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## **Internal Rules of Procedure**

of the MSc

Ethics in Information Technology

*\* The bylaws are detailed  
on the website of the MSc (<https://msc-ethics.di.ionio.gr/>)*

The internal regulations of the Postgraduate Studies Program follow the instructions of the **Government Gazette 3785, issue B, of June 12, 2023**, where the Regulations for Postgraduate and Doctoral Studies Programs of the Ionian University were approved, guaranteeing that the academic procedures and the structure of studies meet high educational standards. More specifically:

Bylaws of the MSc Ethics in Information Technology

### Article 1: General Provisions

The structure, organisation and operation of the MSc is governed by the provisions of the relevant laws and Ministerial Decisions. It is also harmonized with the decisions of the Senate of the Ionian University and the applicable legislation.

### Article 2: Organs Administration

The following bodies are responsible for the organization and operation of the Department's MSc programme:

1. The **Assembly of the Department** which is responsible for:
  - i. for the appointment of the Director and the Deputy Director. Director and Deputy Director of the MSc.
  - ii. for the appointment of the Coordinating Committee (CC) of the MSc, whose members are the Director and the Deputy Director. .
  - iii. for the appointment of the Supervisor and the other two members of the Tripartite Examination Committee for each individual capstone project of the MSc.
  - iv. for the approval of the assignment of Diploma Theses (capstone projects)
  - v. appointing the Candidate Evaluation Committees (CECs)
  - vi. for the validation of the lists of successful candidates
  - vii. for the award of postgraduate diplomas
  - viii. for the assignment of the teaching of courses of the MSc, as defined by law
  - ix. to determine the start and end dates of courses and the examination periods.
    - x. for the recommendation to the Senate of any amendment of the decision to establish the MSc, as well as the extension of the duration of the MSc,
  - xi. the approval of the report of the MSc, following the recommendation of the Coordinating Committee (CC).
  - xii. on any other matter provided for by individual provisions
2. The **Director of the MSc**.
  - i. The Director of the MSc belongs to the rank of Professor or Associate Professor

- and is appointed by the Assembly.
- ii. The Director of the P.M.S. chairs the P.M.S. and proposes to the Assembly any issue concerning the effective implementation of the P.M.S. The Director shall also:
    - a) recommends to the Board and the other bodies of the MSc and the A.E.I. issues related to the effective operation of the MSc,
    - b) is the Scientific Officer of the programme according to article 234 of Law 4957/2022 and exercises the respective responsibilities,
    - c) monitors the implementation of the decisions of the institutions of the MSc and the Internal Regulations for postgraduate and doctoral programmes, as well as the monitoring of the implementation of the MSc budget,
    - d) exercise any other competence, which is specified in the decision establishing the MSc.
3. The **Coordinating Committee (CC)** of the MSc.
- i. The SC is appointed by the Assembly and is composed of five members of the Department's faculty, who have undertaken postgraduate teaching work and have a related subject matter to that of the MSc.
  - ii. The Director of the P.M.S. chairs the Board.
  - iii. The Board is responsible for the monitoring and coordination of the operation of the MSc and in particular:
    - a) prepare the initial annual budget of the MSc and its amendments, if the MSc has resources according to article 84 of Law 4957/2022, and recommends its approval to the Research Committee of the Special Account for Research Funds (SACR),
    - b) prepare the report of the programme and recommend its approval to the Assembly of the Department,
    - c) approve the expenditure of the MSc,
    - d) approves the awarding of scholarships, contributory or not, in accordance with the provisions of the decision establishing the MSc and the Regulations for postgraduate and doctoral studies,
    - e) recommends to the Assembly of the Department the allocation of teaching work, as well as the assignment of teaching work to the teaching categories of article 83 of Law 4957/2022,
    - f) recommends to the Assembly of the Department the invitation of Visiting Professors to cover the teaching needs of the programme,
    - g) prepare a plan for the modification of the curriculum, which is submitted to the Assembly of the Department,
    - h) recommends to the Assembly of the Department the redistribution of courses between academic semesters, as well as issues related to the qualitative upgrading of the curriculum.

4. The **Senate** of the Ionian University and any other body of the institution is determined by its decisions and by law.

### Article 3: Title Studies

1. The degree of the MSc is a public document.
2. The title of the degree programme includes the name of the Department, the School and the title as well as any additional information required by the legislation in force and the applicable provisions and the decisions of the Senate of the Ionian University.
3. The graduation ritual follows the formalities defined by the relevant decisions of the Senate of the Ionian University.
4. The award of the degree is the responsibility of the Assembly. If the postgraduate student has fulfilled all his/her obligations, the Secretariat of the MSc informs the Director of the MSc, who puts the issue of awarding the MSc to the student to the Assembly. Before the date of the award and after the relevant decision of the Assembly, the Secretariat may grant the student a certificate of completion of his/her studies in the MSc upon written request.

If the graduate requests it, a Diploma Supplement in English is issued.

### Article 4: Duration of studies of the MSc

1. The duration of studies for the award of the degree is two (2) academic semesters. Each academic semester is divided into two (2) periods (quarters), each of which comprises 9 weeks.
2. During the first three quarters, courses are taught and students are assessed. In the fourth quarter, the capstone project is developed, written and evaluated. The total duration of study cannot exceed four (4) semesters if extended or suspended following requests for extension or suspension, respectively, described later in these regulations. There is no possibility of part-time study in this MSc.

### Article 5: Structure and Courses of the MSc

For the award of the MSc, the successful completion of 60 credits of the European Credit Transfer and Accumulation System (ECTS) (30 credits per academic semester) is required, through the participation of each student in all the educational and research activities of the programme.



### Article 6: Teaching Staff

1. The following categories of lecturers may be employed in the programme in accordance with the provisions of article 83 of Law 4957/2022:
  - i. members of Teaching Research Staff (D.R.P.), Special Education Staff (S.E.P.), Laboratory Teaching Staff (L.E.T.I.P.) and Special Technical Laboratory Staff (S.T.E.P.) of the Department of Informatics of the Ionian University or other Departments of the same or other Higher Educational Institution (HEI) or Higher Military Educational Institution (HEMI), with additional employment beyond their legal obligations,
  - ii. Emeritus Professors or retired faculty members of the Department of Computer Science of the Ionian University or other Departments of the same or other universities,
  - iii. cooperating teachers,
  - iv. (d) designated teachers,
  - v. (e) visiting professors or visiting researchers,
  - vi. f) researchers and special operational scientists of research and technological institutions of article 13<sup>A</sup> of Law. 4310/2014 (A' 258) or other research centres and institutes in Greece or abroad,
  - vii. Scientists of recognized prestige, who have specialized knowledge and relevant experience in the subject of the MSc.
2. The assignment of the teaching work of the MSc is carried out by decision of the Assembly following the recommendation of the MSc Coordinating Committee.
3. By decision of the Assembly of the Department, doctoral candidates of the Department or the School may be assigned to assist in teaching under the supervision of a lecturer of the MSc.

### Article 7: Call for applications - Conditions Participation

1. Before the end of each academic year, the Assembly of the Department, by its decision, announces a call for applications for the next academic year. The announcement is published on the Department's website and in the daily press.

### Article 8: Student selection procedure for the P.M.S.

1. The Assembly of the Department appoints a Candidate Evaluation Committee (E.A.Y.) of the P.M.S.
  - i) The H.A.Y. is composed of members of the Department's faculty who teach in the MSc.
  - ii) The members of the selection board are responsible for conducting the personal interviews and the overall assessment of the candidates.

2. The Secretariat of the MSc receives the applications and supporting documents submitted by postgraduate students within the deadlines set by the announcement. The supporting documents submitted by candidates must be complete, as specified in the relevant notice. Any supporting documents not submitted with the application (e.g. diplomas, etc.) must be detailed in a solemn declaration by the candidate, who must undertake to provide them at a later date. These documents, which must be explicitly mentioned in the declaration, will be taken into consideration only if they are submitted by the day before the day before the interview with the selection board.
3. The Secretariat of the MSc checks the validity and completeness of the supporting documents of each candidate, draws up detailed lists of postgraduate student candidates and forwards them to the Board.
4. The Board, after receiving the list of candidates from the Secretariat of the MSc, determines the dates of the interviews of the candidates. Exceptions are possible in cases of valid and justified declaration of the candidates' inability to attend on a specific day and for which the Board decides or in cases of justified request by a member of the SSC.

**Article 9: Criteria for the selection of students to the P.M.S.- M.D.E.**

1. The selection of admission to the programme is made in accordance with the provisions of the applicable legislation and the provisions of these Regulations for Postgraduate Studies.
2. The evaluation of the candidates of the MSc is carried out by the Candidate Evaluation Committee (CEC).
3. The evaluation criteria for candidates are as follows:
  - i. Relevance of qualifications to the subject of the MSc.
  - ii. Grades of degrees and courses relevant to the subject of the MSc.
  - iii. Certification of proficiency in English
  - iv. Scope and duration of work and research experience
  - v. Letters of recommendation
  - vi. Interview
  - vii. Additional criteria that may be set by the ERC.

Please note that the additional criteria and the coefficients of the selection criteria are set before the date of the opening of the call for applications. If no additional criteria are defined, selection will be based on criteria (i) to (vi). Candidates who, although invited, do not attend the scheduled interview will be excluded from further evaluation.
4. Candidates who have not received their undergraduate degree by the deadline for submission of applications are judged by the selection board on the basis of their most recent analytical marks.
5. If no certificate of good knowledge of English language can be presented, it can be certified in another way decided by the EAY.

**Article 10: fees attendance**

1. Every postgraduate student enrolled in the MSc is obliged to pay tuition fees for the whole period of his/her compulsory studies. Tuition fees for the MSc amount to 3,000 euros.
2. The payment of the tuition fees for the MSc is made through the Special Research Account of the Ionian University. The tuition fees are used by the MSc for all kinds of expenses required for the education of students and for the operation of the MSc in general. Any expenditure shall be subject to the approval of the Board.
3. By decision of the Coordinating Committee, and with the approval of the Assembly of the Department of Computer Science, the tuition fees of the MSc can be adjusted.
4. With decisions of the Board of Directors and the approval of the Assembly of the Department of Computer Science, cases of partial or total exemption from the tuition fees are regulated. Especially for cases of total exemption from tuition fees, the regulations concerning the conditions for free attendance at the MSc and the total number of students who may attend the MSc free of charge are governed by the current legislation.
5. In case of permanent withdrawal or deletion of a student from the MSc, the paid tuition fees are not refunded.
6. Postgraduate students are entitled to the benefits provided for in the current legislative framework.

**Article 11: Academic Calendar**

1. At the beginning of each semester, drafts of the academic calendar, timetables and examinations (written and oral) are delivered to the competent Office of the Ionian University for processing and publication.
2. At the beginning of each term it is announced to students:
  - (i) The deadline for registration for the elective courses of the MSc.
  - (ii) The quarterly academic calendar of the MSc, which includes the start and end dates of the teaching period, the examination periods of the courses and the examination/presentation of the capstone project, holidays, etc.
  - (iii) The timetable for the teaching period of the term which includes the days and times of the lessons, the dates of other events or obligations, etc.

**Article 12: Teachers' obligations P.M.S.**

1. The obligations of the lecturers in the MSc are summarized in the following:
  - (i) Adherence to the timetable of the teaching schedule of the courses and workshops, with care for the timely notification of students in case of impediment.
  - (ii) Defining the contents of the courses or the fields of knowledge taught within the courses



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in accordance with current scientific developments.

- (iii) Submission before the beginning of each term to the Director of the MSc of the descriptions of the courses taught in the predefined structure and relevant bibliography.
  - (iv) Cooperation with the Director of the MSc and other lecturers for the coordination of the curriculum to avoid overlapping between courses, as well as the coordination of the students' workload.
  - (v) Preparation and delivery to students of the educational material used in the teaching of the course. The educational material is intended for the exclusive use of the students of the course. Use of the educational material for any other purpose is not permitted without the written consent of the instructor.
  - (vi) Checking the attendance of students in all types of educational activities of the course and certifying it by keeping an attendance register and submitting it to the Secretariat of the MSc.
  - (vii) Ensure transparent and objective evaluation of students' performance in the courses they teach, and the delivery of grades within the deadlines.
  - (viii) Supervision of individual projects (capstone projects), if possible, according to the students' choices.
  - (ix) Updating the course website on the Department's website.
  - (x) Maintaining sufficient office hours and/or accepting email communication so as to facilitate communication with students on matters related to their studies and the courses they teach.
2. The coordinator of each course determines in collaboration with the other teachers of the course:
- (i) The chronological order of teaching the subject areas of the course,
  - (ii) The way in which students' performance is assessed in each of the taught independent knowledge areas of the course; and
  - (iii) The weight of each taught independent knowledge area in the final grade of the course.
- The coordinator or the lecturer of each course (if no coordinator has been appointed) is responsible for the delivery to the MSc Secretariat of the examination grade report of the course.

**Article 13: Students' obligations P.M.S.**

1. Students are required to:
- To attend and participate in all the activities of each course, as defined in the relevant curriculum and to sign the relevant attendance register.
  - To be provided in time with the necessary textbooks, scientific material via the internet and photocopies of scientific articles covering the curriculum.
  - Consistently meet all the performance assessment tests scheduled within each course

(attendance at examinations, submission of assignments within the deadlines, etc.).

- Participate in the evaluation process of the MSc.
  - Undertake a capstone project to be completed within the timeframe specified in this regulatory framework.
2. The non-observance of one or more of the above obligations of students may result in the penalty of discontinuation of their studies with the recommendation of the Board and the decision of the Assembly of the Department.

#### Article 14: Suspension of postgraduate students

1. In exceptional cases, a student may be granted a suspension of studies after the expiry of at least one (1) semester of studies and after his/her application, the proposal of the Board and the decision of the Director of the MSc. In his/her application, the student must state the reasons, the period of the requested suspension of studies and attach the relevant supporting documents.
2. Suspension is granted for exactly one (1) academic year (two academic semesters) starting from the beginning of the academic semester for which the application is submitted.
1. At the end of the suspension period, the student attends the courses of the semester he/she would have attended if he/she had not been granted a suspension. Attendance shall be extended for as many academic semesters as the suspension has lasted.
3. If during the period of the suspension of each student's studies the programme or the duration of studies of the MSc is modified, then:
  - The student will follow a programme of study with the same number of credits that he/she had at the time of enrolment in the MSc.
  - The student will follow courses according to the assignments between new and old courses made by the S.E.

#### Article 15: Extension of postgraduate students

1. During the fourth quarter of study, students may apply for an extension of their studies with the sole purpose of successfully completing their capstone project. Students must document in writing the reasons for requesting an extension of their studies.
2. The extension may not exceed two (2) semesters. The total duration of study in the MSc cannot exceed four (4) semesters.
3. The application for extension of studies is examined by the Board of Directors, which recommends its acceptance or rejection to the Assembly of the Department of Computer Science.
4. The Assembly of the Department of Computer Science is responsible for the final acceptance or rejection of any application for extension of study.

5. In case of rejection of the extension request, the student must complete his/her studies within the prescribed time limits.

#### **Article 16: Deletion of postgraduate students**

1. It is possible to withdraw a student from the MSc with the recommendation of the Director of the MSc to the Assembly of the Department following the proposal of the Board of Directors. Among the reasons for withdrawing a student are the following:
  - (i) Cheating in examinations or in the preparation of assignments or in solving exercises, misconduct and other misconduct not consistent with the student's status.
  - (ii) Use of ideas, methods and results of other scientists without reference to them in the individual work report or other work.
  - (iii) Plagiarism from the work of other scientists.
  - (iv) Exceeding the absence limit in at least two (2) courses. This limit is 30% of the total number of scheduled teaching hours per course.
  - (v) Failure in at least two (2) courses during the re-examination period.
  - (vi) Unsuccessful review of the capstone project he/she has completed.
  - (vii) Failure to comply with any of the obligations referred to in Article 14 hereof, without serious excuse.
  - (viii) Refusal of the student to pay the prescribed tuition fees for the semester or non-payment of tuition fees within the deadlines specified in this Regulation.
  - (ix) Automatically at the request of the students
2. The Assembly of the Department is responsible for the examination of proposals for the withdrawal of postgraduate students from the P.M.S.

#### **Article 17: teaching, attendance, examinations**

1. The attendance of the courses of the MSc and the active participation of students in the educational and research activities of the MSc is mandatory. A student who has attended a course for less than 70% of the teaching hours is considered to have failed the course and is obliged to attend it in the next semester. For this purpose, an attendance register is kept, which is signed by those present and which is handed over by the lecturer to the Secretariat of the MSc, which maintains a relevant record.
2. The examination of each course may be written and/or by assignments or in any other way that the instructor may determine. All course obligations, such as the performance and delivery of exercises and assignments, must be fully completed by the end of the examination period. A final examination for the course may be given only twice, immediately after the end of the course, at the end of the term and the following September. In special cases, the Departmental Assembly may decide otherwise, as specified in the next paragraph. Students' pass marks in

postgraduate courses shall normally be announced no later than three weeks after the end of the relevant examination period.

3. In exceptional cases, the Assembly, on the recommendation of the Board, may modify or postpone the manner and time of the examinations, as well as the number of periods during which a course may be examined.
4. The relevant need for suspension or extension of the period of study shall be determined by Articles 14 and 15 of this Regulation.

### **Article 18: Individual project (capstone project)**

1. For each postgraduate student, a three-member committee is appointed by the Departmental Assembly for the examination of his/her capstone project. The three-member committee is composed of the supervisor and two other members, who may be members of the faculty or research staff or researchers of grade A, B or C, who hold a doctoral degree. In particular for the change of supervisor, this can only take place once with a justified request of the student to the Department Assembly. The same applies to a change in the subject of the individual project.
2. The supervisor must be a lecturer in the Department's MSc programme with research interests related to the topic of the individual project. The supervisor is responsible for the supervision and guidance of the student's individual project. He/she continuously monitors the progress of the student's work, and supports his/her research or development efforts by suggesting specific directions. Each Supervisor may supervise a total of up to five (5) individual projects. The individual project shall be reviewed by the three-member examination committee.
3. After the postgraduate student's application, in which the desired field of knowledge and the supervisor of his/her individual project are indicated, the Board of Directors recommends to the Assembly, which appoints the supervisor. The postgraduate student's application must be submitted no later than the end of the first month of the third semester of the postgraduate student's studies and shall be examined by the next Assembly. The Assembly reserves the right to select another person as Supervisor and as members of the three-member committee. If the postgraduate student has not made a request to the Board by that time, the Board shall have the power to make an ex officio recommendation and the Assembly shall appoint a Supervisor.
4. The written report and any other deliverables of the individual project are submitted no later than the end of the second semester to the three-member examination committee. In particular, two weeks before the examination, the current version is sent to the members of the tripartite examination committee in electronic form and one week before the examination in paper form, which is the final version to be examined. If the thesis is not completed, the postgraduate student must request an extension from the Assembly, in accordance with Article 15 of this Regulation. The presentation/examination of the individual project takes place at a date and time set by the Supervisor unless otherwise decided by the Assembly and is announced to the other members of the three-member committee and on the departmental notice board. At the end of the public presentation/examination of the individual project, the examining board shall evaluate and mark it. A record of the examination is drawn up and signed by the members of

the three-member committee.

5. If the individual project is approved, but relevant comments and suggestions have been made, the postgraduate student is obliged to take them into account, to make the necessary modifications and improvements within the period of time indicated and to submit the final version to the Supervisor. Depending on the form and extent of the modifications or improvements, the members of the committee may request a new evaluation of the individual project text or authorize the Supervisor to give final approval. After the final review of the work, the Supervisor submits the relevant examination record to the MSc secretariat. The candidate is obliged to deposit his/her individual project in hard copy and in electronic form in the Library of the Department.
6. If the individual project is not approved, the postgraduate student has the possibility to choose another topic in order to prepare a new project. This possibility is provided for one single time only.
7. The deliverable report of the individual project is printed on A4 paper. The printed surface of each page contains approximately 500 words or 3000 characters... The structure of the report is as follows: (a) blank page, (b) title page, (c) preface, (d) introduction, (e) main body, (f) conclusions, (g) appendix (optional), (h) bibliography, (i) indexes (optional), (j) contents, (k) blank page. The text of the individual project must be delivered in its final form in electronic format (computer file) both in source (e.g., word document, latex files) and final format (e.g., pdf or ps file) and any software developed in source code. Page size is left to the Supervising Professor of each project as appropriate with final responsibility of the panel of three.

#### Article 19: Rating

1. The performance of postgraduate students is graded according to the same system as for the undergraduate cycle (minimum grade 0, minimum grade 5, and excellent grade 10, on an integral scale) and is submitted to the Secretariat of the MSc by the lecturer.
2. Grade point averages are calculated with weighting factors proportional to the ECTS credits of the respective courses. The grade of each course and individual project is multiplied by the number of ECTS credits corresponding to it and the products are added together. The final sum is divided by the total number of ECTS credits for the course and the individual project.

#### Article 20: Prerequisites for receiving the MSc.

1. By the deadline of their studies, postgraduate students should have accumulated 45 ECTS credits from the courses of the three quarters and 15 additional ECTS credits from the successful completion of their individual project, i.e. a total of 60 ECTS credits.
2. The graduation of the graduates takes place before the Assembly of the Department, or during the graduation ceremony of the undergraduate students. The type of the M.Sc. and the text of the Diploma Ceremony is determined according to the decision of the Senate of the Ionian University.

### Article 21: Quality Assurance

1. The basic obligation of all the stakeholders of the MSc is to ensure and continuously improve its quality. For this purpose, the organisation of regular periodic internal and external evaluations is foreseen in accordance with the current legislation.
2. Evaluation is a basic and continuous activity of the MSc for its upgrading, not only in the field of administrative operation and organization but, above all, in the field of updating the curriculum and the methods of teaching and learning. The aim of the evaluation is to harmonize the MSc with the modern trends in science and digital technology, global best practices and standards, without neglecting the needs of students to acquire specialized knowledge adapted to the Greek reality.
3. At the end of each semester, students evaluate each course and each lecturer. The internal and external evaluation of the MSc as well as the quality assurance and certification will be carried out in accordance with the applicable provisions.

### Article 21: Amendments to the Rules Operation

1. The provisions of the present Rules of Procedure may be amended by decision of the Assembly of the Department of Computer Science upon proposal of the Board and approval of the Senate of the Ionian University.
2. Any issue that arises during the operation of the MSc and is not regulated by the applicable legislation, the decision on the establishment of the MSc and these Operating Regulations shall be resolved by decision of the Assembly of the Department of Computer Science, if required by the applicable provisions, by decision of another body of the Ionian University.

### Article 22: Validity of the present Rules

1. These Regulations apply to students of the MSc who are admitted during the academic year 2022-2023 and onwards.
2. These Regulations are published on the website of the MSc "Ethics in Information Technology" of the Department of Informatics of the Ionian University.