

Internal Regulations for the Postgraduate Programs of the University of Crete

Article 1. General Provisions Regarding Postgraduate Studies

The provisions of these Internal Regulations specify and supplement the national legislative framework governing postgraduate studies, particularly the provisions of Law 4957/2022 (A' 141), and contribute to the uniform regulations of the operation of the Postgraduate Programs (PS) at the University of Crete (UoC).

1. **Purpose of the Postgraduate Programs.** The Postgraduate Programs are part of the strategic planning of the UoC and are included in the long-term development program of each Department.

The Postgraduate Programs are scientifically cohesive and aim to further the advancement of knowledge, the development of research, the satisfaction of educational, research, social, cultural, and developmental needs of the country, the high-level specialization of graduates in theoretical and applied areas of specific fields of study, special thematic units, or subfields of the first cycle of studies of the relevant Department.

2. **Postgraduate Programs.** The second cycle of studies involves enrolling in a Postgraduate Program with a minimum of sixty (60) European Credit Transfer and Accumulation System (ECTS) and a minimum duration of two (2) academic semesters. Successful completion of a Postgraduate Program leads to the award of a Degree at level seven (7) according to the National and European Qualifications Framework, according to Article 47 of Law 4763/2020. Postgraduate Programs are organized and operated: a) by autonomous Departments of the UoC offering first cycle studies, b) by non-autonomous Departments of the UoC offering first cycle studies, which ensure all necessary conditions for the organization and operation of Postgraduate Programs, particularly in terms of personnel, infrastructure, and equipment, as substantiated by the feasibility and sustainability study, c) in collaboration with Departments of the UoC or other Greek or foreign Higher Education Institutions (HEIs), d) in collaboration with Departments of recognized equivalent institutions or research organizations abroad, as well as with European and international bodies.

The UoC may collaborate for the organization of Postgraduate Programs with Higher Military Educational Institutions, Higher Ecclesiastical Academies, research and technological bodies under Article 13A of Law 4310/2014 (A' 258), University Research Institutes, the Academy of Athens, the Biomedical Research Foundation of the Academy of Athens, as well as recognized scientific bodies and associations operating as legal entities under public law. In the case of collaborations with bodies that do not offer equivalent education and degrees to those of HEIs, the academic and administrative operation of the Postgraduate Program belongs exclusively to the UoC.

3. **Professional Postgraduate Programs** In addition to the above, one (1) or more Departments of the UoC may organize Professional Postgraduate Programs in a specific field of study addressed by the Department, or Departments, to provide formal postgraduate education to employees of private or public sector organizations, in the context of a contract or programmatic agreement between the UoC and a private or public sector organization, which undertakes the financing of the organization and operation of the Postgraduate Program.

Article 2. Collective and Single-Person Bodies for Postgraduate Studies

Postgraduate Studies Bodies The competent bodies for the establishment, modification, organization, and operation of Postgraduate Programs are:

1. The Senate of the Institution, which is the competent body for academic, administrative, organizational, and financial matters of the Postgraduate Programs, and exercises the duties related to the Postgraduate Programs that are not specifically assigned to other bodies by law. The Senate of the UoC has the following duties: a) approves the establishment of a Postgraduate Program or the modification of its founding decision, b) approves the extension of the duration of the Postgraduate Program, c) establishes the Program Committee in the case of inter-departmental, inter-institutional, or joint Postgraduate Programs, d) decides on the abolition of the Postgraduate Programs offered by the UoC.

2. **Postgraduate Studies Committee of the University of Crete** The Postgraduate Studies Committee is established according to the applicable legislation by a decision of the Senate of the University of Crete, following a proposal by the Faculty Council of each School, which designates one (1) member of the faculty with their alternate, and one (1) member from the special categories of teaching staff with their alternate, and the Vice-Rector responsible for academic affairs as President. For this purpose, the Faculty Council of each School publishes a call for expressions of interest, inviting members to submit a brief CV demonstrating experience in organizing, participating in, or teaching in Postgraduate Programs. If no response is received from the call, the Faculty Council appoints the proposed members. The term of the Committee is two (2) academic years. The operation of the Postgraduate Studies Committee is governed by the following rules, unless there is a different legislative provision: a) The Committee shall meet at the invitation of its Chairman, who shall draw up the agenda for the meeting. The day and time of the weekly meetings are set at the first meeting of each academic year of the Postgraduate Studies Committee. In cases of extreme urgency, additional meetings may be scheduled. (b) Items are submitted to the Committee Secretariat at least four (4) days before the scheduled meeting, as per the meeting calendar. In any case, the submission of an item by the competent decision-maker of the Postgraduate Program may take place later, but the President of the Committee is not bound to include it in the agenda of the next meeting, especially when there is insufficient time for the members to study the issue. (c) The invitation to a meeting with the agenda items, together with the suggestions, if any, and the necessary supporting documents, shall be communicated by e-mail from the Chair at least three (3) days before the day of the meeting. Alternatively, the relevant documents may be uploaded at the same time as the invitation and the agenda items on a dedicated website, accessible to all members of the Committee, both regular and alternate. (d) The agenda items shall be discussed in the order indicated. By decision of the majority of those present, the order may be changed. Matters of urgency may be discussed off the agenda following a decision of 3/5 of the members present. e) The Committee may be invited to provide clarifications on the items on the agenda. The rapporteur for the agenda shall be the chairman or a member of the body designated as rapporteur. Decisions shall be taken by an absolute majority of the members present. White votes and abstentions shall not be counted towards the result of the vote. In the event of a tie, the Chair shall have the casting vote. Enforcement of decisions shall be ensured by the Chair, who may also set up working parties to study or deal with certain matters. (f) Minutes shall be drawn up for each hearing and, where appropriate, the contributions, proposals, debates, and decisions shall be recorded in full or in summary form. The minority opinion must also be recorded in these documents. The Secretary of the Commission shall be responsible, jointly with the President, for ensuring that the minutes are complied with, and when they have been drawn up, they shall be signed by the President and the Secretariat without further confirmation. 2. The Committee for Postgraduate Studies has an advisory character and assists the Vice-Rector with the respective competence in the performance

of his duties. Its main task is the general supervision and quality assurance, and therefore the validity of the postgraduate studies at the UoC. In particular, the Postgraduate Studies Committee has the responsibilities defined by the current legislation, as well as those defined by these Internal Regulations. For this purpose, the Graduate Studies Committee, among others: (a) prepares a standard draft of the internal rules of operation of the Postgraduate Studies Program and a regulatory approval decision, as well as a standard budget plan depending on the source of funding for the programs under approval or amendment. The Postgraduate Studies Committee may update the above standards at regular intervals. (b) monitor and supervise the implementation of the fee exemption procedure. In particular, after the completion of the evaluation procedure for applications for student tuition credits, the competent deciding body of the Program, whose administrative responsibility belongs to the University of Crete, shall without delay communicate to the Postgraduate Studies Committee, the file containing any applications rejected by the Committee, ensuring in any case the protection of personal data, for the Committee to exercise its competence. If the Committee finds any irregularity in the application of the tuition relief procedure as regulated by law and this Internal Regulations, the Committee shall inform the Senate without delay. (c) monitor the implementation of legislation, decisions, and compliance with this Internal Regulations by the Postgraduate Programs. For this purpose, the Program's decision-making body, regardless of whether it is supervised administratively by another National or Foreign University, shall notify the competent Vice-Rector and the Postgraduate Studies Committee of any amendment to the approval decision, including the Internal Rules of Procedure. d) exercise the statutory and present Internal Regulations envisaged responsibilities, the Committee may request any element or information from the Postgraduate Program. In any case, the competent decision-making body of the Program has the responsibility of respecting the principles of transparency, meritocracy, and good administration as regards the organization and administration of the Postgraduate Program.

3. **The Department General Assembly** has the main responsibility for organizing, managing, and administering the Postgraduate Studies. It has the following duties: a) forms Committees for evaluating the applications for postgraduate students and approves their enrollment in the Postgraduate Programs, b) assigns teaching tasks to faculty members in the Postgraduate Programs, c) recommends to the Senate the approval or modification of the founding decision of a Postgraduate Program, as well as the extension of its operation duration, d) forms examination committees for evaluating postgraduate theses and appoints the supervisors for each thesis, e) determines the successful completion of studies, leading to the award of the Postgraduate Program degree, f) approves the Postgraduate Program review report, following its submission from the Steering Committee.

By decision of the General Assembly of the Department, the duties referred to in paragraphs (a) and (d) may be transferred to the Steering Committee of the Program. It exercises any other competence described in Chapter 1 of Law 4957/2022. In the case of an interdepartmental or interinstitutional or joint Departmental Program, the competent body in place of the General Assembly of the Department is the Program Committee, which consists of members of faculty of the cooperating departments and is constituted by the decision of the Senate of the Institution which undertakes the administrative support of the Program, upon the recommendation of the General Assemblies of the cooperating Departments or competent bodies of the cooperating institutions. The exact number of members of the Committee and the representation of each cooperating department or national or foreign institution, and the duration of its term of office, are specified in the cooperation agreement. If the Program Committee is attended by domestic or foreign bodies that do not provide equivalent education and equivalent degrees to Universities, each institution is represented by one (1) member, who is nominated by the competent body of the institution and participates as teaching staff in the Program. The Program Committee may be attended by Emeritus Professors of the Department or the cooperating Departments, if they are members of the teaching staff of the Program.

4. The Steering Committee consists of the Director of the Postgraduate Program and four (4) members of Faculty of the Department, who have a relevant subject related to that of the Postgraduate Program and undertake teaching at the Postgraduate Program. The members of the Steering Committee are determined by the decision of the General Assembly of the Department or the competent body of the institution. In the case of an interdepartmental or interinstitutional, or joint Postgraduate Program, a Steering Committee is established, with a two-year term, which consists of the Director of the Postgraduate Program and four (4) members of the Program Committee. The Steering Committee is responsible for the monitoring and coordination of the operation of the program, and in particular:

- a) prepares the initial annual budget of the Program and its amendments, if the Program has resources under Article 84 of the Law. 4957/2022 and proposes its approval to the Research Committee of the Special Account for Research Funds (S.A.R.F.),
- b) prepares the review report of the Program and proposes its approval to the General Assembly of the Department,
- c) approves the conduct of the expenses of the Postgraduate Program,
- d) approves the granting of scholarships, as specified in the founding decision of the Postgraduate Program and the Postgraduate Studies Internal Regulations,
- e) proposes to the General Assembly of the Department the distribution of teaching workload, as well as the assignment of the courses to the teaching staff as per Article 83 of Law 4957/2022,
- f) proposes to the General Assembly of the Department the invitation of Visiting Professors to cover the teaching needs of the Program,
- g) prepares a plan for the modification of the curriculum, which is submitted to the General Assembly of the Department,
- h) proposes to the General Assembly of the Department the redistribution of the courses between the academic semesters, as well as issues related to the qualitative upgrading of the curriculum.

5. The Director of the Postgraduate Program

The Director of the Postgraduate Program is selected from the faculty members of the Department, with priority given to those holding the rank of Professor or Associate Professor, and is appointed by decision of the General Assembly Department for a two-year term, with the possibility of unlimited renewal. In the case of an interdepartmental, inter-institutional, or joint Postgraduate Program, the Program Committee appoints one (1) of its members as the Director of the Program.

The Director of the Postgraduate Program, as well as the members of the Steering Committee and the Program Committee, are not entitled to remuneration or any kind of compensation for the performance of their assigned duties related to the execution of their responsibilities.

The Director of the Postgraduate Program has the following responsibilities:

- a) Chairs the Steering Committee and the Program Committee in the case of interdepartmental, inter-institutional, or joint Postgraduate Programs, drafts the agenda, and convenes its meetings.
- b) Submits proposals on issues related to the organization and operation of the Postgraduate Program to the General Assembly of the Department in the case of a single-department Postgraduate Program.
- c) Submits proposals to the Steering Committee and other bodies of the Postgraduate Program and the University on matters related to the effective operation of the Postgraduate Program.

d) Is designated as the Scientific Supervisor of the project-program in relation to the Special Account for Research Funds (SARF) in accordance with Article 234 of Law 4957/2022 and exercises the corresponding responsibilities. By decision of the relevant competent body, an Alternate Scientific Supervisor may also be appointed among the faculty members participating in the program.

e) Oversees the implementation of the decisions of the bodies of the Postgraduate Program and the Internal Regulations for the Postgraduate Programs of the University of Crete, as well as the monitoring of the execution of the budget of the Postgraduate Program.

f) Exercises any other responsibility defined in the founding decision of the Postgraduate Program.

At the end of the Steering Committee's term, the outgoing Director is responsible for preparing a detailed report on the research and educational activities of the Postgraduate Program, as well as on its other activities, aiming to upgrade its studies, better utilize the human resources, optimize the existing infrastructure, and make socially beneficial use of the available resources of the Postgraduate Program. This report is submitted to the relevant Department of the Postgraduate Program.

In the event of resignation or loss of the Director of the Program for any reason, the senior faculty member assumes the duties of Director, with priority given to those of the rank of Professor, Associate Professor, and, if none are available, of the permanent Assistant Professor. Seniority is determined based on the Official Government Gazette (FEK) of appointment to the corresponding rank. The acting Director assumes the responsibilities of the Director until the appointment of a regular Director, which must occur within three months from the resignation or loss. If an Alternate Scientific Supervisor has been appointed, they automatically assume the duties of the Director until the regular Director is appointed.

Article 3. Establishment and Renewal of the Operation of Postgraduate Programs

1. **Establishment of a Postgraduate Program.** The establishment of a new Postgraduate Program is approved by decision of the Senate of the University of Crete, following a proposal by the General Assembly of the Department or Departments (in the case of a joint Postgraduate Program) and an opinion by the Postgraduate Studies Committee. The founding decision consists of two parts: the general regulatory provisions and the Internal Operating Regulations of the program. This decision defines all matters governing the organization, operation, and management of the Postgraduate Program, and addresses at a minimum the following:

Part A: General Regulatory Principles

a) The title of the Postgraduate Program and the diploma awarded,

b) The duration of the program's operation, which cannot be less than five (5) years, with the possibility of extension, subject to the program not being accredited during the periodic evaluation of the Department,

c) The specializations of the Postgraduate Program, which may lead to the award of different diplomas,

- d) The total number of ECTS credits awarded per specialization of the Postgraduate Program, if more than one specialization exists, which cannot be fewer than sixty (60) ECTS credits, as well as the number of academic semesters in the program,
- e) The mode of delivery of the Postgraduate Program educational process: in-person, or using synchronous, asynchronous, or blended (hybrid) distance learning methods, wholly or in part,
- f) The possibility of offering the program on a part-time basis.

Part B: Internal Operating Regulations of the Program

- a) The subject, purpose, learning outcomes, and qualifications obtained through successful completion of the program,
- b) The categories of degree holders eligible for admission and the additional criteria necessary or considered in the selection process, as well as the method of demonstrating these,
- c) The method of evaluating candidates, which may include examinations, portfolio assessment, and personal interviews, as well as the candidate selection procedure,
- d) The detailed curriculum per specialization, titles and brief descriptions (syllabi) of courses, seminars, labs, and clinical exercises of the Postgraduate Program, the implementation of internships, the preparation of a master's thesis, or the execution of other educational and research activities defined as mandatory or elective for the successful completion of the Postgraduate Program, including the number of ECTS credits awarded for each,
- e) The official language of instruction for the program and the language of the master's thesis, which may differ from Greek,
- f) The maximum number of admitted postgraduate students overall or per specialization (if applicable),
- g) The sources of funding for the Postgraduate Program and the amount of tuition fees, if any,
- h) The rights and obligations of students,
- i) The possibility of awarding scholarships based on merit, as well as the provision of compensatory stipends,
- j) Any other matter related to the operation of the program and its Internal Regulations.

The recommendation of the General Assembly of the Department must be accompanied by:

- a) A detailed budget of revenues and expenses for the first five (5) years of the program's operation, which includes all types of program resources, operational costs such as compensation for administrative and technical support, teaching staff remuneration, travel expenses, equipment and infrastructure costs, and other operational expenses.
- b) A feasibility and sustainability study for the program to be established, which outlines in detail the scientific and social reasons that make the operation of the graduate program necessary and important, its scientific coherence, its connection to the undergraduate programs offered by the Department, the teaching staff expected to teach in the program, the existing faculty of the Department with relevant academic expertise, as well as the other staff who will support the organization and operation of the graduate program, the technical infrastructure, equipment, building and laboratory facilities expected to be used.
- c) In the case of a graduate program with distance or hybrid learning methods, the recommendation must also include a report analyzing the methods of organizing distance education, the digital educational materials, any digital methods for student evaluation and assessment content, the technical infrastructure of the Higher Education Institution supporting distance learning programs, and the digital competencies of the teaching staff.

The establishment process and commencement of the graduate program require prior accreditation by the Hellenic Authority for Higher Education (HAHE), under Paragraph 1(c) of Article 8 of Law 4653/2020 (Government Gazette A' 12).

Article 4. Special Protocol of Cooperation and Cooperation Agreement

1. Special Protocol of Cooperation for Postgraduate Programs. In the case of an interdepartmental or interinstitutional Postgraduate Program, a *Special Protocol of Cooperation* is drawn up, which is approved by the relevant Senates and the administrative bodies of the Research Centers or organizations, following a proposal from the initiating Department. The Special Protocol of Cooperation must include all the elements referred to in Paragraphs 3 and 4 of Article 80 of Law 4957/2022, as well as at a minimum the following:

- a) The obligations of each collaborating Department or Institution regarding human resources, including the distribution of teaching workload, and the infrastructure to be provided for the smooth operation of the Program.
- b) The methodology for the allocation of resources among the collaborating institutions and departments.
- c) The regulations of intellectual property rights issues arising from research conducted within the Postgraduate Program, taking into account the University of Crete's intellectual property rights policy.
- d) The number of members on the Program Committee, the duration of their term, and the participation and representation of each collaborating department or institution in the Postgraduate Program bodies.

- e) The procedure for appointing the Director of the Postgraduate Program
- f) The department responsible for providing administrative support for the Program.

2. Cooperation Agreement for Professional Postgraduate Programs. In the case of a *Professional Postgraduate Program*, a contract is signed between the University of Crete and the funding institution, in which, at a minimum, the following are specified:

- a) The subject and purpose of the Postgraduate Program, the learning outcomes, and the qualifications obtained upon its successful completion.
- b) The duration of the Postgraduate Program, which may be less than five (5) years.
- c) The number of admitted students per academic year, which may vary between academic years if the program runs for more than one (1) academic year.
- d) Matters related to the funding of the Postgraduate Program and the financial management of its resources to achieve its objectives.
- e) The admission criteria for students, who must at a minimum hold a Bachelor from a domestic or foreign Higher Education Institution.

The above contract may also specify the possibility of participation by third natural persons, other than the personnel of the funding institution. In such a case, the specific conditions for their participation must be clearly defined in the contract.

Article 5: Internal Regulations of Postgraduate Programs

1. Contents of the Internal Study Regulations. Each Postgraduate Program of the University of Crete must draft its own Internal Study Regulations, which form an integral part of the program's founding decision. These Internal Study Regulations elaborate on the relevant articles of the present Internal Regulations for Postgraduate Programs and must include, at a minimum, the following:

- a) The categories of degree holders who are eligible for admission and the additional criteria required or considered in the candidate selection process, along with the required documentation.
- b) The method of candidate evaluation and the selection process.
- c) The official language of instruction for the program.
- d) The rights and obligations of the students.
- e) The internal procedures for performance evaluation and the rules for the examinations.
- f) The conditions under which students may be dismissed from the program.
- g) The possibility of granting merit-based scholarships and compensatory stipends.
- h) The option to offer the program on a part-time basis.

- i) If the program charges tuition fees, the procedures and timeline for payment must be specified.
- j) For programs conducted in a foreign language, the Internal Study Regulations must be written in the official language of instruction.
- k) If an internship is foreseen as a required or elective course, its terms and conditions must be defined.
- l) Provisions for the protection and processing of personal data under the applicable legislation.
- m) Any other matter related to the operation of the program not specified in the University's Internal Regulations for Postgraduate Programs or the current legislation.

2. Internship

- a) A distinct article in the program's Internal Regulations and Study Guide must specify the details regarding the internship, such as whether it is mandatory for awarding the degree, the total hours of internship required, its duration in calendar months, the period during which it is to be conducted (based on the needs and requirements of the study program), and the minimum academic progress requirements that must be met before its commencement.
- b) If the internship is not mandatory but is offered as an elective course, the program's Internal Regulations must define the conditions and selection criteria to be used in case the number of available internship positions is insufficient to accommodate all interested students.

3. Approval of the Internal Regulations. The Internal Regulations of a Postgraduate Program is approved by the General Assembly Department or by the Program Committee (in the case of interdepartmental, interinstitutional, or joint programs), following a proposal by the Steering Committee of the Postgraduate Program, and serves as an integral part of the founding decision.

4. Precedence of Internal Regulations. In all cases, the University of Crete's Internal Regulations for Postgraduate Programs take precedence over the individual Internal Regulations of each Postgraduate Program.

Article 6. Specializations of the Postgraduate Programs

1. **Maximum Number of Specializations per Postgraduate Program.** a) The maximum number of specializations per Postgraduate Program at the University of Crete is set at four (4).
2. **Total Number of ECTS Awarded per Specialization.** If there is more than one (1) specialization, the total number of ECTS awarded per specialization cannot be less than sixty (60) ECTS, and the number of academic semesters of the program cannot be fewer than two (2).

Article 7. Admission to the Postgraduate Programs

1. **Accepted Candidates and Eligible Specializations.** In Postgraduate Programs organized, participated in, or co-organized by the University of Crete, holders of university or former technological sector diplomas from Higher Education, or academically recognized degrees from foreign Higher Education Institutions, are accepted.

a) The founding decision of the program may specify the specializations of the graduates, if required by the program's subject, that are eligible for admission and can be further detailed in the Internal Regulations of the Postgraduate Program.

b) The same decision determines the maximum number of students admitted to the program, which may be further specified per direction, if applicable, as well as any exceeding of the limit due to ties in ranking. Exceeding the maximum number of admissions can include scholarships from the State Scholarships Foundation (IKY) or other international organizations.

c) The Internal Regulations of the Postgraduate Program may set the minimum number of successful candidates as a prerequisite for announcing a course cycle, which must be stated in the call for expressions of interest and justified in the Internal Regulations of the Postgraduate Program.

2. **Maximum and Minimum Number of Admissions.** The decision to establish a Postgraduate Program sets the maximum and minimum number of admitted students. Criteria for determining the maximum and minimum number of students include, but are not limited to, the following:

i) The subject matter of the Postgraduate Program,

ii) The international character of the Postgraduate Program (e.g., a foreign language Postgraduate Program),

iii) The number of specializations,

iv) Market demand based on a feasibility study,

v) The ratio of students to teachers,

vi) The available infrastructure.

In any case, the number of students admitted per Postgraduate Program, per year organized by the University of Crete, cannot exceed one hundred twenty (120) and cannot be fewer than five (5).

Article 8: Selection and Registration Procedures for Admitted Students in the Postgraduate Programs

1. **Invitations - Publicity** a) The call for expressions of interest is posted on the program's website and the website of the institution or institutions that participate or collaborate in the program. It is communicated through any suitable means, especially to other higher education institutions in the country, scientific organizations, professional associations, international organizations, and, if required, published in the daily press as specified in the program's Internal Regulations. b) The call for expressions of interest includes, among others, the criteria and generally the selection process for the candidates, the dates for the submission of applications (start

and end) and how they should be submitted, deadlines for submitting objections, and the announcement of the final results, as well as contact details (email or telephone) for the program's administrative support service.

2. **Selection Procedures and Criteria** a) The Internal Regulations of the program must specify the selection criteria for candidates, the grading scale, any weighting factors for each selection criterion, and the required level of language proficiency in the program's language and possibly in one or two foreign languages (if required or evaluated additionally), as defined by the Common European Framework of Reference for Languages (CEF) and the current legislation. b) The selection criteria include, but are not limited to, the following: (i) The grade of the degree or a second higher education degree, if required or evaluated additionally. If the degree was obtained abroad, it must be academically recognized according to applicable laws. (ii) Relevant courses related to the program's field. (iii) The applicant's thesis (if applicable). (iv) Any publications by the candidate in peer-reviewed international journals or conference participation. (v) The candidate's relevant professional experience in the program's field, which can be documented through contracts or research experience. A brief description of this is included in the Internal Regulations of the Postgraduate Program. (vi) Any awards, honors, or patents held by the candidate. (vii) The candidate's performance in written evaluations and the minimum passing score. (viii) The candidate's interview. (ix) Recommendation letters and how they are to be submitted. c) The criteria, the method of evaluation, or the algorithm (if any) used in case of combined criteria that results in the final success score are described in detail in the program's Internal Regulations, are mentioned in the call for expressions of interest, and are posted in a separate section on the program's website. d) The program's Internal Regulations describe the process followed in case of objections regarding the selection procedure. e) The responsible decision-making body of the program, according to the applicable legislation, determines the time and the start and end dates for the submission of applications for admission to the program, and if applicable, the dates for interviews or exams. The body also forms the Selection Committee and evaluation subgroups for the individual criteria as defined in the program's Internal Regulations. The committee's minutes, signed by all members, are submitted by the chairperson to the responsible decision-making body within the set deadline. The decision-making body approves and validates the final results. The successful candidates are ranked in descending order of success, and the alternates are ranked accordingly. f) The final results are announced on the program's website and via email. The rules for the protection of personal data are always carefully considered, and successful candidates are invited to register within a specified time frame.

3. **Registration.** Admitted students are invited to register within a specific time frame determined by the program's administrative support service.

a) Registration can be done in person or via an information system certified by the appropriate service of the institution or collaborating institutions. The registration documents are determined by the program's Internal Regulations and the applicable legislation. The successful candidates are added to the student registry and receive, in a secure manner that ensures confidentiality and protects personal data, access credentials, student ID number, institutional email address, and the digital Student Handbook.

b) Special arrangements are made to support international postgraduate students. To this end, the program collaborates throughout their studies with the International Students Support Unit to ensure their smooth integration into the academic environment.

c) For admitted students with disabilities or special educational needs, the program collaborates with the Equal Access Unit for Persons with Disabilities and Special Educational Needs of the University of Crete to provide the necessary support.

d) If an admitted student informs the program's administrative support unit, in writing or electronically, that they no longer wish to register, or if the registration deadline passes and the non-

registration is not due to force majeure, the vacant position can be offered to an alternate candidate, if any, by decision of the responsible body.

Article 9: Financial Management of the Postgraduate Programs and Tuition Fees

1. **Resources of the Postgraduate Program.** The resources of a Postgraduate Program may come from:

- a) Tuition fees,
- b) Donations, grants, and any other financial aids,
- c) Bequests,
- d) Resources from research projects or programs,
- e) Own resources of the Higher Education Institution (HEI), and
- f) The state budget or public investment program.

2. **Tuition Fees** The University of Crete offers Postgraduate Programs with or without tuition fees.

For programs that require tuition fees, the policy for determining them is defined by each department that is responsible for the Postgraduate Program.

a) The maximum tuition fee per year for Postgraduate Program students from countries in the European Economic Area (EEA) is set at nine thousand euros (€9,000), while for students from countries outside the EEA, the fee is fifteen thousand euros (€15,000). In the case of a Professional Postgraduate Program, the tuition fees as regulated in the cooperation agreement are not subject to the above limits.

b) The amount of the total tuition fees for the program is determined by the establishment decision of each Postgraduate Program, based on the following criteria:

i) The subject of the Postgraduate Program and its international character (e.g., a foreign-language graduate program),

ii) Operating costs as derived from the feasibility study. Indicative factors affecting operating costs include:

- The duration of studies, offered ECTS,
- The organization of teaching (in-person, distance, instructors, supervision, etc.),
- Laboratory or/and clinical training provisions (costs for consumables, equipment/software, etc.),
- The funding of the Postgraduate Program from other sources (e.g., donations),
- Scholarships.

iii) Quality indicators of the education provided (e.g., the student-teacher ratio, student mobility, exposure to an international environment, scientific publications, results dissemination, etc.).

c) The Internal Regulations of the Postgraduate Program or the founding decision may provide for the option of paying tuition fees in installments. The payment of the tuition fees is made to the Special Account for Research Funds (SARF) of the University of Crete, which is responsible for their management.

d) Postgraduate Programs with tuition fees offer the possibility of exemption from these fees under the applicable legislation.

3. **Financial Cooperation of Postgraduate Programs.** Financial cooperation between Postgraduate Programs is possible by the creation of a joint program funded by the Postgraduate Program's resources, aimed at meeting common needs and actions of the Postgraduate Programs of the Department or Faculty.

4. The joint program has no clear end date, has a separate budget, and is funded annually by part of the revenues of the operating Postgraduate Programs of the Department or Faculty, which are allocated for this purpose to cover common needs. In exceptional cases, the joint program may be funded with the remaining cash reserves of the Postgraduate Programs from the same Department or Faculty, whose physical subject has been completed, and for which no other financial obligations exist.

a) The maximum percentage of the total annual revenue of each Postgraduate Program that can be allocated to the joint program is 10%.

b) With the decision of the Research Committee of the University of Crete, upon the joint proposal of the cooperating Postgraduate Programs Directors, the acceptance of the joint program management is approved, and the percentage of the Postgraduate Program's annual revenue used to fund the joint program is determined. The Scientific Supervisor of the project is one (1) of the Postgraduate Programs Directors funding the joint program. The expenses are made following the joint proposal of the Postgraduate Programs Directors, funding the joint program.

5. **Instructor Fees.** All categories of instructors may be paid exclusively from the Postgraduate Programs resources. Payment or provision of benefits from the state budget or the public investment program is not allowed. The upper limits of compensation for the various categories of instructors per teaching hour and per educational program category at the University of Crete are determined by the applicable regulatory decision of the Senate.

a) Instructors who are members of the Faculty may be additionally compensated for work offered to the Postgraduate Program, provided they fulfill their minimum legal obligations, as defined in paragraph 2 of Article 155 of Law 4957/2022. The above applies similarly to members of the Special Teaching Staff, Special Technical Teaching Staff, and Special Technical Staff who fulfill their minimum legal obligations. It is not allowed for faculty members to be employed exclusively in the Postgraduate Program of the Department or Faculty.

b) Supervision of theses and internships may be compensated, provided it is stipulated in the Internal Regulations of the Postgraduate Program, and if the working hours exceed the legally required obligations.

c) According to paragraph 5 of Article 83 of Law 4957/2022, supplementary teaching work may be assigned to doctoral candidates of the Department or Faculty. Following the proposal of the Postgraduate Program's Steering Committee, an invitation is issued to doctoral candidates of the Department or Faculty in a subject related to the supplementary teaching work offered by the Postgraduate Program. Applications are submitted to the Secretariat of the relevant Department and examined by the Steering Committee, which proposes to the General Assembly of the Department or the Program Committee in the case of an interdepartmental or interinstitutional Postgraduate Program. The General Assembly of the Department or Program Committee decides to assign the supplementary teaching work. The maximum hourly compensation for supplementary teaching work assigned to doctoral candidates is set at thirty percent (30%) of the remuneration of postdoctoral researchers, as defined in the respective salary regulation for teaching at the University of Crete.

Article 10. Instructors in the Postgraduate Programs

1. **Assignment of Teaching.** The teaching of the Postgraduate Programs is assigned by the competent decision-making body of the Postgraduate Program following the recommendation of the Steering Committee of the Postgraduate Program, if it exists, or otherwise by the Director of the Postgraduate Program, as defined by the current legislation, in the following categories of instructors: a) Faculty members, Special Educational Personnel, Laboratory Teaching Personnel, and Special Technical Laboratory Personnel of the Department or other Departments of the University or other Higher Education Institutions or Higher Military Educational Institutions, with additional employment beyond their legal obligations, if the Postgraduate Program has tuition fees, b) emeritus Professors or retired members of faculty of the department or other departments of the same or another Higher Education Institution, c) collaborating professors, d) appointed instructors, e) visiting professors or visiting researchers, f) researchers and specialized operational scientists from research and technological organizations of Article 13A of Law 4310/2014 (A'258) or other research centers and institutes in Greece or abroad, provided they hold a Doctoral Degree, g) scientists of recognized prestige, who possess specialized knowledge and relevant experience in the field of the Postgraduate Program.

Specific requirements regarding the assignment of teaching may be defined in the founding decision of the Postgraduate Program and specifically in its Internal Regulations.

Article 11. Organization of Teaching

1. **Distance Education** a) The organization of the educational process of a Postgraduate Program of the University of Crete can also be carried out using distance learning methods such as synchronous, asynchronous, and blended learning. The decision to establish a Postgraduate Program explicitly defines the organization of the educational process as face-to-face or using synchronous distance education methods, either in whole or in part. If the educational process is conducted using exclusively asynchronous distance learning methods, they cannot exceed twenty-five percent (25%) of the credit units of the Postgraduate Program b) In a Postgraduate Program of the University of Crete, where teaching is exclusively face-to-face, it may, with a justified decision of the General Assembly of the Department or the Program Committee in the case of interdepartmental, interinstitutional, or joint Postgraduate Program, offer courses with synchronous distance teaching, not exceeding twenty-five percent (25%) of the credit units of the Postgraduate Program. A greater change than the above percentage requires an amendment to the founding decision of the Postgraduate Program.

2. **European Credit Transfer and Accumulation System (ECTS)** a) Each course or educational activity provided by the curriculum is awarded credit units according to the ECTS system. According to the ECTS system, credit units represent the total hours of educational activity per course, which includes: i) lecture hours ii) study and assignment preparation hours iii) examination hours (final and intermediate), including estimated preparation time iv) hours for attending seminars or lectures from guest professors included in the course v) office hours/interactions with instructors.

According to the current legislation, the standard ratio is one (1) ECTS for 25 hours of learning workload. For example, a course with three (3) hours of lectures per week, five (5) hours of study per week, and a final examination of three (3) hours with forty (40) hours of preparation (5 days) corresponds to thirteen (13) weeks x (3 hours/week + 5 hours/week) + 43 hours = 147 hours, which corresponds to approximately 6 ECTS. b) The competent bodies for determining ECTS per educational/research activity are the General Assembly of the Department or the Program Committee in the case of interdepartmental, interinstitutional, or joint Postgraduate Programs. The Postgraduate Studies Committee of the University of Crete may, upon reasoned request, ask for detailed documentation or even the redefinition of ECTS in a Postgraduate Program if there is a significant deviation: i) from the rules described in paragraph 1 of this article or ii) from the practice followed in similar courses/educational activities in Postgraduate Programs of the same Department or Faculty.

c) Inclusion of ECTS is mandatory in any printed or electronic document that refers to or describes the curriculum. Specifically, the curriculum may: a) provide the assignment of specific credit units to the individual stages of writing the final postgraduate thesis, as clearly defined in the program's Internal Regulations and recorded in the information system as separate educational activities. b) define that part of the ECTS of an educational activity is recorded in the Diploma Supplement. For example, carrying out a Practicum lasting three (3) months with an eight-hour daily commitment corresponds to at least four hundred and eighty (480) hours of work, according to the typical calculation in paragraph 2 of this article, and is equivalent to nineteen (19) ECTS. In this case, ten (10) ECTS may be considered for the award of the Master's Degree, while the remaining nine (9) ECTS are recorded in the Diploma Supplement.

3. **Postgraduate Thesis.** If the Internal Regulations of the Postgraduate Program include the requirement to write a thesis, the postgraduate students are obliged to write and successfully defend the thesis as specified in the Internal Regulations of the Postgraduate Program. The Internal Regulations specify the language(s) in which the thesis must be written and defended, which may differ from Greek. Regarding the assumption, preparation, and defense of the thesis, the following is defined: a) The Internal Regulations of the Postgraduate Program provides detailed procedures for the application and submission of the thesis topics. The subject of the proposed thesis must align with the Postgraduate Program curriculum and, specifically, the specialization chosen by the student, utilizing the knowledge acquired during the educational activities of the Postgraduate Program. The student has the right to submit a thesis proposal if they have successfully completed the courses specified in the Internal Regulations of the Postgraduate Program, unless otherwise stated. Regarding the assignment process of the thesis, the student is advised to submit a request to the Postgraduate Program Secretariat to the Steering Committee or the Program Committee in the case of interinstitutional or interdepartmental Postgraduate Programs, which at a minimum includes the proposed title of the thesis, a summary of the proposed work, the proposed Supervisor, and the remaining members of the Three-Member Examination Committee, who should have the same or related scientific specialization with the subject of the Postgraduate Program. The subject of the thesis and the Three-Member Committee are approved by the General Assembly of the Department or the Program Committee in the case of interinstitutional or interdepartmental Postgraduate Programs, after a reasoned proposal for the relevance of the thesis subject to the Postgraduate Program curriculum and the scientific specialty of the Committee Members.

b) If no thesis proposal is submitted within the time limits set by the Internal Regulations of the Postgraduate Program, and if an alternate process is not provided in the Internal Regulations of the Postgraduate Program, the Steering Committee or the Program Committee may assign the Supervisor, who must be a member of the Postgraduate Program, and the other two members of the Three-Member Committee, who will then, in consultation with the student, assign the topic.

4. **Supervision of Theses.** a) The right to supervise theses, according to current legislation, belongs to the instructors listed in paragraph 1 of Article 10 of these Internal Regulations, provided they hold a Doctoral Degree. b) After a reasoned proposal and decision of the competent body of the Postgraduate Program, supervision of theses may also be assigned to those who fall under paragraphs a) to f) of paragraph 1 of Article 10, but who have not taken on teaching duties in the Postgraduate Program. c) The Internal Regulations of the Postgraduate Program may set an upper limit on the number of theses a supervisor can oversee simultaneously. d) In exceptional cases of loss, objective inability to supervise, or significant reasons, it is possible to replace the supervisor or a member of the Three-Member Examination Committee after a proposal from the Steering Committee and a decision by the General Assembly of the Department or the Program Committee, as appropriate.

Presentation and Completion of the Master's Thesis

The process of defending the Master's Thesis is described in detail in the Internal Regulations of each Postgraduate Program.

After completing the Master's Thesis, the graduate student submits copies of the final Master's Thesis to the Supervisor and the other two members of the Three-Member Examination Committee. If a positive evaluation is issued by the Three-Member Examination Committee, the date and place of the public defense/evaluation are set by the General Assembly of the Department or the Steering Committee, or the Program Committee, if applicable. After the presentation and defense of the Master's Thesis, the Examination Committee prepares and signs a report on the Public Presentation of the Master's Thesis, which includes any observations or comments as well as the final grade of the Thesis.

In case of a negative evaluation, unless otherwise stipulated in the Internal Regulations of the Postgraduate Program, the thesis may be resubmitted after two months, provided that the student improves the work according to the observations made by the Three-Member Examination Committee.

The Internal Regulations of the Postgraduate Program outlines in detail the procedure to be followed in the event of a negative evaluation after the second submission, as well as the conditions that may lead to exclusion from the granting of the Master's Degree.

The final complete copy of the Master's Thesis is submitted, after approval, to the Postgraduate Program Secretariat and the library of the University of Crete in both printed and electronic form, as well as in electronic form for the Department's archives.

1. The intellectual property rights over the Master's Thesis belong to the student.
2. To protect the moral rights of intellectual property (moral rights), in case of publication of part or the entire Master's Thesis in any form, the names of all professors or researchers who participated in the creative process must be mentioned. In the case of a work created entirely or partially at the University of Crete, the University must be mentioned. The student may agree to

grant the University of Crete a non-commercial license, allowing the University to reproduce and distribute copies to the public for non-commercial purposes.

3. It is noted that the holder of intellectual property rights for Master's Theses based on research funded wholly or partly in the form of salary, fee, or grant from funds managed by the University of Crete is determined according to the terms of the relevant contract or agreement signed between the student and the University of Crete. If no such agreement exists, the intellectual property rights are transferred to the University of Crete.

4. The property rights from intellectual property rights over the Master's Thesis are transferred to the University of Crete under the provisions of Articles 8 and 40 of Law 2121/1993, unless otherwise agreed.

5. In the case of scientific publications in journals or conference presentations arising from the Master's Thesis, the professors and students who drafted them may assign the exploitation to the publisher or the organizing entity of the conference, upon request.

6. In the case where the Master's Thesis could lead to the granting of a patent, the provisions concerning university inventions/patents/participation in companies—spin-offs—are applicable, according to the relevant legislative provisions in conjunction with the Intellectual Property Utilization Regulation – Management of Patents and other intellectual property rights of the University of Crete, as applicable.

The Internal Regulations of the Postgraduate Program may define, among other things, the extent, font, writing style, and any other details related to the structure of the thesis.

The text of the Master's Thesis must meet the standards and structure of a scientific work, meaning it must include a description of the thesis topic, the findings/results of the work, methodology, assumptions, bibliography, and any other necessary supporting or explanatory elements (such as necessary charts, diagrams, photos, images, etc.).

Article 12. Internship

In the second cycle study programs, student internships may be provided as a mandatory or optional educational activity of the program.

a) The student internship takes place in public and private entities, hereinafter referred to as "host entities," except for the University of Crete and cooperating entities in the case of interdepartmental Postgraduate Programs, public services, legal entities under public law, first and second level local government organizations, private law legal entities, and businesses, hereinafter referred to as "host entities," under the supervision of an academic supervisor. The internship may also take place in entities abroad, provided that it is feasible to supervise the educational process.

b) For the student internship, an internship agreement is signed with terms and conditions specified by the applicable legislation, the funding entity, the insurance entity, and the Internship Regulation of the University of Crete.

c) Successful completion of the internship results in the awarding of a certain number of credit units (European Credit Transfer and Accumulation System - ECTS), which are considered for the award of the specialization diploma and are defined in a separate article in the Internal Regulations and the Study Guide of the Postgraduate Program.

d) By decision of the General Assembly of the Department or the relevant body for Postgraduate Program for each academic year, the following are appointed: i) The Internship Coordinator, who is one of the members of the Faculty or Laboratory Teaching Staff or Special Educational Staff or Special Technical Laboratory Staff of the department or the responsible department in the case of an interdepartmental or interinstitutional Postgraduate Programs, and is responsible for the general supervision of the internship educational process within the Postgraduate Program and the coordination of the Internship Supervisors and the host entities. The Internship Coordinator may be common for cooperating Postgraduate Programs as defined in Article 9, Paragraph 4 of this Internal Regulations. ii) The Internship Committee, which consists of members of Faculty or Laboratory Teaching Staff or Special Educational Staff or Special Technical Laboratory Staff of the department or cooperating departments in the case of an interdepartmental or interinstitutional Postgraduate Programs, and is headed by the Internship Coordinator. The responsibilities of the Internship Committee are described in detail in the Internship Regulations of the University of Crete and include, among others, the evaluation of the student applications for internships (if they are not mandatory), coordination of activities related to student internships, problem resolution, and appointment of a supervisor for each intern student. Supervisors can be instructors of the Postgraduate Program but also members of the department or cooperating departments in the case of an interdepartmental or interinstitutional Postgraduate Program, who have not undertaken teaching work in the Postgraduate Program.

e) The terms and conditions for the implementation of the internship are defined by the applicable legislation and the Internship Regulation of the University of Crete. The internship implementation process, if provided, is specified in a separate article in the Internal Regulations of each Postgraduate Program and contains the elements described in detail in Article 5, Paragraph 2 of these Internal Regulations.

Article 13. Study Guide of the Postgraduate Program

1. **Contents of the Postgraduate Program Study Guide.** Each Postgraduate Program of the University of Crete prepares a Study Guide that specifies the relevant articles of these Internal Regulations of Postgraduate Studies and contains at least the following: a) the specializations of the Postgraduate Program, which may lead to the awarding of different diplomas, b) the detailed curriculum per specialization, the titles, and a brief description (syllabus) of the courses, seminars, laboratories, and clinical exercises of the Postgraduate Program, the conduct of internships, the writing of a thesis, or the performance of other mandatory or optional educational and research activities for the successful completion of the Postgraduate Program, with reference to the number of European Credit Transfer and Accumulation System (ECTS) awarded for each case. If part-time study is offered, the Study Guide must include the detailed curriculum for the part-time study, c) the organization of the educational process, in-person or with methods of modern distance learning in whole or in part, specified in the syllabus of the courses, d) the total number of ECTS awarded per Postgraduate Program specialization, if there is more than one (1) specializations, as well as the number of academic semesters of the program, e) the language of the thesis, which may differ from Greek, f) in the case of mandatory or optional internships, the Study Guide must describe in a separate article the minimum academic progress requirements to be met before the start of the internship, the total hours of engagement in the internship, its duration in calendar months, the period of implementation, the evaluation method, and the number of European Credit Transfer and Accumulation System - ECTS awarded, g) In the case of a foreign-language Postgraduate Program, the Study Guide is recorded in the official language of the program.

2. By decision of the General Assembly of the Department or the Program Committee in the case of interdepartmental, interinstitutional, or joint Postgraduate Programs, following a proposal of the Steering Committee of the Postgraduate Program, the Postgraduate Program Study Guide is

approved. The Study Guide may be renewed according to the applicable legislation and the founding decision of the Postgraduate Program.

3. After its approval, the Postgraduate Program Study Guide is publicly available on the Postgraduate Program website.

Article 14. Rights of Postgraduate Students

1. Postgraduate students are entitled to the benefits specified by the applicable legislation, in combination with the current conditions and criteria set by the University of Crete.

Postgraduate students have the right to:

(i) use the facilities and resources of the Institution, (ii) unhindered access to the Institution's library with the presentation of their student ID and subject to the specific rules provided, (iii) use digital services and databases to support their teaching and research needs, (iv) use the laboratories and clinics, adhering to the relevant safety rules, proper use of scientific instruments, and overall facility usage regulations, as well as public health rules, (v) assist in teaching duties as defined in the Internal Regulations of the Postgraduate Program, (vi) be compensated by research programs.

1. Scholarships Postgraduate students may be awarded excellence or reciprocal scholarships, as well as prizes, according to the applicable law and the Internal Regulations of the Program or the University of Crete.

(a) A reciprocal scholarship is defined as the obligation of the postgraduate student to provide supportive technical, teaching, and research work, such as supervising exams, operating laboratories and clinics, supporting the university library or internship, and providing technical support for digital governance systems. The provision of supporting work should not exceed forty (40) hours per month. The work provided must be certified by the academic supervisor or the head of the service where the scholarship holder provides the work. For this purpose, the scholarship holder must maintain a log book (either physical or digital), which is co-signed by the service, structure, or work supervisor.

(b) The sole criterion for excellence scholarships is the postgraduate students' performance in their program of studies. The specific performance indicators are outlined in the Postgraduate Program's Internal Regulations and may include, for example: i) the average grades of the previous semester, ii) the rank of admission to the Postgraduate Program, iii) recent academic achievements (publications, awards, or distinctions related to the program's subject), iv) regular enrollment in the program.

(c) The criteria for reciprocal scholarships are outlined in detail in the Postgraduate Program's Internal Regulations and may include, for example: i) economic criteria, such as individual or family financial status as defined by the current legislation, ii) social criteria, such as being divorced with dependent children, disability of the candidate, single-parent family, orphaned from both parents under 25 years old, child of a large family, or siblings who are students, iii) regular enrollment and academic performance.

Scholarship Awarding Procedure. After a proposal from the Steering Committee of the Postgraduate Program, a call for scholarship applications will be announced. Applicants must complete all mandatory fields of the application with the required documents and submit them to the Department Secretariat within the deadline specified in the call. The application serves as a Responsible Declaration under Law 1599/1986.

The Steering Committee evaluates and ranks the applications based on the criteria defined in the Internal Regulations of the Postgraduate Program and proposes the list of candidates to the General Assembly of the Department or the relevant body. After approval of the list, the results of the scholarship application (acceptance/rejection) will be communicated by the secretariat to all the candidates via email. Candidates can submit a reasoned objection within 5 days, which will be reviewed by the Objection Committee as defined in the relevant Internal Regulations of the Postgraduate Program.

The maximum number of scholarships per Postgraduate Program is defined in the founding decision in accordance with the applicable legislation.

Article 15. Obligations of Postgraduate Students, Knowledge Assessment

Before enrolling in the Postgraduate Program, each candidate must be familiar with and accept the rules of the program as described in its Internal Regulations. Acceptance of the Internal Regulations is a basic requirement for obtaining and maintaining the status of a postgraduate student. Postgraduate candidates enroll and participate in the program under the prescribed terms and conditions.

1. General Obligations of Postgraduate Students. Postgraduate students have the following obligations: (a) to attend the courses in the current study program without interruption, (b) to submit the required assignments within the specified deadlines, (c) to attend the required exams, (d) to submit a responsible declaration to the secretariat, before the evaluation of their thesis, stating that the thesis is not plagiarized, either in its entirety or in individual parts, (e) to pay tuition fees as defined by the program Internal Regulations, (f) to respect and adhere to the Internal Regulations of the Postgraduate Programs of the University of Crete, the decisions of the program's bodies, the department, and the University of Crete, as well as academic ethics. (g) The completion of the program and the receipt of the Master's Degree require not only the successful completion of the program but also the return of any student housing allocated to them and the return of any books and journals borrowed from the University of Crete Library.

2. Tuition Fees Postgraduate students in programs where tuition fees are required must pay them according to the Internal Regulations of the Postgraduate Program. Tuition payments are made to the S.A.R.F. of the University of Crete, which is responsible for managing them.

Postgraduate students must settle all their financial obligations before receiving a completion certificate and the award of the Master's Degree.

In Postgraduate Programs with tuition fees, the possibility of fee exemption is possible according to the applicable legislation.

Article 16. Support Services for Postgraduate Students

1. **Academic Advisors.** a) The decision-making body of the Program designates Academic Advisors at the start of each academic cycle, depending on the number of postgraduate students. b) The role of the Academic Advisor is to guide and provide directions and advice to the postgraduate students regarding the progress and successful completion of their studies. For this purpose, the

academic advisor designates specific days and hours for meetings with the students. The advisor's services are strictly advisory and do not impose obligations on the students receiving them.

2. **Support Services for postgraduate students at the University of Crete:** The following support services are available at the University of Crete: the Student Counseling Center, the Support Unit for International Students, the Equal Access Unit for Persons with Disabilities and Special Educational Needs, and the Student Support Unit. The administrative organization of these services is outlined in the University of Crete's Administrative Services Regulations. a) The purpose of the Student Counseling Center is to provide counseling services to students for a smooth transition into academic life and to address occasional difficulties in developmental, personal, and educational matters, aiming at the successful completion of their studies. b) The purpose of the Support Unit for International Students is to provide administrative support services to international postgraduate students to help them integrate smoothly into the academic community of the University of Crete and handle processes related to their stay and residence in Greece. c) The purpose of the Equal Access Unit for Persons with Disabilities and Special Educational Needs is to ensure the full participation of postgraduate students in all educational, research, and administrative activities at the University of Crete, with the ultimate goal of their successful completion of studies. d) The purpose of the Student Support Unit is to provide advice on the Postgraduate Programs offered at the University of Crete, as well as administrative and counseling support to students for selecting a placement institution for internships, if required by their program of study.

Article 17. Duration of Studies for the Acquisition of a Master's Degree

1. **Duration of Studies.** The normal duration of studies in the Postgraduate Program leading to the Master's Degree is at least two (2) academic semesters, which includes the time needed for the preparation and submission of the Master's Thesis. The time allocated for the thesis cannot be less than three months. The terms of study are outlined and further specified in the Internal Regulations of each Postgraduate Program. The program is considered completed when the minimum study duration is fulfilled, and all obligations of the student, as specified in the Internal Regulations of the program, are met. The maximum duration of studies in any Postgraduate Program is double the regular duration specified in the founding decision. Any extension beyond the regular study period must be approved by the competent decision-making body of the program. The Internal Regulations of the Postgraduate Program specify the reasons for which an extension may or may not be granted.

2. **Part-Time Studies** Postgraduate Programs at the University of Crete may, from their inception, offer the option for part-time study, with a duration that cannot exceed twice the regular duration of studies. Students who meet the following conditions have the right to apply for part-time status: a) Students who work at least twenty (20) hours per week. b) Students with disabilities and special educational needs. c) Students who meet the conditions of Article 75, Paragraph 3, Item (c) of Law 4957/2022 (A'141).

The supporting documents required for the application and the evaluation procedure are specified in the Internal Regulations of the respective Postgraduate Program.

3. **Suspension of Studies.** In exceptional cases, when it is impossible to meet the minimum requirements of the Program, temporary suspension of studies may be granted upon submission of a reasoned request. Suspension of studies cannot exceed two (2) consecutive semesters. Suspension is granted by the General Assembly of the Department, following a recommendation from the Steering Committee, or, in the case of interdepartmental, interinstitutional, or joint Postgraduate Programs, by the Program Committee. During suspension, the student loses their student status. The suspension period does not count towards the maximum allowable study period. The suspension may end earlier than planned upon submission of a request for early termination of the suspension. After the suspension period ends, the student returns to the status of their initial enrollment.

4. **Dismissal of Postgraduate Students.** The Steering Committee of a Postgraduate Program may, with a justified proposal, recommend the dismissal of a postgraduate student to the General Assembly of the Department or the Program Committee in the case of interdepartmental, interinstitutional, or joint programs. The reasons for dismissal are as follows: a) The student's request for dismissal. b) Insufficient progress, demonstrated by non-participation in the educational process, such as non-attendance in classes, examinations, etc. c) Failure to meet other obligations as defined by the Internal Regulations of the Postgraduate Program. d) Behavior that violates academic ethics, as defined by applicable laws or the code of conduct described in Article 11 of these Internal Regulations.

The Internal Regulations of a Postgraduate Program specify the conditions and procedures for the dismissal of students.

Article 18. Academic Ethics Code of Conduct

1. **Scientific Research.** The Postgraduate Programs of the University of Crete operate under the highest ethical standards in scientific research. The Postgraduate Programs promote knowledge through original research, while simultaneously advancing and protecting academic freedom. All instructors of the Postgraduate Programs at the University of Crete are required to maintain high standards in the way they guide postgraduate students as they conduct their research. It is recognized that misconduct in research is an extremely serious matter, which can have severe consequences on the studies and the research/academic careers of those involved. Research misconduct occurs when research data are fabricated, plagiarized, or intentionally processed or altered in ways that misrepresent the truth or violate the dignity of individuals, among other issues.

2. **Publication of Research Data.** Postgraduate theses, publications, and patents resulting from research activities within a Postgraduate Program must adhere to the publication and ethical guidelines summarized as follows:

a) The authors of a research paper, in accordance with the rules of international scientific ethics, should only be those researchers who have actively participated in it. Active participants are those who design the study, collect, analyze, and evaluate the data, as well as those who write the paper.

b) All authors are responsible for the data presented in the publication. All authors must review the final manuscript before submission for publication and carefully examine all the data upon which the work is based.

c) The primary author (contact/corresponding author) is responsible for ensuring that all other authors receive a copy of the manuscript and consent to it before submission. All researchers who have contributed research data to the work must retain these data for at least five (5) years. Additionally, a laboratory notebook must be maintained, where the experiments are described in detail.

The supervisor of the research is responsible for ensuring compliance with all the above requirements.

3. Plagiarism

a) Plagiarism is considered a serious academic offense, which has disciplinary and even criminal consequences according to current legislation.

b) Plagiarism is the act of copying a published work by other authors, in whole or in part, and using another's work without proper citation in accordance with scientific ethics.

c) The graduate student is required to submit the final version of the thesis to the Three-Member Committee within the time frame specified by the Internal Regulations of the Postgraduate Program, which cannot be less than 10 days before the final defense, for plagiarism checking. Plagiarism can be detected using specialized plagiarism detection software.

4. In cases referred to in the last paragraph of Section 1 and Section 2 of these Internal Regulations, the competent bodies will address the issue in accordance with the applicable law.

Article 19. Award of the Master's Degree

1. A postgraduate student completes their studies for the acquisition of a Master's Degree by fulfilling the minimum number of courses and ECTS required for the degree, as well as successfully completing the thesis, where applicable. The process for verifying the completion of the above conditions is determined by the relevant Internal Regulations of the Postgraduate Program.

2. Upon completion of the above process, a certificate of study completion is granted to the postgraduate student, and they automatically lose their student status. The procedure for awarding the Master's Degree is determined according to the decision of the relevant decision-making body of the program or regulated in the Internal Regulations of the program.

In every case, the Master's Degree is accompanied by the Diploma Supplement in both Greek and English. The format of the Diploma Supplement is determined by a decision of the Senate for Postgraduate Programs, whose administrative responsibility lies with the University of Crete.

Article 20. Evaluation of the Postgraduate Programs

The annual internal evaluation of the Postgraduate Programs is conducted in collaboration with the Quality Assurance Unit of the University of Crete as part of the internal evaluation of the academic unit to which it belongs, according to the corresponding process of the University's Internal Quality Assurance System.

The external evaluation of the graduate programs is carried out in collaboration with the Quality Assurance Unit of the University of Crete as part of their certification according to the procedure stipulated by the Hellenic Authority for Higher Education (HAHE). According to Article 87 of Law 4957/2022, the Postgraduate Programs of each department, including interdepartmental, interinstitutional, and joint programs, for which the department provides administrative support, are evaluated as part of the periodic evaluation/certification of the academic unit by the Hellenic Authority for Higher Education (HAHE). In this context, the overall assessment of the work implemented by each Postgraduate Program is evaluated, including the degree to which the goals set during its establishment were achieved, its sustainability, the career paths of its graduates in the labor market, its contribution to research, its internal evaluation by the postgraduate students, the justification for extending its operation, and other aspects related to the quality of the work produced and its contribution to the National Strategy for Higher Education. If a graduate program is found, during its evaluation, not to meet the requirements for continuation, its operation will end with the graduation of the currently enrolled students, according to the founding decision and its Internal Regulations. Under the responsibility of the Postgraduate Program Director, workshops are organized to discuss and study the program's courses and content, to assess the extent to which the program is aligned with scientific progress, the labor market, and the broader needs of society. At the end of the term of the Steering Committee, the outgoing Director compiles a detailed review report on the research and educational

activities of the Postgraduate Program, as well as its other activities, aimed at improving the studies, optimizing the use of human resources, improving the existing infrastructure, and socially beneficial use of the program's available resources. The report is submitted to the department to which the Postgraduate Program administratively belongs.