of Law 3374/2005 and of the Y.A. Φ5/89656/BE/13-8-2007 (Government Gazette 1466 t.B')], which is an explanatory document that provides information about the nature, level, general framework of education, content and status of the studies that have been successfully completed and is not a substitute for the official degree or course grade list issued by the Institutions.

Article 15 - Plagiarism

When submitting any coursework or thesis, the postgraduate student is required to indicate whether he has used the work and views of others.

Plagiarism is a serious academic misconduct, and it is the copying of another's work, as well as the use of another's work - published or unpublished - without proper citation. The quoting of any documentary material, even from previous studies by the postgraduate student himself, without a relevant reference, may justify a decision of the School's Assembly for his/her expulsion from the program.

In the above cases - and after a reasoned recommendation from the supervising professor, the School Assembly can decide to expel the postgraduate student.

Any misconduct or violation of academic ethics is referred to the Coordinating Committee of the PSP for evaluation and recommendation to the School Assembly about addressing the issue. The offenses of copying or plagiarism and, in general, any violation of the provisions on intellectual property by a postgraduate student when writing assignments in the context of the courses or preparing a postgraduate diploma thesis are also considered infringements.

The University's Ethics Committee is responsible for violations of ethics rules and studies quality.

Article 16 - Certification-Evaluation of the PSP

After the issuance of the decision establishing the PSP and before the start of its operation, the certification of the PSP is required by the Hellenic Authority for Higher Education (HAHE), in accordance with case γ) of par. 1 of article 8 of Law 4653/2020 (A' 12). After their

establishment, postgraduate courses are certified periodically, according to the sub-case $\beta\beta$) of case β) of par. 1 of article 8 of Law 4653/2020, in the context of the evaluation of the academic unit to which they belong.

In the event that the founding decision is amended, re-certification of the PSP is required by the HAHE, since the amendment concerns elements such as the subject, the purpose of the program, the learning outcomes and the qualifications obtained from its successful attendance, as well as the specializations that award a different diploma.

The PSP of each School/Department, which includes the inter-departmental, inter-institutional and joined PSP, whose the School undertakes the administrative support, are evaluated in the context of the periodic evaluation/certification of the academic unit by the HAHE. In this context, the overall assessment of the work carried out by each PSP is carried out, including the degree of fulfillment of the goals set at its establishment, its sustainability, the absorption of graduates by the labor market, the degree of its contribution to research, its internal evaluation by the postgraduate students, the feasibility of extending its operation, as well as other elements regarding the quality of the work produced and its contribution to the national strategy for higher education.

If a PSP, during its evaluation stage, is deemed not to meet the preconditions for continuing its operation, then its operation is terminated with the graduation of the already registered students in accordance with the establishment decision and the regulation of postgraduate and doctoral study programs.

QAU Internal Evaluation

In order to ensure and improve the quality of the PSP the Quality Assurance Unit of AUTH (QAU) conducts a periodic internal evaluation of the PSP within the framework of the Foundation's Internal Quality Assurance System and in accordance with the instructions and directions of the HAHE.

The obligations of the Administrative Bodies and the teaching staff of the PSP also include all the procedures foreseen, based on the respective instructions and directions of QAU-AUTH for the internal and external evaluation and certification of Study Programs and academic Units.

Evaluation of teaching staff and courses by the students

With the sole purpose of improving the level of studies of the PSP and with absolute assurance of their anonymity, students are invited to evaluate the courses and teaching staff of each semester.

For reasons of uniform observation of statistical data and the possibility of extracting usable conclusions for the educational work of the Schools and the University as a whole, evaluation questionnaires are drawn up by the QAU and can be partially differentiated, based on the

particular characteristics and needs of each academic unit and/or each course. They are completed electronically.

The assessment is carried out under the responsibility of the Internal Evaluation Group (OMEA), in collaboration with the QAU of AUTH, and is carried out through the informational Quality Management System (QMS) of the latter. The Administration and OMEA of the School must take systematic actions for the attendance of students in the assessment, according to the directions of the QAU and the relevant decisions of the Senate.

The OMEA of each School monitors, through the Quality Management Information System (QMS) of QAU, the degree of participation of students in the evaluation process, analyzes the relevant results and informs the Administrative Bodies of the PSP and of the corresponding academic unit. The evaluation questionnaires concern each taught course and each teaching staff member individually.

The administrative bodies of the PSP and of the academic unit, in collaboration with the corresponding OMEA, must study the results of the evaluation, announce their resulting conclusions, decide on the publication of the cumulative results of the evaluation, when deemed necessary and in any case after the announcement of the grades of the semester's courses, in accordance with the current Legislation for the protection of Personal Data, and to take actions to deal with any problems.

Article 17 - Course Guide

The PSP issues a Course Guide to inform postgraduate students about its operation. The Course Guide includes:

1. General information and useful electronic information about the University and the School, specifically about administrative services or collective bodies that the postgraduate student can contact for the successful completion of his/her studies.
2. The purpose, the subject of the PSP as well as the acquired qualifications after the award of the Master's Diploma.
3. The academic calendar, which includes the dates of the start and end of the academic semesters, the examination periods, the holidays, the periods of presentation of postgraduate theses and any other obligations such as practical training, seminars, conferences, etc.
4. The curriculum, the specializations (if any), the credit units, the teaching faculty, the rights and obligations of postgraduate students.
5. The official language of teaching and the preparation of the postgraduate thesis.
6. The administration of the PSP.
7. Useful databases.
8. The use of the Library.
9. Services to postgraduate students.

Article 18 - Transitional Provisions

Any matter that arises in the future that is not covered by the relevant legislation or the Postgraduate Studies Regulation will be addressed by decisions of collective bodies, with a modification of the Regulation.

B. Regulation of Internships

According to the Decision of the Senate of the Aristotle University of Thessaloniki no. No. 78656/23.06.2023 "Approval of the Regulation of Postgraduate Programs of the Aristotle University of Thessaloniki (AUTH)" (Government Gazette 4084/B-23.06.2023) the following apply:

Article 10 – Traineeships

Second-cycle study programs may provide for student internships as a compulsory or optional educational activity of the curriculum aimed at the practical application of theoretical scientific knowledge gained from successful attendance of the study program and the familiarization of students with potential workplaces

Student internships are carried out in public services, legal entities governed by public law, local authorities of first and second degree, legal entities governed by private law and businesses, hereinafter referred to as "host bodies", under the supervision of a lecturer of the program of study. Internships may also be carried out in foreign institutions, provided that it is possible to supervise the educational process, in accordance with the provisions of the program regulation.

For student internships, an internship contract is concluded between the Aristotle University of Thessaloniki and the host institution. The successful completion of the internship entails the award of the number of credits (European Credit Transfer and Accumulation System - ECTS), as determined by decision of the Assembly of the Department.

By decision of the Assembly of the Department or the competent body for the Postgraduate Programs per academic year, the following are defined:

a) The **Internship Manager**, who comes from the members of the Teaching Research Staff (T.E.P.) or Laboratory Teaching Staff (E.DI.P.) or Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department, and has as object the general supervision of the educational process of the internship within the framework of the curriculum, the coordination of the Internship Supervisors and the host organizations.

b) The **Internship Committee**, which consists of faculty members or E.DI.P. or E.E.P. or E.T.E.P. of the Department, headed by the Internship Manager, with the object of evaluating the applications of students who wish to conduct an internship, if this is not mandatory, the coordination of activities related to student internships, solving problems, appointing a Supervisor per trainee student, drafting and submitting an annual report on the implementation and evaluation of the internship program to the Assembly of the Department, as well as submitting suggestions for the modification of the curriculum regarding internship

issues. The Head and the Internship Committee may be common for all or a number of study programs of the same Department.

The **Supervisor** is responsible for guiding and supporting students throughout the internship process in host organizations, communicating with the host organizations to achieve the intended learning outcomes and informing the Supervisor and the Internship Committee. Teachers of the curriculum may be appointed as Supervisors.

Postgraduate students conducting an internship are compulsorily insured by the National Organization for the Provision of Health Services (E.O.P.Y.Y.) through the Electronic National Social Security Institution (e-EFKA) (former Social Insurance Institute - Single Insurance Fund for Employees - IKA - ETAM), according to par. 10 of article 15 of Law 3232/2004 (A' 48) only for the accident sector, the cost of which is borne exclusively by the host institution.

The amount of the monthly compensation for conducting internships in private sector bodies amounts to eighty percent (80%) of the statutory minimum basic salary, if the internship concerns an educational activity corresponding to a full-time employment of forty (40) hours per week.

If the traineeship concerns a smaller number of hours per week, the amount of the monthly allowance shall be proportional to the total weekly working hours. The compensation may be paid either on a monthly basis or upon completion of the traineeship training process.

The cost of compensation and insurance for students to carry out traineeships is borne as a priority by the host institutions. Exceptionally, the cost of compensation and insurance may be charged, in part or in full, to the budget of co-financed programs or projects financed by own or private resources managed by the Special Accounts for Research Funds (E.L.K.E.) of HEIs. The cost of compensation and insurance may be lower than that specified in para. 7 and be covered exclusively by resources of co-financed programs or own resources of ELKE of HEIs. The exact amount of compensation referred to in the previous paragraph is determined by a joint decision of the Ministers of Finance and Education and Religious Affairs.

The granting of compensation for the conduct of internships does not constitute a reason for interruption of other financial benefits granted or special allowances or pensions that students of the HEI receive or are entitled to receive for other reasons.

By decision of the Assembly of the Department, details regarding the conduct of the internship are determined, such as whether or not it is mandatory for the award of the degree, the total hours of practical training, its duration in calendar months, the period of its implementation according to the needs and requirements of the program of study, as well as the minimum conditions for academic progress that must be met before it begins.

If the internship is not mandatory for the successful completion of the program of study, the internal regulations of the program of study may determine the conditions and selection criteria if the number of available internship places is not sufficient to cover all the applications of interested students of the program.

C. Regulation of Mobility

The Senate of the Aristotle University of Thessaloniki (Aristotle University of Thessaloniki) in its meeting no. 2980/20 & 21-2-2019 decided to approve the adoption of good practices for the proper implementation of the ERASMUS+ program, which apply proportionally to all courses of study of the Aristotle University of Thessaloniki, in accordance with the applicable Legislation and the Regulation of each Postgraduate Program.

In addition, since then, the procedures have been updated and specified according to the respective directions of the State Scholarships Foundation and are published accordingly by the Department of European and Educational Programs on the website of <https://eurep.auth.gr/el/students/studies>

The above Decision of the [Senate of the Aristotle University of Thessaloniki](#) is as follows:

A) Outgoing Students

The following aims to ensure the right of mobile practical students to automatic and full recognition of their period of study in a partner institution, subject to the successful completion of their academic obligations.

1. When completing the Learning Agreement for Studies, which takes place before the start of the transfer, the respective ECTS Coordinator, as the designated representative of the relevant Department under the Ministerial Decision no. No. Φ.821/2318T/89676/Z1, to ensure that the workload of the migrant at the Host Institution, through the declaration of the corresponding academic obligations in the relevant table of the above form (even Table A), will amount to 30 ECTS credits for one academic semester. For reasons of flexibility and given the heterogeneity of the programs of study, deviation from the above rule (either positive or negative) is allowed by the number of credits of only one (1) course in the case of an academic quarter or semester and two (2) courses in the case of transfers for one academic year.
2. At the same stage, i.e. when completing the Learning Agreement, the ECTS Coordinator should ensure the full recognition of the aforementioned workload by recording in the corresponding table of the Learning Agreement (even Table B) the credits and courses/academic obligations from which he/she will be relieved upon successful completion of those mentioned in Table A. The framework of this process must have the agreement of the Assembly or equivalent competent an organ of the relevant Department, through a relevant decision (which could be taken once). This decision is

recorded in the Application-Statement form submitted by mobile students to the Department of European Programmes.

3. The abovementioned recognition should be divided into three categories:

I. **Compulsory courses** based on the curriculum of the relevant Department of the Aristotle University of Thessaloniki and provided that most of the content of the course offered at the Host Institution is identical with the course of the relevant Department.

Recognition: Courses that outgoing students have successfully completed abroad will be recognized with the title they have in the relevant Department.

It is recommended that the signed consent of the teacher is required before completing the Learning Agreement.

II. **Elective courses** (direction or not) based on the curriculum of the relevant Department, in which the condition of content identification does not apply, but for which their inclusion in the subject treated by the Faculty, the Department or the Sector/Direction of the Department should be ensured.

Recognition: Courses that outgoing students have successfully completed abroad will be able to be recognized either with the title they have at the Host Institution or with the course title of the relevant Department, provided that there is a correspondence of content between the courses from the 2 institutions. For information, it is noted that the electronic computerization program of the Secretariats supports the recognition and inclusion of YEI courses (Exchange Program Courses) in the Program Studies of each Department. These courses may be declared in the learning agreement either with its title, in the case of a corresponding course in the curriculum of the relevant Department, or without their title but as an "elective course" (specialization or not).

It is recommended to introduce into the curricula a sufficient number of elective courses (specialization or not) that are part of the subject of the Department. The inclusion of such courses offers flexibility to the Departments regarding the recognition of courses and enriches the curricula with courses that may not be taught in the Department (e.g. due to the absence of relevant faculty members) but are relevant to the relevant curriculum.

III. **Free elective courses, in which the requirement of identification of the content does not apply nor the inclusion in the subject treated by the Department or Sector/Direction of the Department.**

Recognition: Courses in this category that outgoing students have successfully completed abroad will be recognized with their qualification in Host Institution. It is clarified that the

maximum number of ECTS of freely elective courses stated in the pre-mobility learning agreement must be identical to the number of ECTS of free elective courses allowed by the relevant study programme. In addition, these courses can be stated in the learning agreement without their title as a "free elective course".

It is recommended as a subsidiary and in the context of upcoming curriculum reforms the introduction of a small number of elective courses (e.g. 6-10 ECTS).

4. In the case of courses in the subject of the relevant Department (compulsory or elective) you can see relevant detailed examples of recognition in Annex I (attached). In the case of courses that do not fall within the discipline of the relevant Department, these are recognized as free elective courses, as mentioned above. For the recognition of credits from these courses as well, the alternative combinations proposed in Annex I are applied. It should be noted that during the selection of courses and the drafting of the learning agreement, students on the move are guided by the ECTS coordinator, if they declare courses outside the subject, they have as many credits as the curriculum of the relevant Department allows students to collect from free courses Selection. This will also ensure their recognition upon return from the Host Institution. The inclusion of such courses in the curricula will be able to satisfy the need for full recognition of the mobility period (60 credits for one academic year, 30 credits for one academic semester, 20 credits for one academic quarter).
5. In case of discrepancy in the number of credits between the Aristotle University of Thessaloniki and the Host Institution, the maximum degree of flexibility should be applied and all possible combinations of recognition should be examined after the student's return, always within the framework of the regulation of each program of study. In any case, the scope for ensuring the recognition of all credits that the student will bring from the Host Institution must be exhausted. This process should take into account the principle of "fair recognition" provided by the ECTS Guide and which allows a deviation of 1 or 2 points, always for the benefit of the traveller.
6. After the return of mobile students, MANDATORY recognition of all credits returned by the commuters, after successful examination/evaluation based on the agreed. Recognition will follow a signed learning agreement (initial or that which has arisen as a result of changes) which is binding on the Department and the Aristotle University of Thessaloniki. At the end of their studies, mobile students have the opportunity to use the provision of article 60 of the Aristotle University Regulation, which states that "the student is entitled to be examined in two additional elective courses, the grade of which

will replace lower grades of other elective subjects'. Based on this article, the student, with his own declaration and only at the end of his studies, can apply for 2 elective courses, which may be courses successfully completed during his studies at the Host Institution, not to be counted in the final grade of his degree and always provided that he completes the necessary ECTS for obtaining the degree.

7. Additional credits from free elective courses, which exceed the credits provided by the Departments of the Aristotle University of Thessaloniki, most often constitute an incorrect choice of courses in the learning agreement of the migrants, unless the Host Institution does not offer other course options to Erasmus students. In this case, ECTS coordinators are required to re-review the curriculum of the partner institution and, if it does not meet the required conditions for recognition of courses to undergraduate mobile students, then consideration could be given to (a) limiting the bilateral agreement to the level of second and third cycle student mobility (postgraduate and doctoral level; respectively), (b) limiting the bilateral agreement only to the level of teacher mobility or (c) terminating the bilateral agreement with the institution concerned. Besides, the Technical Chamber of Greece invites the Departments every year to evaluate their bilateral agreements and the issues of availability of courses to students are a serious evaluation criterion that can substantiate the adjustment or even the termination of a bilateral agreement.
8. As a consequence of the previous points, it is recommended that ECTS Coordinators inform students about mobility opportunities through the Erasmus+ program already from the first years of admission to the Aristotle University of Thessaloniki. This timely information will aim at the proper planning of students regarding the possible categories of courses to be selected in the Host Institutions, as well as the required number of credits for the implementation of the transfer.
9. The role of the ECTS Coordinator of a Department, as defined by Ministerial Decision No. Φ.821/2318Τ/89676/Ζ1, is considered very important as it ensures the proper implementation of the Erasmus+ program in the relevant Department and by extension in the Aristotle University of Thessaloniki, which coincides with the full recognition of the period of study of mobile students at the Host Institution. For this reason, it is recommended to avoid changing the ECTS Coordinator regularly for reasons of continuity and more effective management of student mobility. It is also proposed that the ECTS Coordinator should be a member of the curriculum committee of the relevant Department due to the high degree of interconnection of travel issues with the curricula

of the Departments, as well as a member of the General Assembly of Departments in order to inform the members of the General Assembly on the issues of the Erasmus program. It is reminded that these issues now concern a large number of students (at least 600 students per year) who utilize the knowledge and advisory services of the ECTS Coordinator and are entitled to full recognition of their studies at the Host Institution.

B) Incoming Students

1. It is necessary to ensure adequate knowledge of the language of instruction by incoming migrants, based on the conditions of the bilateral agreement. It is recommended to send a recognized certificate of language proficiency (where required by the Departments) and provided that this obligation is included in the annex to the bilateral agreement.
2. Mandatory sending of the grades of incoming students to the Institutions of Origin (Transcript of Records) no later than five weeks after the end of the transfer period. It is reminded that non-compliance with this obligation may be a reason for termination of cooperation between two Institutions and for this reason the ECTS coordinator in cooperation with the members of the Secretariat of the Departments should ensure that the grades of incoming students are sent on time.

D. Diploma Thesis assessment

According to the Decision of the Senate of the Aristotle University of Thessaloniki No. 78656/23.06.2023 "Approval of the Regulation of Postgraduate Programs of the Aristotle University of Thessaloniki (AUTH)" (Government Gazette 4084/B-23.06.2023) the following apply:

Article 8-Curriculum - Knowledge Assessment

The degree of M.Sc. diploma results from the weighted average of the courses and the Master's Thesis (the weighting is done by the credit units of the courses and the thesis) and is calculated, with an accuracy of two decimal places, in the following way:

The grade of each course and of the thesis (where provided), is multiplied by the corresponding number of credit units (ECTS) and the sum of the products is divided by the minimum number of credits required to obtain the M.Sc..

The mathematical formula is as follows:

$$M.Sc. \text{ Grade} = (Grade \text{ of course } 1 \times ECTS \text{ of course } 1 + Grade \text{ of course } 2 \times ECTS \text{ of course } 2 + \dots + Grade \text{ of master thesis} \times ECTS \text{ of master thesis}) / Total \text{ number of ECTS.}$$

C) Master's Thesis

For the preparation of a Master's Thesis, where provided for, the Coordinating Committee following an application from the candidate on specified dates, in which the proposed title of the Master's thesis, the proposed supervisor, and a summary of the proposed work are attached, designates its supervisor and sets up a three-member Examination Committee for the approval of the work, one member of which is the supervisor.

The teaching staff of the categories described in article 83 of Law 4957/2022, have the right to supervise theses and participate in three-member advisory/examination committees, provided that they hold a doctoral diploma:

- a. DEP Members, Special Educational Staff (EEP), Laboratory Teaching Staff (EDIP) and Special Technical Laboratory Staff (ETEP) of the School or other Schools of the same or other Higher Educational Institution (AEI) or Higher Military Educational Institution (ASEI), with additional employment beyond their legal obligations, if the PSP has tuition fees,
- b. Emeritus Professors or retired DEP members of the School or other Schools of the same or other AEI,
- c. collaborating professors,
- d. authorized lecturers,
- e. visiting professors/researchers,

f. researchers and specialist functional scientists of research and technological bodies of article 13A of Law 4310/2014 (A' 258) or other research centers and institutes of the country or abroad.

The members of the three-member Examination Committee must have the same or related scientific specialty as the subject of the PSP.

The preparation of the Master's thesis is governed by the Code of Academic Ethics of AUTh. Every creator or co-creator of any intellectual work is entitled to be mentioned and recognized as such, enjoying both the property and moral rights/powers deriving from the specific work. Exceptionally, if the original intellectual product ("work") is the final output of a paid research project, which has been commissioned by an entity outside AUTh, the property rights of the creator or co-creators may be limited based on the terms of the contract under which the said research project is assigned, while the moral rights remain with the creator or creators, subject to the necessary - for the exploitation/financial utilization of the produced intellectual creation - contractual restrictions.

For the presentation of the Master's thesis, the positive recommendation of the Three-member Examining Committee is foreseen after the defense of the thesis held in public on a specified date and place as defined by the Coordinating Committee of the PSP.

After the defense of the thesis, a minutes is drawn up in which the individual grade of each member of the Three-Member Examining Committee, the average grade, as well as any comments or remarks, are mentioned.

If the evaluation of the thesis is negative, the postgraduate student may submit his/her work, incorporating the remarks for its improvement, within a period of time set by the Three-Member Examination Committee. If the second evaluation is also negative, the student loses the right to be awarded the Masters diploma.

In exceptional cases, if there is an objective weakness or an important reason, it is possible to replace the supervisor or a member of the Three-Member Examining Committee as well as change the subject of the Master's Thesis after decision of the School Assembly.

The Master's thesis can be written in Greek or English. If the thesis is written in English, it must include an extensive summary in Greek that describes the methodology and main results. The template for writing the Master's thesis is available on the website of the PSP.

Article 15-Plagiarism

When submitting any coursework or thesis, the postgraduate student is required to indicate whether he has used the work and views of others.

Plagiarism is a serious academic misconduct, and it is the copying of another's work, as well as the use of another's work - published or unpublished - without proper citation. The quoting of any documentary material, even from previous studies by the postgraduate student himself, without a relevant reference, may justify a decision of the School's Assembly for his/her expulsion from the program.

In the above cases - and after a reasoned recommendation from the supervising professor, the School Assembly can decide to expel the postgraduate student.

Any misconduct or violation of academic ethics is referred to the Coordinating Committee of the PSP for evaluation and recommendation to the School Assembly about addressing the issue. The offenses of copying or plagiarism and, in general, any violation of the provisions on intellectual property by a postgraduate student when writing assignments in the context of the courses or preparing a postgraduate diploma thesis are also considered infringements.

The University's Ethics Committee is responsible for violations of ethics rules and studies quality.