Ιόνιο Πανεπιστήμιο
Σχολή Μουσικής και Οπτικοακουστικών Τεχνών
Τμήμα Τεχνών Ήχου και Εικόνας

Φάκελος της Πρότασης Πιστοποίησης

του νέου Ξενόγλωσσου Προγράμματος Μεταπτυχιακών Σπουδών

με τίτλο "Master of Research (MARes) in Hybrid Arts"

[Ερευνητικό Πρόγραμμα Μεταπτυχιακών Σπουδών στις Υβριδικές Τέχνες]

A12
Regulation of studies, internship, mobility, and student assignments
[en]

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CONTENTS

Article 1: General Provisions

1. The Department of Audio and Visual Arts of the School of Music and Audiovisual Arts of the Ionian University organizes and operates an English-taught Postgraduate Program with title "Master of Research (MARes) in Hybrid Arts".

2. The structure, organization and operation of the above Postgraduate Program is determined by its founding act and is governed by the provisions of the relevant Laws and Ministerial Decisions.

3. The Postgraduate Program is slated to operate for a span of six academic years, subject to fulfilling the criteria of internal and external evaluations, as stipulated in paragraph 3 of article 80 of Law 4957/2022. (Renewal of the program's operation is contingent upon compliance with current legislation.)

4. The "Master of Research (MARes) in Hybrid Arts" program operates on a full-time basis.

5. This Regulation delineates the legal framework governing postgraduate studies and uniformly regulates operational aspects in accordance with prevailing laws.

Article 2: Aim - Purpose - Degree

1. The aim of the "Master of Research (MARes) in Hybrid Arts" is the study of the methodology of research and development of artistic works in the field of hybrid arts with a focus on technological experimentation, interdisciplinarity, the ethical dimension of artistic acts and the social dimension of the presentation of an artwork. It extends to the interconnection of technological literacy as it pertains to the exploration of biotechnological concepts and the interaction of the artistic process with social, cultural, scientific, medical or environmental issues in the wide range of intersections of art and technology.

2. The purpose of the "Master of Research (MARes) in Hybrid Arts" is to provide high-level postgraduate education and deepening in the cognitive areas related to research methodology in contemporary art, media archaeology, the technical sustainability of the artistic process, curating and aesthetic exhibitions, the ethics of artistic creation, collaborative interdisciplinarity and the social critique of the artistic work.

3. The "Master of Research (MARes) in Hybrid Arts" awards a Master's Degree with a specialization in Hybrid Arts research.

Article 3: Organization

The competent bodies for the organization and operation of the Postgraduate Program, are the following:

1. The **Assembly of the Department of Audio and Visual Arts,** which exercises the administration of the present Postgraduate Program, having the following responsibilities:

   a) designates the members of the Coordinating Committee (C.C.) of the Postgraduate Program,

   b) elects the Director of the Postgraduate Program,

   c) determines the details of application of selection criteria for the choice of postgraduate program student candidates in accordance with the provisions of the Regulations of the Postgraduate Program,

   d) sets up the Evaluation Committees for postgraduate program student candidates

and compiles the list of successful candidates,

   e)   validates the final lists of those admitted to the Program,

   f) distributes and assigns the courses among its teaching staff,

   g)   designates the members of the examination committees for the assignment, monitoring and examination of postgraduate theses,

   h)   recognizes the successful completion of the program in order to be awarded the Diploma of Postgraduate Studies,

   i)   deals with every matter provided by the individual provisions of the applicable legislation and of this Regulation.

2. The **Coordinating Committee (C.C.) of the Postgraduate Program**: integrates five (5) faculty members (professors and lecturers) of the Department of Audio and Visual Arts who have undertaken a postgraduate project in the Program and are elected by the Assembly for a two-year term. The C.C. is chaired by its Director of Postgraduate Program. The C.C. is responsible for monitoring and coordinating the operation of the program.

3. The **Director of the Postgraduate Program**: The Director of the Postgraduate Program is a faculty member from the two higher ranks (Professor or Associate Professor) of the Department of Audio and Visual Arts with a subject related to the study field of the Postgraduate Program. It is appointed by decision of the Assembly of the Department among the members of the C.C. for two years with the option of renewal determined in accordance with the applicable law. In case of absence, the Director of the Postgraduate Program is replaced by the Deputy Director, who is appointed from among the members of the C.C. also by the Assembly of the Department. The Director of the Postgraduate Program, presides over the C.C., proposes to the Assembly every issue provided for by this regulation, or that arises and concerns the effective operation of the Program.

4. The **Secretariat of the Postgraduate Program**: is responsible for handling any secretarial tasks and for the administrative support of the Postgraduate Program. The above tasks include, but are not limited to, the publication of invitations/announcements, the management of postgraduate program students' applications and registrations, the formation of the program timetable, the maintenance of a grading archive, preparation of certificates and diplomas, etc.

Article 4: Duration of studies and benefits

1. The minimum duration of studies is set at two (2) teaching semesters. The total duration of studies cannot exceed two (2) years. Surpassing this duration (2 years) may incur additional tuition fees or automatic removal of the student from the Postgraduate Program, as outlined in article 17 (tuition fees) and article 5 (duration-extension), respectively.

2. Postgraduate program students are required to actively engage in program activities, attend Study Program courses, and demonstrate progress in their work during their studies.

3. Postgraduate program students are entitled to benefits outlined in the applicable legislative framework. However, if a student's study duration extends beyond two (2) academic semesters, they forfeit entitlement to student benefits as defined by the Law.

4. Upon selection, postgraduate program students have the option to present their Thesis at the Department's Festival and/or showcase their work at the Department's international conference, without incurring any participation fees.

Article 5: Extension of studies
1. At the onset of the third (3rd) semester, students are required to provide a written explanation to the C.C. detailing the reasons for surpassing the designated time limits. They may request an extension of studies, not exceeding a total of four (4) academic semesters. The C.C. evaluates the reasons for the extension and the student's overall progress, determining whether to grant the extension or remove the student from the Postgraduate Program.
2. If, for any reason, the Postgraduate Program ceases to continue in the future, students who have not completed their studies, despite being granted an extension, will not graduate from the Postgraduate Program.
3. The commencement of studies is conventionally considered from the last day of registration or the beginning of the first academic semester. Similarly, the conclusion of studies is considered on the final day of the last compulsory academic semester. In cases involving extensions and/or suspensions (as per this article and Article 6), the final date is considered to be the culmination of the last academic semester of study.

Article 6: Suspension of studies
1. All graduate students have the right to apply for a suspension of their studies, submitted to the Secretariat of the Postgraduate Program within the first two weeks of the ongoing semester. This can be requested during course attendance or while preparing the postgraduate thesis. The decision for approval is made by the Assembly upon recommendation from the C.C. The approved suspension spans an entire number of semesters, granted only once and not exceeding two (2) academic semesters. Exceptional cases for suspensions beyond two (2) academic semesters are considered for students fulfilling military service or due to certified prolonged illness from a public medical institution.
2. Students on study leave from their work/service are ineligible to request a suspension of studies.
3. Students who are granted a study suspension must resume their studies in accordance with their enrollment status at the initial registration as postgraduate program students. On resumption, they are obliged to attend all courses for which they hadn't completed assessments before the suspension.
4. The duration of study suspension is not counted within the total study duration.
5. If, for any reason, the Postgraduate Program discontinues in the future, students who haven't fulfilled their studies, even if they had suspended their studies, will not graduate from the Program.

Article 7: Structure - Courses - Credits
1. The "Master of Research (MARes) in Hybrid Arts" has a research orientation and this is reflected both in its overall structure and in the way its content is developed per course. Specifically, the Study Program is structured in two semesters and includes the

attendance during the first semester of a set of courses and during the second semester of studies the preparation of a thesis. Attending the courses consists of the combination of theoretical presentation of concepts and guided research/artistic work in the form of individual or group assignments of the graduate students. In the second semester, an individual research artistic project is prepared under supervision, which concludes with the writing and support of the thesis.The detailed structure of the curriculum is listed in ANNEX A hereto.

2. The total number of credits (ECTS) per academic semester, as well as the credits corresponding to the preparation of the thesis, is thirty (30). The total number of credits (ECTS) for obtaining the Master's Degree is sixty (60).

3. The basic language of the Postgraduate Program is English. The thesis is written in English.

4. Courses are attended using synchronous and asynchronous online learning platforms.

5. Modification of the study program and redistribution of courses between semesters can be done after a reasoned recommendation from the C.C. to the Assembly of the Department which is responsible for the decision of the latter.

Article 8: Teaching staff

1. The teaching of the courses, as well as the holding of seminars, is assigned by decision of the Assembly of the Department after a proposal by the C.C. of the Postgraduate Program. The Department of Audio and Visual Arts has the required human resources, faculty members and teaching staff of high scientific, artistic and educational level, for the composition of teaching staff of the Postgraduate Program. Depending on the needs of the Program, external teaching staff may be invited for teaching, lectures, seminars, etc.

2. Teaching staff members in the Postgraduate Program are those defined in article 83 of Law 4957/2022, i.e. who have recognized authority and specialized knowledge or relevant experience in their field to meet the educational criteria of the Postgraduate Program. Teaching staff is assigned on an annual (academic year) basis using the following criteria:

   a) Field relevance (e.g. based on the specialization of a faculty member, scientific publications and research and/or artistic work, etc.) with the content of the courses to be assigned,

   b) Availability with the prospect of teaching at least two (2) academic semesters, so that it becomes possible to complete the teaching of the courses, but also the supervision and examination of any undertaken thesis.

   c) Previous evaluations by postgraduate program students.

3. In the case of courses whose teaching includes workshops or practical exercises, the execution of part of the program can be assigned to specialized doctoral candidates of the Department working on the specific field under the supervision and responsibility of the teaching staff member of the Postgraduate Program of the specific course.

4. Teaching staff members of the Postgraduate Program may invite scientists and/or artists of international scope or of high expertise to hold lectures or seminars in the context of the courses, upon approval by the C.C. of the Postgraduate Program.

5. To ensure the quality of the studies, the maximum number of postgraduate program

students per supervisor is set at 6.

Article 9: Announcement of positions - Conditions for participation
1. During the spring semester of each academic year, the Assembly of the Department by its decision, after a reasoned proposal of the C.C., determines the number of students that can be accepted by the Postgraduate Program, during the following academic year, and announces a relevant call for expression of interest, with a maximum of eighteen (18) people per year. The announcement/invitation for expression of interest is published by any suitable means in newspapers of general circulation, on the notice boards of the Department, as well as electronically.
2. In detail, the above notice states:
    a) The number of students who will join the Postgraduate Program.
    b) The conditions for participation of postgraduate program student candidates in selection process.
    c) The supporting documents that must be submitted.
    d) The deadlines for submitting supporting documents and the exact address to which they must be submitted.
    e) The possibility of conducting personal interviews, if the Assembly decides exclusively or in addition to this evaluation process.
    g) Any other detail that the Assembly deems necessary and which facilitates the information and the selection process of postgraduate program student candidates.
3. In the "Master of Research (MARes) in Hybrid Arts" holders of any H.E.I first cycle degree are accepted independently of the country where the diploma was issued in accordance with the relevant provisions of Law 4957/2022, under the necessary condition that they already have an artistic activity and a portfolio (archive of artworks).
4. The supporting documents that must be submitted by interested postgraduate program students candidates are the following:
● Application form
● Copy of ID or passport
● Recent photograph of the candidate
● Degrees: According to article 480/par.2 and article 304/par.4 of Law 4957/2022, there is no need to recognize degree equivalence, in the case of H.E.I. outside Greece, as long as the awarding institution is on the Hellenic National Academic Recognition and Information Center (DOATAP) list of equivalent universities. With the submission of the application candidates should add a copy of the diploma supplement including grades of all courses taken. In addition, if selected, a certificate of completion of their first cycle degree program should be submitted by the start date of the classes.
● Detailed CV and evidence of artistic activity.
● Research project proposal
● Two (2), at least, letters of recommendation.
● Portfolio: portfolio of artworks (Drawing, Painting, Photography, Music, Video, Multimedia Work, Animation, Comics, Audiovisual Installations, etc.) and/or portfolio of scientific publications and conference announcements, etc.

By decision of the Assembly, additional supporting documents and information may be requested from the candidates, which are expressly mentioned in the text of the announcement.

Article 10: Candidate selection procedure
The selection of candidates follows the procedures described below:
1. The Assembly appoints the Candidate Evaluation Committee (C.E.C.) of the Postgraduate Program. C.E.C. is composed by members of the teaching staff of the Department of Audio and Visual Arts. The members of each C.E.C. are responsible for handling the personal interviews and the overall evaluation of the candidates who applied for participation. The Assembly also appoints the chairperson of the C.E.C.
2. The Secretariat of the Postgraduate Program receives the applications and the necessary supporting documents submitted by the candidates, within the deadlines provided by the announcement. The supporting documents submitted by the candidates must be complete. Any supporting documents that are not submitted with the application (degrees, etc.), must be clearly mentioned in the candidate's declaration of honor with the commitment that they will be submitted, when requested. These supporting documents will only be taken into account if they are submitted by the date set by the C.E.C. The Secretariat of the Postgraduate Program checks the validity and completeness of each candidate's supporting documents, compiles a detailed list of graduate student candidates and forwards it to the C.E.C.
3. The C.E.C. after receiving from the Secretariat of thePostgraduate Program the list of candidates, is responsible for their evaluation, according to the criteria of Article 11 of these Regulations. In the first phase of the evaluation, it checks whether the candidates meet the basic admission requirements (Article 9, par. 3). If these are not met by a candidate, the application is not evaluated further and is excluded from the process. Then, the C.E.C. grades and ranks the candidates, based on the score they have accumulated, and prepares the evaluation table of candidates. The evaluation table includes all the candidates with their individual detailed scores per evaluation criteria and total score of all evaluation criteria, sorted in descending order (from higher to lower total score). Then the C.E.C., after taking into account the number of positions that have been announced, draws up the list of successful candidates and runners-up and recommends their selection to the Assembly. The list of winners and runners-up includes only the total score for each candidate, and is sorted in order of success (from higher to lower total score). The above table is forwarded to the Assembly for ratification.
4. The Assembly of the Department validates the evaluation table. In the event of a tie between two candidates, priority is given to the candidate with the highest grade in their main degree (or the degree with the best grade, if they have several). In special cases, the Assembly may, by its decision, also consider as successful those of the candidates who ranked equal with the last successful candidate.
5. The list of winners and runners-up, after their validation by the Assembly, is posted on the notice boards of the Department and in electronic form on the website of the Department and the Program. Successful applicants are notified to register at the Postgraduate Program in a specific period of time, determined by the Assembly. A candidate who does not register within the prescribed period, loses the right to register in

the Postgraduate Program, unless reasons of force majeure or serious illness are invoked by application to the Assembly. In this case, the Assembly examines the reasons invoked by the candidate and decides accordingly.

6. The Secretariat of the Postgraduate Program has at its disposal the evaluation table of the Program candidates and provides information about the performance of specific candidates to the candidates themselves. An objection against the evaluation tables can be made within ten (10) days from the date of announcement of the results. The objection, in which the candidate must cite specific reasons, is finally considered by the Assembly in a reasonable period of time following a relevant recommendation of the C.E.C.

7. Candidates that can participate in the Postgraduate Program as a supernumerary are: those selected for a postgraduate studies grant, in a subject related to the "Master of Research (MARes) in Hybrid Arts", by the State Scholarship Foundation (IKY), those that have tied grades that fall within the selection scores, those as well as one (1) foreign scholarship holder of the Greek State.

Article 11: Candidate selection criteria

1. The application of the selection criteria, as defined in this Article, is carried out by the C.E.C., which is responsible for the organization and smooth conduct of the evaluation and supervises compliance with the provisions of the applicable legislation and this Regulation as per throughout the evaluation.

2. Every candidate is allocated a specific number of evaluation credits (ev.c.). The evaluation units with which a candidate is allocated in individual categories are summed and constitute the candidate's total evaluation credits. The total score of each candidate is expressed on a scale from 0 to 100 ev.c.. For the allocation of the ev.c. per candidate, the following categories of criteria are taken into account, each of which corresponds to a specific number of evaluation credits:

 a) Scientific/artistic qualifications (30 ev.c.)
 b) Research project proposal (35 ev.c.)
 c) Interview performance (35 ev.c.)

3. The evaluation method for each of the individual categories of criteria is as follows:

3.1. The scientific/artistic qualifications of the candidates are credited with a maximum of thirty (30) credits. as follows:

   3.1.1. The research-scientific activities can be credited up to ten (10) ev.c. in total after a documented evaluation by the C.E.C.

   3.1.2. The authorship work (publications, reviews, etc.) and honors (e.g., scholarships, awards, etc.) may be credited up to ten (10) ev.c.

   3.1.3. The recognized artwork (e.g. participation in exhibitions, festivals, etc.) can be credited up to ten (10) ev.c.

3.2. The proposal for the development of a research project (includes the description of the intended outcome of the thesis and the documentation of the candidate's technical competence for its preparation) can be credited up to thirty five (35) ev.c.

3.3. The interview covering topics of wider academic, scientific and social interest, is credited with a maximum of thirty-five (35) ev.c. and aims to support:

a) in the evaluation of the candidates in points that are not evident from the supporting documents they have submitted to the Department,
b) in the evaluation of other aspects of the candidates, which cannot be evaluated with the previous procedures
c) To establish the general scientific training and artistic interest of the candidate and to form an image for the formation of the candidate's personality.
The members of the C.E.C. evaluate each candidate separately and allocate them with a certain number of ev.c. (from 0 to 35). The scores attributed by the committee members are equivalent in forming the final score, which is calculated based on the average of the individual scores attributed the C.E.C. members.

4. For the formation of the final number of ev.c. per candidate, the sum of the ev.c. that have been collected from the categories of criteria (3.1.), (3.2.) and (3.3.) is multiplied by an appropriate coefficient, so that it is expressed on the scale from 0 to 100.

Article 12: Announcement of selection results
The final evaluation tables of the candidate postgraduate program students include the total of ev.c. of the candidates and are delivered to the C.C. by the C.E.C. Then, the C.C. drafts a relevant proposal to the Assembly, which validates the list of selected candidates and runners-up. The final lists of admitted students are announced in print and electronically by any suitable means.

Article 13: Study - teaching - exams
1. At the beginning of each academic semester, within a deadline announced by the Secretariat of the Postgraduate Program, every student enrolls in the Program.
2. The teaching of the courses of the "Master of Research (MARes) in Hybrid Arts" is done entirely remotely in combination with asynchronous distance education means, in accordance with what is defined in article 88 of the law. 4957/2022. It's emphasized that teaching through distance education doesn't deviate from traditional in-person education. This approach doesn't align with the conventional interpretation of e-learning on an international level. Instead, it represents a substitution of physical classroom attendance with contemporary distance education technologies, such as those offered by the Ionian University. The participation of postgraduate program students in the courses is mandatory. The possibility of hybrid teaching (simultaneously in-person and remotely) is foreseen in the event that students of the Postgraduate Program, coming from other countries, are in Corfu, at the headquarters of the Department of Audio and Visual Arts of the Ionian University in the framework of the Erasmus programme. Also, the possibility of hybrid teaching (simultaneously in-person and remotely) is foreseen during the Winter School.
3. The learning workload per course involves attending lessons and developing individual research, all under systematic supervision. These student assignments aim to render, in terms of academic quality, a character of postgraduate studies oriented towards a well-founded artwork. Indicative topics of the above can also be the bibliographic research, but mainly include the application of teaching and research thematics of the program, such as: the development of an autonomous experimental

small-scale artistic project, the creation of an interactive installation or live demonstration / concert or exhibition, the implementation of the production process of audiovisual media, etc. In any case, due to the applied / creative nature of the Program, the above assignments correspond to at least 50% of the total course workload.

1.   Each postgraduate program student has the obligation to attend a minimum of 80% of the teaching hours (classes, seminars, workshops) set for each course. Not meeting the aforementioned criterion renders participation in any examination procedure for the respective course impossible and necessitates addressing it in the subsequent academic year.

2.   In any case, the C.C. may define specific additional activities in which students of the Postgraduate Program are required to participate. These activities are announced at the beginning of the respective academic semester together with the detailed curriculum of the program.

3.   The detailed curriculum of the program is published on an annual basis under the responsibility of the C.C. in collaboration with the teaching staff of the Postgraduate Program. This program includes all the details of the implementation of the teaching per subject, as well as any additional activities of the previous paragraph.

7.   The examination of each course can be done orally, in writing, by preparing assignments or in another way determined and announced by the member of the teaching staff at the beginning of the semester. All obligations arising from the course attendance, such as carrying out and handing in drafts and assignments, must be fully completed within the term (and by the end of the examination period). Examinations for each course are permitted only once, conducted within the examination period of the relevant academic semester. Student grades are disclosed within a maximum of two weeks after the conclusion of the respective examination period.

8.   In exceptional cases, the Assembly, after a proposal from the C.C., can modify or postpone the time of the examinations, or set an additional examination period or a different examination method, for some or all courses, depending on the particular circumstances and needs of the postgraduate program students, during the September examination period.

9.   Each postgraduate program student has the opportunity to be examined a maximum of two times in each course during the academic year (at the end of the corresponding academic semester and at the re-examination in September if this is set). If a student fails in both assessment periods, they may request the Assembly to consider three options: a. Granting an additional examination through a three-member committee of teaching staff, contingent upon exceptional justifications for the reduced performance, b) Repeating the course in the subsequent semester of their postgraduate studies without additional registration fees, c) Permanent removal from the Postgraduate Program.

10.   In exceptional cases and for very serious reasons, the Assembly of the Department, following the proposal of the C.C. can decide to delete a student from the Postgraduate Program. Such reasons are insufficient progress (e.g. non-participation in the educational/examination process), systematic poor fulfillment of obligations and behavior that violates rules of respect and academic ethics, including plagiarism.

11.   If a student decides to discontinue their studies, they are required to inform the

Director of the Postgraduate Program in writing.

Article 14: Master's Thesis

1.   Following the student's application, in which is expressed the chosen field and Supervisor of the thesis, and it includes a summary of the proposed thesis, the C.C. makes a recommendation to the Assembly which appoints the Supervisor. The above application is submitted upon completion of the 1st semester and the appointment of the Supervisor must be done the latest until the beginning of the 2nd semester (with the exception defined in the next paragraph). If there is no application by the postgraduate program student to the C.C., then the C.C. is competent ex officio to propose and the Assembly to appoint a Supervisor. It is possible to assign the preparation of a postgraduate diploma thesis also during the 2nd semester of study, as long as the student has successfully completed all the courses of the 1st semester of studies.

2.   The thesis supervisor is a member of the teaching staff of the Postgraduate Program and must have research interests relevant to its subject. The Supervisor is responsible for the supervision and guidance of the postgraduate program student's work, constantly monitoring the course of the work and supporting research effort by suggesting specific research directions. Postgraduate program students are obliged to keep their supervisor informed of the progress of their work.

3.   The Master's thesis is accompanied by the research project that was submitted as a proposal in the application to the Postgraduate Program. The topic of the Master's thesis (M.T.) must be original and have a clear research-artistic orientation, in order to be consistent with the aims of the "Master of Research (MARes) in Hybrid Arts". The project as a creative result is an integral part of the M.T. and is accompanied by documentation of the research process as well as an analysis of the topic, methodology and conclusions.The individual objectives pursued in the preparation of the M.T. include the review, synthesis and utilization of existing knowledge, the use of theoretical and methodological approaches, the application of research tools and techniques, and the exercise of autonomous critical thinking. All issues related with the preparation of the M.T. (extent, structure, evaluation, etc.) are defined by the relevant guidelines and regulations of the Department of Audio and Visual Arts for work assignments, equipment usage, and plagiarism and by the Regulation of Principles & Operation of the Ethics and Research Deontology Committee of the Ionian University.

4.   The thesis and the research project documented with it is examined by an Examining Committee appointed by decision of the Assembly after a recommendation from the Supervisor, during which act the final title of the postgraduate thesis is recorded. The Examining Committee consists of three members, the Supervisor and two other members. Of these two members, at least one must be a teaching staff member of the Department of Audio and Visual Arts, while the other may be a member of teaching staff of another Department of the Ionian University, or of another H.E.I. of Greece or abroad or a researcher of a recognized Research Center of Greece or abroad.

5.   The Master's thesis is submitted at the end of 2nd semester to the members of the Examining Committee. The Master's thesis is supported on a date and time set by the Supervisor after consultation with the other members of the Examining Committee. After

the end of the public support of the Master's thesis, the Examining Committee evaluates and grades it.

6.   If the Master's thesis is approved, but relevant observations and suggestions have been made, the postgraduate program student is obliged to take them into account, to make the necessary modifications and improvements within the designated period and to submit its final form to the Supervisor. Depending on the form and extent of the amendments or improvements, committee members may request to review the thesis text or authorize the Supervisor to give final approval. After checking the work, the Supervisor submits the decision to the Secretariat of the Postgraduate Program. The candidate is required to submit the Master's thesis in print and digital form to the Secretariat of the Postgraduate Program, and to the Library of the Ionian University.

7.   If the thesis is not approved, the postgraduate program student has the possibility to choose another topic in order to prepare a new thesis in the following semester. This possibility is provided for one time only. Following this, the student is removed from the Postgraduate Program records.

Article 15: Grading - Award of Diploma

1.   The grading scale for students in the Postgraduate Program ranges from a minimum score of zero (0), a base minimum passing grade of five (5.00), to an excellent grade of ten (10.00), with grading precision extending to one hundredth of a point. Provided that attendance in each course meets the minimum requirement of 80% as outlined in Article 13, the grades are submitted to the Secretariat of the Postgraduate Program by the respective teaching staff member within the specified deadline mentioned in Article 13.

2.   The grading scale for courses and theses is as follows: Excellent: 8.50 to 10 / Very Good: 6.50 to 8.49 / Pass: 5 to 6.49.

3.   Students of the Postgraduate Program fulfill their academic requirements upon successful completion of 60 ECTS credits. The Department's Assembly designates diploma holders based on this completion.

4.   The final grade for the Graduate Diploma is calculated by averaging individual course grades, each carrying a weight of one (1), alongside the postgraduate thesis, which holds a weight of five (5).

5.   For the award of the diploma, it is required a) the absence of financial outstandings (due registration fees) and b) the presentation to the Secretariat of the Postgraduate Program certificates on the non-existence of pending matters from the services of the Ionian University.

6.   The awarding of Postgraduate Diplomas occurs during a special ceremony organized at least biannually for conferring degrees and diplomas from the School of Music and Audiovisual Arts Departments, following consultation with the Ionian University administration. Students who have fulfilled their obligations can request a completion of studies certificate from the Program Secretariat before the official diploma awarding ceremony.

7.   Upon receiving the Master's Degree, a Diploma Supplement is issued in both Greek and English. This supplement provides additional details about the Program, including its nature, level, general educational framework, content, and study status. It

also includes the graduate student's academic record, comprising: a) the thesis title and grade, b) individual grades for attended courses, c) potential participation in the ERASMUS+ Program, d) status as a Program scholarship holder, and e) any supplementary educational contributions or auxiliary work undertaken by the student during their studies.

Article 16: Evaluation of the Program
The evaluation of the Postgraduate Program encompasses its teaching and research quality, curriculum, and related operational services, adhering to relevant legislation. This assessment follows the guidelines set by the Quality Assurance Unit of the Ionian University (MODIP), utilizing available information infrastructure. Alongside internal and external evaluation procedures, ensuring quality and certification, an external academic evaluation of the Program is conducted by a Six-Member Scientific Advisory Committee (SAC) as stipulated in article 44 of Law 4485/2017.

Article 17: Tuition Fees and Scholarships
1.   Enrollment in the Postgraduate Program requires payment of tuition fees totaling €2,000.00 by the postgraduate students. These fees can be paid either in full upon registration in the Program or in installments, as outlined below:

Installments	Date	Amount
Registration	Following the selection	500,00 €
1	December 31 of the calendar year of registration	500,00 €
2	March 31 of the following calendar year of registration	500,00 €
3	May 31 of the following calendar year registration	500,00 €
	total	2.000,00 €

The Assembly reserves the right to modify the aforementioned payment schedule for registration fees based on specific circumstances and requirements of the graduate students.
2.   Up to a maximum of 15% of accepted graduate students may be exempted from paying the entire tuition fees, as outlined in Article 86 of Law 4957/2022.
3.   The Assembly may decide, at the end of the first academic semester, to award a scholarship in the form of exemption from second-semester tuition fees (totaling €1,000.00). This exemption is granted to the graduate student with the highest performance among peers in the same cycle during the first semester, provided they have successfully completed all courses for that semester.
4.   Postgraduate program students exempted from tuition fees or designated as scholarship holders of the Postgraduate Program are required to provide support services to the Department based on their qualifications. These services may include aiding communication activities specific to the Postgraduate Program. The Assembly

handles the relevant assignments following recommendations from the Coordinating Committee.

5. The funding for the operation of the 'Master of Research (MARes) in Hybrid Arts' will be sourced from: a) tuition fees, b) donations, sponsorships, and various financial contributions, c) legacies, d) resources from research projects or programs, and e) internal resources of the Higher Educational Institution (HEI).

6. As outlined in Article 84 of Law 4957/2022, the management of income from Postgraduate Studies Programs is overseen by the Research Committee of the Ionian University. Seventy percent (70%) of this income is allocated to cover operational expenses of the Program, encompassing teaching costs, administrative and technical support, travel, equipment, bibliographic infrastructure, software, consumables, and other associated expenses.

Article 18. Winter School

1. The Hybrid Arts Winter School (HAWS), a one-week intensive program overseen by Master's Degree supervisors, is a mandatory component for program completion. MARes students are required to participate, either in-person or remotely, presenting their Major Project progress.

2. HAWS operates without discrimination based on gender, race, color, origin, genetics, religion, opinions, minority status, property, birth, disability, age, gender identity, or sexual orientation.

3. Within discussions and activities focusing on biomedia, body in performance, and experimental exercises, there may be descriptions or simulations of unorthodox behavior. Participants are free to leave if they feel uncomfortable. Workshops aim for experimental expression within ethical boundaries, encouraging diversity and open dialogue.

4. Documentation of HAWS activities is for archival and dissemination purposes.

5. Personal expenses such as travel, accommodation, and food for in-person attendance are not covered.

Article 19. Internship
1. Students are eligible to participate in internship opportunities offered through the Erasmus Placement program for up to one year after graduation.
2. The application and evaluation procedures within the Erasmus Placement program adhere to the guidelines and announcements released annually by the International and Public Relations office of Ionian University.

Article 20. Mobility
1. The MARes in Hybrid Arts program promotes the mobility of postgraduate students to engage in educational and research initiatives as part of their studies.
2. Given the program's nature, student mobility during their studies encompasses:
   a. Participation in specialized short-term courses held within the program, requiring in-person presence.
   b. In-person internships facilitated by the Erasmus Placement program (refer to the relevant article), subject to supervisor approval, for conducting research projects related to the Major Project (Master's Thesis) topic.

Article 21. Student Assignments

1. The regulations concerning student assignments are in complete alignment with the Guidelines for Academic Essays, Equipment Usage Regulation, and the Decision on Disciplinary Issues and Plagiarism issued by the General Assembly of the Audio and Visual Arts Department (provided in the annex).
2. Detailed procedures regarding the preparation of the Major Project (Master's Thesis) are outlined in the respective article.

Article 22. Operation of the mechanism for managing student complaints and objections

1. The operational guidelines for managing student complaints and objections are in complete alignment with the Regulations for the Operation of the Student Complaints and Objections Management Mechanism of the Department of Audio and Visual Arts.
2. This process is facilitated through the online complaint service available at https://net.ionio.gr/contact/, which is operational at Ionian University.

Article 23. Operation of the academic advisor institution

1. The regulations governing the institution of academic advisors are fully compliant with the Regulation of Operation of the Institution of Academic Adviser of the Department of Audio and Visual Arts.
2. During the first semester of postgraduate studies, academic study advisors are assigned to each postgraduate program student. These advisors maintain regular communication with the students under their guidance, addressing difficulties, providing solutions, and offering support concerning their studies.

Article 24. Research Ethics

1. The regulations pertaining to research ethics align entirely with the Regulation of Principles & Operation of the Research Ethics and Ethics Committee of the Ionian University, particularly concerning research at the postgraduate level. This includes fundamental principles, terms and conditions of research, and procedures for submitting research projects. All first-semester students are mandated to prepare an application to obtain necessary research permissions within the framework of the Master's Thesis from the Research Ethics and Ethics Committee of the Ionian University.
2. Additionally, these research ethics regulations are in full harmony with the Decision of the General Assembly on Plagiarism of the Audio and Visual Arts Department. Students are reminded of the ethical requirement to avoid plagiarism in any assignments given during their studies. Plagiarism constitutes a direct violation of

intellectual property legislation and leads to serious disciplinary consequences for those involved.

Article 25: Entry into force and revision of the study regulations

1. This Regulation becomes effective upon adoption by the Assembly of the Department of Audio and Visual Arts.

2. The Regulation undergoes revisions proposed by the C. C. and approved by the Assembly of the Department of Audio and Visual Arts.

ANNEX A: DETAILED CURRICULUM

The curriculum of the "Master of Research (MARes) in Hybrid Arts" is structured across two academic semesters (1st and 2nd). The first semester includes courses delivered in a blended format, combining lectures, seminars, workshops, and research work under systematic supervision.

Courses
a) Winter Semester (October - January) - Focused on the instructional aspect of the program, comprising four courses:

• *Art Research Methods / Research Methods in Art (7 ECTS)*
With a focus on art-based research, arts-based educational research and art-based autoethnography, this module addresses the similarities and differences between art-based research methods and scientific research. Aim of this module is to promote alternative forms of research methods that include pluralistic and transgressive modes of inquiry, expression, representation and discourse.

• *Project Sustainability (7 ECTS)*
This module focuses on the practical skills in art research project development related with resources: grant applications, residency programs, management and documentation, networking, budgeting, fundraising and promotion. Aim of this module is also to prepare the students to engage their practice narrative with the potential social and ecological imprints of their artwork.

• *Media Archeology (7 ECTS)*
While discussing central texts in the field of media archaeology this module aims to function as an ongoing research studio with a critical perspective on the appraisal of transhumanism. Focusing on the inclusive discourse (queer, feminist, black, indigenous, disability, etc.) in intersection with coding, maker and hacker cultures, this module explores theoretical, methodological, and archival strategies for research on early or obsolete media artefacts as well as speculative fiction for alternative (im)probable futures.

• *Project Support (9 ECTS)*
This research module focuses on the planning and resourcing of students' art research proposals, with guidance on projects' objectives and strategies. Each student is requested to present their project work through a self-directed program of guest artists, curators, writers, academic specialists and/or institutions facilitated by the student. Students can also get hands-on experience of exhibition-making and collaborate in publication projects by assisting on the production of the Audiovisual Arts Festival and on the research developed by the PEARL and InArts Laboratories.

In summary:

First Semester

Course A/A	Course Title	Credit Units (PM/ECTS)
1	Art Research Methods / Methods of Research in Art	7
2	Project Sustainability	7
3	Media Archaeology	7
4	Project Support	9
Total		30

b) Spring Semester (February - May) dedicated to the completion and presentation of the research project,

**• Major Project / Diploma thesis (30 ECTS)**
Creative output can be produced, or practice undertaken, as an integral part of the research process. However, the outcomes of practice must be accompanied by documentation of the research process, as well as some form of textual analysis or explanation to support its position and to demonstrate critical reflection. The final outcome, also called dissertation, has approximately 15,000-25,000 words.

In summary:

Second Semester

Course A/A	Course Title	Credit Units (PM/ECTS)
1	Major Project / Diploma Thesis	30
Total		30

In perspective:
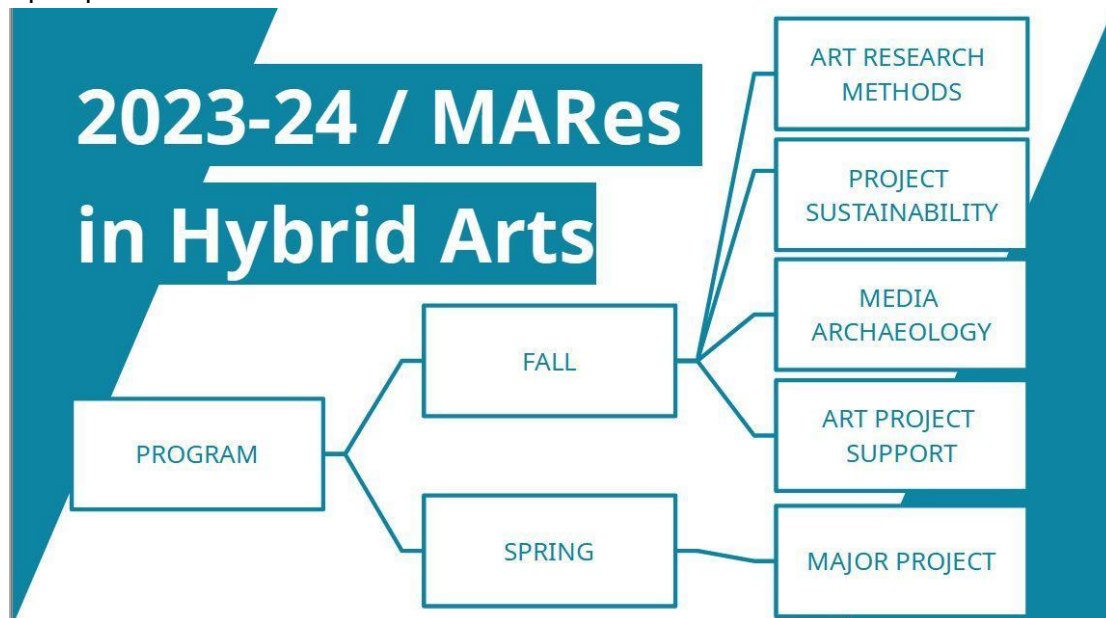
The course lectures encompass:
- Bibliographic Research Workshops: Guiding students in literature search related to the course, creation of bibliographic databases, and familiarization with digital sources.
- Case Studies Exercises: Engaging students in case studies relevant to the course subject.
- Special Lectures by Esteemed Scholars: Hosting renowned scientists for lectures pertinent to the Postgraduate Program.

Winter School

The Winter School is a week-long intensive training program supervised by the "Master of Research (MARes) in Hybrid Arts" thesis supervisors. During this period, students present the progress of their major project proposals. In-person attendance is recommended at the headquarters of the Audio and Visual Arts Department of the Ionian University in Corfu.

Program Completion

To successfully complete the "Master of Research (MARes) in Hybrid Arts," the following criteria must be met:
- Successful completion of course assessments.
- Active participation in exercises, workshops, and special events within each course.
- Attendance and active participation in the Winter School.
- Successful completion of the thesis.
- Each course requires a minimum passing grade of five (5) on a grading scale of zero (0) to ten (10), with ten (10) denoting excellence. Obtaining the Postgraduate Diploma (M.D.S.) mandates a total of sixty (60) ECTS credits.

Learning results

The educational material, teaching strategies, and evaluation processes aim to achieve the following learning outcomes for the "Master of Research Program in Hybrid Arts - MARes":

a) Interdisciplinarity: Building a robust foundation across multiple disciplines and integrating diverse ideas, techniques, and concepts from various artistic fields.

b) Aesthetics: Exploring and developing personal artistic expression through the fusion of different art forms and media.

c) Collegiality: Collaborating and communicating with creators from diverse backgrounds, fostering a participatory and interdisciplinary mindset.

d) Technological Proficiency: Proficiency in utilizing software, hardware, and emerging technologies relevant to hybrid arts.

e) Analysis: Ability to critically analyze conceptual, aesthetic, and cultural aspects of their work and articulate ideas through written and verbal communication.

f) Evaluation: Formulating evaluative judgments in bibliography and primary archival material, emphasizing interdisciplinary relationships in hybrid arts as an experimental cultural expression space.

g) Experimentation: Experimenting with new forms of artistic expression, embracing uncertainty, exploring unconventional approaches, and viewing failure as a learning opportunity.

h) Interaction: Engaging with the audience through installations, performances, or exhibitions that evoke emotional responses and encourage active participation.

i) Ethics: Considering the implications of artistic work, including issues like representation, cultural appropriation, and sustainability.

j) Professionalism: Acquiring practical skills and knowledge relevant to careers in hybrid arts, such as professional practices, portfolio development, exhibition strategies, grant writing, networking, and entrepreneurship.

The "Master of Research Program in Hybrid Arts - MARes" aligns with Descriptor 7 of the European Qualifications Framework for the Master's Diploma. Graduates will:

a) Possess skills for creative utilization and dissemination of artistic and scientific knowledge.

b) Enhance interdisciplinary collaboration skills.

c) Specialize in research methodology and its application in scientific and artistic contexts.

d) Demonstrate understanding and application of ethics in promoting and curating hybrid arts and artistic works.

e) Develop critical thinking regarding contemporary artistic trends, especially in hybrid arts.

Furthermore, graduates will:

a) Attain theoretical knowledge in research methodology in contemporary art, media archaeology, sustainable artistic processes, curation, aesthetics, collaborative interdisciplinarity, and social criticism in art.

b) Develop cognitive skills in understanding studied literature, creative thinking, and practical application of modern technological tools for interdisciplinary research.

c) Demonstrate problem-solving abilities concerning scientific methodology in art and handle methodological complexities in their workspaces.

d) Exhibit practical proficiency in various stages of artistic hybrid work development in interdisciplinary environments, including defining research programs, developing procedures, visualization, interpretation of findings, and public engagement.

e) Acquire personal skills and abilities contributing to personal autonomy, development, and interpersonal communication through systematic thematic studies.

Guidelines for Academic Essays include basic rules common in all levels of academic writing (assignments, individual projects, undergraduate thesis, master's thesis and doctoral dissertations). It was conceived as a supplement for the undergraduate course Research Methodology therefore it is not a substitute for the supervisor.

Structure and documentation (citations to bibliography and references) are important issues such as the contents in the evaluation of academic essays. Equally important is the correct use of Greek or other language (orthography, concision and clearness), as well as the capacity to use the vocabulary specific to each course.

I.   **Presentation Format**
      The integrity of form, order, clarity and consistency in the application of presentation rules is, in many respects, evidence of the author's seriousness and the scientific nature of his / her work.

      <u>Writing</u>

      Text characteristics, irrespective of its subject:

      ➢ **page:** A4

      ➢ **characters per line:** 65-70

      ➢ **line spacing:** 1.5 lines

      ➢ **page margins:** 2,5 cm (top, bottom, left, right).

      ➢ **paragraph alignment:** justified

      ➢ **font:** Times or Times New Roman (size 12) optional in the body of the text and compulsory in the title page which should have the following structure:

      1. Department of Audio and Visual Arts, Ionian University (size 20)

      2. <Title of Essay> (size 18)

      3. <Name of Student> (size 16)

      4. <Name of Supervisor> (size 16)

      5. Corfu, <month, year> (size 14)

For other text features (titles, subtitles, images, etc.) the Student may follow the sample provided in the course "Research Methodology".

The essay and supporting documentation (software, pictures of installations / structures, etc.) are submitted in print and digital (CD, DVD), as a draft (e.g. word document, latex files) and in its final form (pdf, ps). The software developed is submitted in source code as an appendix.

Citing Sources

Concerning citations and bibliography for all types of sources, printed or digital, in any documentation system, notes-bibliography (footnotes or endnotes), author-date or numeric, the most important is consistency in the application of one citation style.

Images, Diagrams, Figures, Tables

They should be preferentially placed within the body of the text or at the end of the text, as an appendix. In any case caption is required including, first, number and, after, title. Compared to the body of the text, captions have a smaller font size. In-text citations include, first, title and, after, number within parentheses. Commonly, large academic essays include an index. Note that when using images or photographs the source should be referenced especially for copyright reasons.

Annexes

Complementary elements, printed or electronic (CD, DVD), can be attached to the essay as appendixes or delivered separately (software, installations, assemblages, etc.).

Length

The length of an essay is related to the cycle of studies which accordingly follow different regulations. A course assignment should have no more than 12 pages while a Personal Project should be limited to a maximum of 30 pages. For undergraduate and postgraduate studies consult the respective regulations. Success and failure to comply with word limits are taken in consideration during grading.

Oral presentations

In case the essay has to be presented publicly, the student may use digital means (i.e. PowerPoint or a similar program) and submit the presentation files to the Office of the Secretary of the department or to the Supervisor together with the written essay.

II. **Structure**

The structure of an essay is the product of a mutual understanding between student and supervisor. Generally, most essays have the

following:

Title
The title must be short and express with clarity the precise subject of the essay. The subtitle, if any, gives a deeper degree of specialization to the title of the essay.

Abstract
In this part the content of the essay is briefly described (approx. 100 words).

Summary
The content of the essay is described (one 100 words' paragraph per chapter) with emphasis on the results (approx. 500 words). It is written after the conclusion of all chapters of the text.

Table of Contents
It includes all the titles – subtitles, paragraphs, etc. of the chapters (from the introduction to the bibliography and the annexes) and the corresponding page numbers.

Introduction
The introduction is the first Chapter (CHAPTER 1: <title>) of the essay. It aims to introduce the main subject to the reader. It includes the following:

- **Subject**
  The research topic.

- **Research/ Application Field**
  Application field (course assignments and undergraduate thesis) or research field (postgraduate thesis and doctoral dissertations).
  Description of the subject field, a critical analysis of similar works (included citation and bibliography), revealing the purpose of the research.

- **Aim**
  The aim of the essay is described (with a critical analysis on the research / application field).

- **Definitions**
  The definitions and explanations of the concepts on which the essay is based.

- **Methodology**
  The methodology principles of the essay are described, mentioning which method, tools, case study/ies and experiments are used in every part. The general principles that will be developed in detail in the main part are described here. A brief reference to the rest of the chapters

can be made, in order to help the reader understand the argumentation of the essay.

Main Part (Development)

The development may include as many chapters as required in order to describe thoroughly the subject of the essay and the research stages. The problems that arise during the essay's development are analyzed in various parts. Every chapter focuses mainly on a point, a subject, a process, a complete argument, an experiment or a case study, etc. For example: (Analysis, Composition, Application, Documentation).

Conclusion / Results

The conclusion of the essay is an outcome of any results obtained in each chapter and includes an evaluation of whether the goals of the essay were reached.

Note: the results are one of the hardest sections when writing an essay, which as the Introduction, is commonly approached as an outline, but this is the role of the Summary. Instead this section is a 'reply' to the issues referred in the Introduction. Therefore, it is advisable to write it after the first draft.

Suggestions for further development

This is the last chapter of the essay, where an additional development-research is suggested, which will support the in depth completion of the essay's subject in the future. It is included only in cases where the main objective of the study has not been completed or when the results show that further research is required.

Bibliography

An internationally accepted bibliographic standard must be followed. The use of Chicago Manual of Style is suggested. This style sheet has many editions, among which the Chicago Manual of Style 15th B which is simple, distinct and handy and used in most of the MIT Press publications.

You can find the manual of style here:

> http://library.williams.edu/citing/styles/chicago2.php
> http://www.calstatela.edu/library/guides/3chicago.pdf

Essays related to technology follow either the Harvard Style or the Numeric System (more often). The citation style is a Supervisor's choice.

When citing an internet source, in case of a digitized print material (eg. journal, book, dictionary), print source rules of citation apply followed by URL and retrieved date. Commonly this type of source includes instructions for citations and references.

Annexes

Every annex (ANNEX A: <title>) includes the extensive documentation of the essay, such as code, video, pictures, experiment results, etc.

III. Characteristics of a Scientific Text

Brevity (concise expression)

Avoid redundant expressions-sentences. A simple way to distinct a redundant phrase is to question firstly whether this phrase provides a specific information and secondly if this information can be documented with comments, examples or an argumentation.

Clarity

The syntactical structure of the sentences must be as simple as possible. The sentences must be short. Avoid the subordinate clauses, if possible. Giving examples that specify and describe general suggestions or abstract concepts help the reader to understand them.

Precision

Avoid abstract expressions-phrases. Try using more specific terms.

Logical Argumentation

Every conclusion of the ESSAY is based on an argumentation that describes its structure and the logical process followed.

Adequate Documentation

The points presented in the text must be documented with bibliographic references or with examples and specific information. Every reference is made directly to each the referring point (mostly at the end of the sentence) and refers to the bibliography at the end of the ESSAY.

IV. Useful Websites

The following websites provide useful information about the writing of an academic essay. The list also includes websites concerning the development of Ph.D dissertations, because they provide general information considered useful for the writing of any scientific paper.

Academic Essays:

http://utopia.duth.gr/~soikonom/MANUAL_GIA_PTYXIAKH.pdf
http://web.mit.edu/writing/index.html
http://libraries.mit.edu/tutorials/general/index.html
http://web.mit.edu/wac/writing/weblinks.html
http://owl.english.purdue.edu/owl/
http://owl.english.purdue.edu/workshops/hypertext/ResearchW/index.html
http://owl.english.purdue.edu/internet/owls/writing-labs.html
http://owl.english.purdue.edu/owl/resource/545/01/
http://www.mhhe.com/mayfieldpub/tsw/home.htm
www.ai.uga.edu/mc/howtowrite/howtowrite.pdf
http://www.aresearchguide.com/1steps.html
http://www.unc.edu/depts/wcweb/handouts/thesis.html
http://www.charleslipson.com/How-to-write-a-thesis.htm
http://www.ma-dissertations.com/blog/writing-a-dissertation/how-to-write-a-thesis-statement-%E2%80%93-basic-things-that-you-need-to-

know/432
http://www.ldeo.columbia.edu/~martins/sen_sem/thesis_org.html

PhD Dissertations:

http://www.phys.unsw.edu.au/~jw/thesis.html#outline
http://www.learnerassociates.net/dissthes/
http://www.amazon.com/Authoring-PhD-Thesis-Doctoral-Dissertation/dp/1403905843
http://www.amazon.co.uk/Your-PHd-Thesis-Revise-Studymates/dp/1842850709
http://www.cs.toronto.edu/~sme/presentations/thesiswriting.pdf

V. Bibliography

Strunk, William, E. B. White, and Maira Kalman. 2007. The elements of style. New York: Penguin Press.

Equipment Usage Regulation v2.0
[Version 2.0, .pdf 446 Kb - Update: 02-05-2017]

Article 1: General Information

1. The Department of Audio and Visual Arts has audiovisual equipment, which can be loaned to Department staff (teaching staff and postgraduate/undergraduate students of the Department).

2. The borrowing of the equipment is carried out exclusively for use in educational activities as defined in the context of the teaching of the Department's study programs.

3. Equipment can be borrowed for research purposes. In this case, the preparation of degree theses by the undergraduate students, as well as diploma theses by the respective postgraduates, also falls under this category.

Article 2: Borrowed equipment

1. The Department's equipment to be borrowed is divided into a) educational equipment, which may be borrowed exclusively for educational activities related to the teaching of the Department's study programs and b) research equipment, which is available for research purposes or for the preparation degree and diploma theses, or for the presentation of an artistic work in the context of the Department's Audiovisual Arts Festival.

2. The list of equipment to be borrowed is given in Appendix A of this regulation. This list can be updated, without amending the regulation, in cases such as the supply of new equipment or the removal of older equipment.

3. Whenever this is deemed necessary and feasible, along with the loaned equipment, the necessary wiring can also be borrowed (provided it is available).

Article 3: Equipment loan staff

1. For the implementation of the lending process, a lending coordinator is appointed by the President of the Department, who belongs to the Specialized Teaching Staff level.

2. The borrowing process is implemented with the assistance of other staff (borrowing supervisors) of the Department belonging to the above levels, as well as postgraduate students / PhD candidates, who have a very good knowledge of the use and functions of the borrowed devices. The relevant assignment of this auxiliary work is also done by the President of the Department.

2. The lending coordinator a) sets the lending hours b) is responsible for defining the operational control protocols applied upon return c) designates the staff (lending supervisors) to be employed on the lending days and hours.

Article 4: Borrowing procedure

1. The borrowing of the equipment is carried out following a relevant request of the interested user, in which the reason for the borrowing is clearly mentioned.

2. The approval of the loan request is carried out after checking the application and the availability of the specific type of equipment. In the case of educational equipment, the approval of the corresponding professor of the course is additionally required. In case of borrowing research equipment for the implementation of a thesis, the approval of the respective supervisor is required.

3. When receiving the equipment, the user signs a declaration in which he/she confirms that is a) receiving the equipment in perfect working order b) will be using the equipment exclusively for the educational or research purposes stated in the application and c) that is responsible for its timely return or its replacement with the same equipment in case of loss/stolen or damage/destruction of the original.

4. When the equipment is returned by the user, it is confirmed that it has been received on time, after a full functional check has been carried out. As long as the functional condition of the equipment is the same as it was during the initial phase of delivery of the equipment to the user, then the loan process is completed by signing the loan book. However, if the inspection process proves a functional failure of the equipment, the user is obliged to immediately replace the specific item with a similar fully functional one. The same obligation exists in case of theft of the equipment.

5. For the implementation of the loan process, a loan book is kept which is signed by the user in the phase of initial delivery and by the supervisor in the phase of final receipt. This book also includes the responsible declaration of each user. The process of submitting the application and granting the relevant approvals is implemented through the integrated IT system for loan management of the Department's equipment.

6. Upon completion of a student's studies (undergraduate, postgraduate or doctoral candidate), he/she is obliged to submit to the Department's secretariat a certificate that there are no pending matters related to the loan of equipment of any kind before commencement.

Article 5: Duration of loan

1. The equipment loan period within an academic year is defined as the duration of the teaching weeks of the winter and spring semesters based on the corresponding academic calendar.

2. The loan period is extended for research purposes only. In this case, this period is defined from September 15 to June 15 of the respective academic year.

3. The borrowing of the equipment is carried out on days and times which are announced by any suitable means to the potential users, under the responsibility of the lending coordinator.

4. In all cases of borrowing, the equipment is available exclusively for one week. The possibility of weekly renewal of the loan is provided, as long as a relevant request is made (at least 1 day before the deadline for returning the equipment) and it is approved, according to the procedure described in Article 4.

5. In case of exceeding the date of return of the equipment by any user a) the loan of any kind of equipment is suspended until the final arrangement of the return of the loaned item and b) legal procedures are initiated to demand the return or replacement of the equipment.

6. Depending on the availability and needs of using the equipment during the Audiovisual Arts Festival, the loan process may be suspended for a period of 15 days before and during the event.

Article 6: Transitional provisions

1. Until the implementation of the loan management information system provided for in Article 4, or in case of inability to use it, any requests and approvals are submitted and granted via e-mail. Under the responsibility of the loan coordinator, in this case all relevant correspondence is entered electronically in the loan book

Disciplinary Issues and Plagiarism

Disciplinary Council

In accordance with the provisions of Greek Law 4009/2011 article 5 paragraph 25, of Law 2083/90 article 5, paragraph 6, the provisions of article 43 YA/13035/30-5-2002 apply and these are:

Violation of the University's laws or rules, disruption of the orderly operation of the University and any conduct contrary to due respect for the authorities of the University and the conduct affecting the dignity of the institution and the members of the University community, such as copying during exams or plagiarism of any kind of written work, are disciplinary offense. The disciplinary action is distinct from any criminal liability arising from the commission of a criminal offense under the University and where the transaction relates to the functions.

Disciplinary penalties are:

a) Reproach/Rebuke

b) A student's removal from class after the request of a member of the teaching staff for offense at the time of teaching

c) Written reproach/rebuke

d) Written warning/notice of temporary or permanent expulsion

e) Suspension from three (3) days to six (6) months

f) Suspension for one (1) academic year

g) Permanent expulsion

The disciplinary penalty of reproach/rebuke and removal from class is entitled to be imposed by members of the teaching staff. Disciplinary penalties of written reproach/rebuke and written warning/notice are imposed by the Rector, while all others are imposed by the Senate, which serves and acts as the Disciplinary Board.

Updated: 23-01-2017