



**Εθνική Αρχή  
Ανώτατης Εκπαίδευσης**  
Hellenic Authority  
for Higher Education

## **Proposal for the Academic Accreditation of a New Postgraduate Programme**

**February 2024**

**Academic Certification Proposal**  
**New Postgraduate Studies Programme**

**Foundation:** IONIAN UNIVERSITY

**MSc Title:** Ethics in Information Technology (Ethics in Information Technology)

**Date of submission:** 01/02/2024

## Abbreviations

<b>P.M.S.</b>	Postgraduate Studies Programme
<b>D.M.S.</b>	Diploma of Postgraduate Studies
<b>S.E.</b>	Steering Committee
<b>E.A.Y.</b>	Committee for the Evaluation of Candidates
<b>I.E.P.</b>	Teaching and Research Staff
<b>R.E.P.</b>	Special Education Staff
<b>R.I.P.</b>	Laboratory Teaching Staff
<b>E.T.E.P.</b>	Specialist Technical Laboratory Staff

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### **Article 1: General provisions**

1. The structure, organization and operation of the programme 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: Title of 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 to the Assembly the issue of awarding the MSc to the student. 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.
5. If the graduate so requests, a Diploma Supplement in English is issued.

### **Article 3: 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 4: Structure and Courses of the MSc**

1. 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.
2. Each course corresponds to 5 ECTS credits. Each course corresponds to 36 hours of instruction. Teaching includes: lectures, tutorials and workshops, guidance in the preparation of scientific papers, and the carrying out of individual and group projects. (projects).
3. The final capstone project focuses on the practical application of the knowledge acquired during the postgraduate studies in a real-world context. Examples of individual projects include case study, review, system evaluation, data analysis, use of tools for

application development. It is implemented in the fourth quarter and corresponds to 15 ECTS credits.

4. The language of instruction is Greek. However, the writing of the report for the capstone project can be done in English, if the student chooses to do so in consultation with the supervisor.
5. Three courses are required in each quarter. In the second and third quarters, three elective courses are required to be selected and attended from those offered in each quarter.
  - i. Courses may include, in addition to theoretical teaching, attendance and participation in laboratory courses and seminars, development and/or use of computer applications.
  - ii. At the end of each term, students, if they have fulfilled their course-related obligations, can take the examinations. The examination for each course may be written and/or laboratory work or in any other way determined by the instructor.
  - iii. The courses offered are determined each time by the Assembly, ensuring that the total number of credits (ECTS) for each semester is at least the mandatory 30 credits (ECTS).
  - iv. It shall be possible to move courses between quarters by decision of the Assembly.
6. Modification of the curriculum and redistribution between quarters may be made on the recommendation of the Steering Committee and approved by the Assembly.
7. At the end of the semesters, students, if they have fulfilled their obligations related to their courses, can take the examinations. The examination for each course may be written and/or essay-based or in any other way determined by the instructor.

#### **Article 5: tuition fees**

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 may 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 on the conditions for free attendance at the MSc and the total number of students who may attend the Free P.M.S. courses 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 6: 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 7: Obligations of lecturers 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 in accordance with current scientific developments.
  - iii. Submission before the beginning of each quarter to the Director of the MSc. descriptions of the courses they teach in the predefined structure as well as relevant bibliography.
  - iv. Cooperation with the Director of the MSc and other lecturers for the coordination of the curriculum to avoid overlap 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.
  3. 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 8: Obligations of students P.M.S.**

1. Students are required to:
  - i. To attend and participate in all the activities of each course, as defined in the relevant curriculum and to sign the relevant attendance register.
  - ii. To be provided in time with the necessary textbooks, scientific material via the internet and photocopies of scientific articles covering the curriculum.
  - iii. Consistently respond to all scheduled performance assessment tests scheduled within each course (attendance at examinations, submission of assignments by due dates, etc.).
  - iv. Participate in the evaluation process of the MSc.
  - v. 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 9: 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.

3. 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.
4. 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:
  - i. The student will follow a programme of study with the same number of credits as he/she had at the time of enrolment in the MSc.
  - ii. The student will follow courses according to the assignments between new and old courses made by the S.E.

#### **Article 10: 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 11: 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 12: 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 keeps a record of it.
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 course ends, 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 13: 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 will 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 14: 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 15: Prerequisites for the receipt of the P.M.S.**

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.

INTERNATION OF THE PRODUCTION



## Internship Regulation





# IONIAN UNIVERSITY

## DEPARTMENT OF INFORMATION TECHNOLOGY

### REGULATION ON THE CONDITIONS, SELECTION CRITERIA AND RECOGNITION OF MOBILE STUDENTS OF THE DEPARTMENT OF INFORMATICS FOR AN ERA-PLACES PLACEMENT (ERASMUS+ PROGRAMME)

#### 1. ELIGIBILITY TO PARTICIPATE

The following are eligible to participate in the programme: o Undergraduate students o Postgraduate students o PhD candidates, who are normally enrolled at the Ionian University

University o Recently graduated students, both at undergraduate and postgraduate level. The approval of applications as well as the signing of the "Learning Agreement" must have been completed during the final year of their studies. The Internship should take place in the first year of their graduation.

#### 1.1. UNDERGRADUATE STUDENTS

##### 1.1.1. CONDITIONS

Students who are eligible to participate in the programme are:

1. Are regularly enrolled in the Department of Informatics
2. Have successfully completed courses corresponding to at least 120 ECTS 3. The subject of the internship is compatible with a subject of the Department of Computer Science.

##### 1.1.2. SELECTION CRITERIA

The application and evaluation process is carried out in accordance with the instructions and notices posted by the International and Public Relations Office

(<https://sites.ionio.gr/international/gr/erasmus/>) and from the University of West Attica (<http://www.teiath.gr/diethnwn/categories.php?mid=3174&id=3344&lang=el>) (formerly

TEI ATHENS).

Additional selection criteria for the Department of Computer Science: 1. Priority for selection is given to students who are first-time participants in the program, and 2. Have the highest grade point average.

### **1.1.3. RECOGNITION OF PRACTICAL TRAINING AT UNDERGRADUATE LEVEL**

All undergraduate students who successfully complete the ERA-PLACES PRACTICAL EXERCISE will be considered successful in the elective course "Practical Exercise" of the 6<sup>ou</sup> semester with the ECTS credits provided by the respective Practical Exercise Regulations, **but they will not be entitled to compensation from the undergraduate Practical Exercise Programme of the NSRF.**

## **1.2. POSTGRADUATE STUDENTS**

### **1.2.1. CONDITIONS**

All postgraduate students are eligible to participate in the programme:

1. Are regularly enrolled in the Department of Informatics
2. Have successfully completed courses corresponding to at least 30 ECTS
3. The subject of the Internship is compatible with a subject of the MSc in Computer Science.
4. Submission of a certificate of approval from the Director of the MSc

### **1.2.2. SELECTION CRITERIA**

The application and evaluation process is carried out in accordance with the instructions and notices posted by the International and Public Relations Office

(<https://sites.ionio.gr/international/gr/erasmus/>) and from the University of West Attica (former TEI of ATHENS) (<http://www.teiath.gr/diethnwn/categories.php?mid=3174&id=3344&lang=el>).

Additional selection criteria for the Department of Computer Science: 1. Priority for selection is given to students who have accumulated more ECTS credits and 2. Have a

higher grade point average. In case of equivalence, applications are reviewed by a competent committee of the MSc.

### **1.2.3. RECOGNITION OF PRACTICAL EXPERIENCE**

An internship certificate is issued.

## **1.3. DOCTORAL CANDIDATES**

### **1.3.1. CONDITIONS**

All doctoral candidates are eligible to participate in the programme:

1. They are enrolled in the Doctoral Studies Programme of the Department of Informatics
2. Submit a signed approval of the Tripartite Advisory Committee in which the following are clearly justified: (a) the high relevance between the subject of the Internship and the subject matter of the doctoral research and (b) the added value that will result for the development of the doctoral research from the involvement of the candidate in the specific

Practical Exercise

### **1.3.2. SELECTION CRITERIA**

The application and evaluation process is carried out in accordance with the instructions and notices posted by the International and Public Relations Office

(<https://sites.ionio.gr/international/gr/erasmus/>) and the University of West Attica

(<http://www.teiath.gr/diethnwn/categories.php?mid=3174&id=3344&lang=el>) (formerly TEI

ATHENS).

Additional selection criteria of the Department of Computer Science: 1) Published articles in peer-reviewed international scientific journals, 2) Published articles in peer-reviewed international scientific conferences.

### **1.3.3. RECOGNITION OF PRACTICAL EXPERIENCE**



An internship certificate is issued.

INTERNATION OF THE PRODUCTION



## Mobility Regulation



## **IONIAN UNIVERSITY**

### **Rules of Procedure of the Founding Committee Erasmus**

**Regulatory framework for the management of the Erasmus+  
programme\***

**Corfu, March 2022**

## CHAPTER 1

### Establishment - responsibilities of the Erasmus+ Foundation Committee

**An Erasmus+ Foundation** has been appointed for the management of the Programme in accordance with the **Internal Regulation of the IHU** (B' 2630/18.06.2021 - Article 20) and the correction of errors in the original text (B' 2984/8.7.2021).

1. By decision of the **Senate, an Erasmus+ Foundation Committee** is established, consisting of a) two professors as President and Deputy President respectively and b) the Erasmus+ Academic Coordinators of the Foundation's Departments (one for each Department), together with their deputies.

The decision to establish the Committee also appoints the Secretary of the Committee, preferably an administrative employee of the Independent Department of International and Public Relations of the I.P.

2. The Academic Coordinators of the Departments and their deputies are appointed by the Assemblies of the Departments concerned. Any replacement of the Academic Coordinators or their deputies shall be carried out by the same procedure. The term of office of the members of the Commission shall be four years.

3. The **Chair of the Erasmus Foundation Committee** acts as the **Erasmus Foundation Director**

Moderator Erasmus, with the following responsibilities:

- a) Ensure that the rules of the Programme are adhered to at the institutional level.
- b) Promote the Programme within and outside the Foundation.
- c) Facilitate the practical implementation of the Programme and provide support to the Erasmus Academic Coordinators of the Departments.
- d) Inform the University community about the Programme.
- e) Coordinate the preparation of documents and activities related to the Programme, in collaboration with the Department of International and Public Relations and the Academic Coordinators.
- f) He/she shall be responsible for coordinating the implementation of the European System Transfer and accumulation of credits (ECTS).
- (g) Convene the Erasmus Committee in a meeting.
- η) Sign all documents related to the Erasmus Programme, with the exception of the following, which are signed by the Rector of the IHU:
  - i) the Grant Agreement concluded with the competent managing authority (e.g. the State Scholarship Foundation), ii) the individual contracts of students, teachers and staff, and iii) the interim and final reports of the Erasmus funding proposals.

Deputy

5. The **Academic Coordinator** of each Department has the following responsibilities:
  - α) It is the contact person between the students and the teaching staff of the Department.

- b) Handles all matters concerning the Programme in the Department concerned, both in the field of mobility for studies and for internships, making recommendations to the Departmental Assembly, where required.
- c) Supervises the implementation of the European Credit Transfer and Accumulation System (ECTS) in the undergraduate and postgraduate programmes of the Department concerned.
- d) Provide students with all possible advice and guidance in all matters of transfer and accumulation of credits. 6. **The provisions of Article 9A of the Internal Regulations of the I.P.** (Vol. B' 2630/18.06.2021) shall apply as regards the **procedure for convening the meetings of the Committee**, discussing issues and making decisions.

## CHAPTER 2

### Erasmus+ mobility organisation

#### Framework for the implementation of the Programme - Bodies - Committees

Erasmus+ is the EU's programme for Education, Training, Youth and Sport, which aims to contribute to the personal development, skills and employability of participants and to support the modernisation of education, training and youth systems in all areas of Lifelong Learning.

Detailed information on the opportunities it offers, including eligibility criteria, can be found in the Erasmus+ Programme Guide available on the EU website and the website of the National Programme Coordination Unit (NCPU).

Ionian University has been awarded the **Erasmus Charter for Higher Education (ECHE)**. The Erasmus Charter provides the general quality framework for the European and international cooperation activities that a higher education institution can carry out within the Erasmus+ programme. Obtaining the ECHE is a prerequisite for all higher education institutions established in one of the programme countries that wish to participate in learning mobility of individuals and/or to cooperate for innovation and good practice within the Erasmus+ programme.

The **ICF** has been designated as the **National Coordination Unit (NCU)** for the Programme in Greece.

The **academic head of the Erasmus+ Programme** is the Vice-Rector for Academic Affairs and International Relations of the IHU, who supervises the management of the Programme.

The **Department of International and Public Relations** of the Ionian University is responsible for the **administrative support and implementation** of the Programme's actions.

The **Special Research Account** of the Ionian University undertakes the **financial management** of all actions of the Programme.

## **Article 1 - Classical Mobility of Teaching Staff for Teaching and/or Training (KA131)**

1. By decision of the Erasmus Foundation Committee, a call for expressions of interest is published for the participation of the teaching staff of the Foundation in the classical staff mobility for teaching and/or training. This call shall specify all the conditions, selection criteria, supporting documents and the deadline for submission of applications.
2. The selection of the teaching staff members who will make use of Erasmus mobility for teaching and/or training is carried out on the basis of the Erasmus programme rules, under the sole responsibility of the academic departments of the institution. The Erasmus Foundation Committee shall be responsible for validating the decisions of the departments, based on the conditions and eligibility criteria set out in the next paragraph and in such a way as to ensure the impartiality of the selection process, the balanced representation of fields of study in mobility, and equality of opportunity between men and women.
3. The conditions for the participation of teaching staff in a classic Erasmus mobility are as follows:
  - a) the beneficiary must be a member of the teaching staff of the Ionian University, who holds the Erasmus University Charter.  
**The host institution/organisation** should also be an Erasmus University Charter holder (**for teaching and/or training**) or any public or private organisation from a Programme country, active in the labour market or in the fields of education, training, youth, research and innovation (**for training**).
  - b) the beneficiary must be a national of a country participating in the Programme Erasmus,
  - (c) mobility of staff for teaching between institutions must be based on inter-university agreements signed before the start of the mobility.
4. The criteria for the final selection of teaching staff in classical mobility are as follows:
  - a) the posts available from the Mobility Programme are distributed equally to all the Departments of the Institution. On the basis of this algorithm, each academic department is required to determine the specific number of candidates and any runners-up in the decisions it takes.
  - b) in case there are more applications per Department, the selection of candidates will be made by the Departmental Assembly as follows: In order to ensure that as many faculty members as possible participate in mobility, priority will be given to members who are going abroad for the first time and to those who have not moved in the last three years as follows: 1st participation in the Programme: 4 points  
2nd " " " : 3 points  
3rd " " " : 2 points  
4th " " " : 1 point
  - (c) those faculty members who apply for a period of in-service training or a combined period of teaching and training, which will allow them to develop pedagogical and curriculum design skills in the field of higher education shall be awarded 2 additional points.

5. In all cases of selection, a shortlist is kept, which is used in case of cancellation of an approved participation.
6. In the event of a tie between two or more candidates, a draw will be made before the members of the Commission.
7. In the event that there is a vacancy in a Department of the Foundation for any reason, the final selection will be carried out under the responsibility of the Erasmus Foundation Committee by drawing lots among the successful candidates from all the Departments.
8. In case of high demand, the Erasmus Foundation Committee may, by decision, make more teaching staff mobility places available than those provided for in the current contract. The relevant additional expenditure may be covered by the Programme's organisational support budget, in accordance with the Programme rules in force at the time.

A special area on the University's website is available to inform interested parties about the Erasmus+ Programme.

## **Article 2 - Typical Administrative Staff Mobility for Training (KA131)**

1. By decision of the Erasmus Foundation Committee, a call for expressions of interest is published for the participation of the administrative staff of the Foundation in the classical staff mobility for training. This call shall specify all the conditions, selection criteria, supporting documents and the deadline for submission of applications.
2. The selection of staff to participate in the mobility for training shall be carried out under the sole responsibility of the Erasmus Foundation Committee, on the basis of the conditions and eligibility criteria set out in the following paragraphs and in a manner that ensures the transparency and impartiality of the selection process in the mobility.
3. The conditions for participation in the programme are as follows:
  - a) the beneficiary must be working at the Ionian University which holds the Erasmus University Charter,
  - b) the beneficiary must be a national of a country participating in the Programme Erasmus
  - c) The **host institution/organisation** should also be an Erasmus University Charter holder, or any public or private organisation from a Programme country active in the labour market or in the fields of education, training, youth, research and innovation.
  - (c) for the examination of the application for mobility, a decision by the Head of the Directorate or Department to which he belongs, certifying that his absence will not hamper the operation of the service,
4. The final selection of the staff to be moved will be made by drawing up a ranking list and selecting the first ranked staff on that list, until all available posts are filled. Only staff applications that meet the requirements of paragraph 2 of this Article shall be included in the ranking.

5. The selection criteria for participants in the staff mobility programme are as follows:

- a) minimum required level B1: 1 point
- b) additional foreign languages: 1 point for each additional language
- c) work plan documentation: good/moderate/poor (3/2/1 points respectively)
- (d) importance of the move, expected added value for the institution: high/medium/low (3/2/1 points respectively)

6. In the event of a tie, priority will be given to staff with a higher administrative position (Head of Directorate General, Head of Division, Head of Department, Permanent Official, SNE) and seniority (priority to the most senior).

7. In case of high demand, the Erasmus Foundation Committee may, by decision, make more staff mobility posts available than those provided for in the current contract. The relevant additional expenditure may be covered by the Programme's organisational support budget, in accordance with the Programme rules in force at the time.

A special area on the University's website is available to inform interested parties about the Erasmus+ Programme.

### **Article 3 - Classical Student Mobility for Studies (KA131)**

1. By decision of the Erasmus Foundation Committee, a call for expressions of interest is published for students to participate in traditional student mobility for studies. This call shall specify all the conditions, selection criteria, supporting documents and the deadline for submission of applications.

Those students who are eligible to apply are those who :

- a) are regularly enrolled in departments of the Ionian University at undergraduate, postgraduate or doctoral level of study in order to obtain a recognized degree. The mobility of the above categories includes the preparation of a bachelor thesis, master thesis and doctoral dissertation.
- b) are nationals of a country participating in the Erasmus+ Programme or nationals of other countries enrolled in a regular programme of study at the I.P. in accordance with the applicable legislation, provided that they meet the eligibility and selection criteria set by the Programme and their Department of study respectively.
- c) have proven language proficiency at the level required by the host institution (some institutions reject scholarship holders at the initial stage of their application in the absence of an equivalent language qualification)
- (d) provide an indication of high incentives to participate in the Programme.
- e) priority consideration is given to applications from first-time students participating in the Programme. Other applications will be considered only if there are places available.

Host institutions should also be holders of the Erasmus University Charter (ECHE) and have signed a bilateral agreement with the I.P.



The ranking of candidates for student mobility for studies is carried out under the responsibility of the relevant Academic Department Assemblies, following the recommendation of the relevant Erasmus Academic Coordinator and according to the **ranking criteria** set by the relevant academic department by decision of the Assembly and announced before the date of publication of the relevant call for expressions of interest.

4. Exclusively and only for interested postgraduate students, their application must be accompanied by a certificate issued by the Director of the Postgraduate Studies Programme they are attending, which must include the following information: a) the title of the Postgraduate Studies Programme, b) the approval for the student's transfer to the Host Institution. The above document will confirm that the programme to be followed by the postgraduate student will form part of his/her studies in the Postgraduate Programme (with a clear reference to ECTS credits) and that it will count towards the total time of his/her studies.

The ranking of candidates for student mobility for studies is carried out under the responsibility of the relevant Academic Department Assemblies, following the recommendation of the relevant Erasmus Academic Coordinator and according to the ranking criteria set by the relevant academic department by decision of the Assembly and announced before the date of publication of the relevant call for expressions of interest.

5. Exclusively and only for doctoral candidates who are enrolled in doctoral programmes at the Ionian University, they must submit with their application i) a certificate from the supervising professor of their doctoral programme, which must include: a) the subject of the thesis b) the agreement of the three-member advisory committee for the student's transfer to the host institution. The above document will confirm that the programme to be followed by the candidate will form part of the doctoral thesis process and will be counted towards the total time of the candidate's studies; ii) a progress report from the tripartite advisory committee.

The ranking of candidates for student mobility for studies is carried out under the responsibility of the relevant Academic Department Assemblies, following the recommendation of the relevant Erasmus Academic Coordinator and according to the **ranking criteria** set by the relevant academic department by decision of the Assembly and announced before the date of publication of the relevant call for expressions of interest.

***How to limit the number of students with disabilities - vulnerable groups in cases of equal voting***

In case of a tie between two students for the last (third institution of their choice) and when one of the two and/or both belong to an E.O., a draw will be held before the members of the Assembly of the relevant Department.

An Appeals Committee is set up, by decision of the Erasmus Committee, to examine relevant requests for redress from staff and students.

For the information of interested students about the Erasmus+ Programme there is a special area on the University's website.

#### **Article 4 - Procedure for the recognition of a period of Student Mobility (for studies)**

1. Before the departure of each student, the Academic Coordinator of the relevant Department:
  - a) approve the study programmes of students abroad. In the event that a modification is required for academic or regulatory reasons, the student shall submit a request to the Academic Coordinator of his/her Department within five (5) weeks of the start of classes at the host institution. The modification must be completed by both institutions (home and host) within two (2) weeks after the request of the person concerned.
  - b) guarantees the full recognition of the Learning Agreement by the competent collective body (Departmental Assembly),
  - c) discuss with the student and finally approve a study programme of one quarter (20 ECTS), one semester (30 ECTS) or one year (60 ECTS), as appropriate. This programme must have similar, complementary or relevant learning outcomes to the programme of the student's home department, but not necessarily the same content,
  - d) ensure in advance that all ECTS credits earned at the host institution under the approved curriculum will be fully recognized, transferred to the curriculum of the Department of the Ionian University and used to satisfy the requirements for the degree.
2. After the return of each student from the host institution, the Academic Coordinator of the relevant Department transfers all the ECTS credits acquired at the host institution (through the Learning agreement) according to the approved study programme (certificate of analytical grades) to the official programme that the student follows at the Department of the Ionian University with their original titles.
3. Any courses that have been successfully examined at the host institution and exceed 30 ECTS per semester are mentioned in the Diploma Supplement issued with the degree without being taken into account in the calculation of the degree grade.
4. If a student has completed the required number of credits for a degree before moving to the host institution as an Erasmus scholar, any courses that have been successfully completed at the host institution are indicated in the Diploma Supplement issued with the degree. 5. Courses which Erasmus mobility students have declared to be **taken abroad cannot be re-examined at the sending institution after** their return, except during the September resit examination period. In this case, students should arrange, in consultation with the secretariat of the department concerned, for the declaration of this examination.

## **Article 5 - Selection of students in case of insufficient funding**

1. In the event that the number of places offered for student mobility is less than the number of places requested on the basis of applications, the Erasmus Foundation Committee may decide to reallocate the available Programme budget, in accordance with the rules imposed by the relevant contract.

2. In case where the above reallocation is not feasible, the following algorithm is applied: let A be the number of available student mobility places at the institutional level. In order to distribute this number among the departments of the Institution, first define the mobility measure M per department, equal to  $M = A/N$  (where N is the number of academic departments of the Institution), which is rounded to the smallest integer. The allocation of posts to departments is then applied in two phases:

a) selection phase 1: the mobility of all students (per Department) is approved up to the number M. If the number of students approved by the Department is less than M, then the mobility of all students is approved and the surplus (vacant places) is transferred to the total number of unused institutional places P. If the number of students approved by the Department is more than M, then M are approved again, but there is a shortage of places E for the corresponding Department.

(b) Selection phase 2: The total of the unoccupied institutional posts P is allocated proportionally to the departments that have a deficit E. To the total P, any balance of posts created by rounding M is added. This quota is calculated by dividing the value E per department by the total number of unoccupied posts in the institution, applying appropriate rounding to the nearest whole number. **Article 6 - Unsuccessful completion of the programme (studies)**

1. In case the scholar participated in the examination period of the host department in courses corresponding to 1 to 15 ECTS, regardless of the success or failure in these examinations, he/she will return 50% of the advance payment and will not receive the remaining 20% of the scholarship.

2. In case the scholar participated in the examination period of the host department in courses corresponding to 16 to 24 ECTS, regardless of the success or failure in these examinations, he/she will return 25% of the advance payment and will not receive the remaining 20% of the scholarship.

3. In case the scholar participated in the examination period of the host department in courses corresponding to 25 to 29 ECTS, regardless of the success or failure in these examinations, the remaining 20% of the scholarship is not collected.

4. In case the scholar has demonstrably absented himself/herself from the entire examination period at the host institution, corresponding to 30 ECTS, without providing an official justification for the absence for reasons of force majeure, he/she is required to return 80% of the scholarship, which has already been received as an advance payment, while he/she will not receive the remaining 20% of the scholarship.

5. In addition, in case of partial or total failure in the examination process (i.e. successful accumulation of less than 30 ECTS credits per semester), the Academic Erasmus Coordinator and the Assembly of the relevant Department of the Ionian University are responsible for returning part and/or all of the awarded scholarship.

6. The Erasmus Academic Coordinator of the student's home department will confirm the above in writing or electronically to the Erasmus Foundation Committee Secretary. The final approval of the reimbursement (or no further payment) of any scholarship amount is given by the Erasmus Foundation Committee.

7. No refund of the scholarship is requested in cases where the student was unable to complete the agreed activities at the host institution due to force majeure (e.g. health reasons with a hospital certificate, suspension of the host institution's school due to a terrorist attack, etc.). In such cases, the final approval of the non-return of the scholarship is the responsibility of the Erasmus Foundation Committee.

8. In case the scholar does not repay the amount charged, the matter is duly referred to the Legal Service of our Foundation. At the same time, if a student has administrative or financial issues with the Erasmus programme, even if he/she completes his/her studies at the Foundation, he/she will not be declared a graduate.

### **Article 7 - Student Mobility for Internships (KA131)**

1. By decision of the Erasmus Foundation Committee, the call for expressions of interest for participation in the mobility of students (undergraduate and postgraduate) for traineeships is published twice a year. The call for applications shall specify all the conditions, selection criteria, supporting documents and the deadline for submitting applications.

2. The selection of students for participation in the internship mobility is subject to the requirements and any eligibility criteria set by the academic department of the Ionian University. The above are defined by decisions of the relevant Departmental Assemblies, in any case before the publication of the relevant call for expressions of interest for participation in the Programme.

3. Especially for recent graduates, the approval of their applications ("as graduates") by the Assembly of their Department must have been completed during their last year of study and before they are declared graduates.

Then, when the two invitations are posted, they take part in the period they are interested in. In this case, the internship should take place exclusively in the first year of their graduation.

4. Applicants must have been accepted by the admission body during the application process of the relevant call for applications.

5. After the completion of the mobility period and the issuance of the Traineeship Certificate by the host institution, the recognition of the Traineeship period is carried out according to the regulations of the academic departments. It is noted that:

a) when the internship is not part of the regular programme of study of the student's home department (it does not count towards the ECTS credits required for the degree) or is done on a voluntary basis, there will be a simple indication of successful completion in the Annex

Diploma

- b) when it is a compulsory or elective course for which ECTS credits are awarded, the corresponding ECTS credits awarded in this course and the grade received in the analytical grade and in the Diploma Supplement will be indicated.

### **Article 8 - Incoming Erasmus students**

1. Incoming students must select the main body of courses from the indicative Programme of Studies of the Department in which they are enrolled and then they can complete ECTS credits from the additional courses offered in a foreign language (from all the Departments of the Foundation).
2. Incoming students are also offered the course of Modern Greek Language, which is taught during the winter and spring semesters. Incoming students who successfully complete this course are credited with six (6) ECTS credits per semester. The relevant certificate of successful completion of the course is issued at the end of each semester by the lecturer of the course, in order for the students to present it to the Secretariat of the Department of Enrolment, in order for the ECTS credits to be credited and the grade/performance to be submitted, which is included in the final analytical grade awarded by each Secretariat after the end of the mobility of each incoming student.
3. For incoming students, the minimum level of language proficiency proposed for incoming students is B1 for Greek and B2 for English.

### **Article 9- European Credit Transfer and Accumulation System (ECTS)**

1. The Ionian University organizes the undergraduate and postgraduate programmes of its academic departments on the basis of the European Credit Transfer and Accumulation System, so that these programmes can be described by the award of credits in all the independent educational components and activities that make up them and it is also possible to transfer and accumulate successful achievements in other corresponding programmes of study of the same or other HEI at national and European level. The European Credit Transfer and Accumulation System is based on the workload required for each student to achieve the objectives of a study programme, depending on the learning outcomes and the knowledge, competences and skills to be acquired upon successful completion of the programme.
2. The Erasmus Institutional Coordinator is responsible, together with the Academic Coordinators of the Departments of the Institution, for the coordination of any procedures for the implementation of the European Credit Transfer and Accumulation System, in the context of the implementation of the mobility programmes, ensuring that the transfer and accumulation of credits takes place in an appropriate manner.
3. In particular, in the context of the European Credit Transfer and Accumulation System:
  - (a) the Erasmus Institutional Coordinator, upon request, assists in the smooth implementation of the Scheme in the context of the development of new undergraduate or postgraduate programmes or the updating of aspects of existing

- ones, and assists in any process related to the implementation of the Scheme at institutional level,
- b) The Academic Coordinators of the Departments ensure that the study guides (printed and electronic) are constantly updated in relation to the allocation of ECTS credits in the undergraduate and postgraduate programmes of study, as well as the supervision of the process of awarding the Diploma Supplement in Greek and English.

#### **Article 10 - Establishment of Erasmus Bilateral Agreements**

1. The faculty member concerned who wishes to draw up a new bilateral contract must inform the Erasmus Academic Coordinator of the Department concerned, in order to submit a proposal for approval by the Departmental Assembly. The proposal must adequately justify the necessity of signing the new agreement, given the desirability of reciprocity in all forms of mobility.
2. If the cooperation includes student mobility, the compatibility of the curriculum of the institution proposed for cooperation must also be checked.
3. The approval decision should include all the details of the mobility, such as number of participants, level of study (undergraduate and/or postgraduate), etc., as well as the contact details of the new institution. The decision is sent to the Secretary of the Erasmus Foundation Committee in order to draw up the new bilateral contract. It is then duly signed and sent to the partner institution by the TISC.
4. Under the responsibility of the Secretary of the Erasmus Foundation Committee, all original Erasmus bilateral contracts shall be kept on file.

#### **Article 11 - Volunteering / Erasmus buddy system**

1. For the optimal adaptation of incoming students, an Erasmus buddy system is organised and operated under the supervision of the Secretary of the Commission.
2. The group of student volunteers is composed primarily of active undergraduate and postgraduate students who have moved within the Erasmus programme in previous years. In case of insufficient number of volunteers, the group may be completed by other students, provided that they have a proven knowledge (at least a very good knowledge) of English.
3. The student volunteers participating in the Erasmus Programme (buddy system) are responsible for guiding incoming students and informing them about the daily operation of the Institution and the student services provided, helping them to adapt immediately and without difficulties to the academic reality of the Institution.
4. After the end of their term, student volunteers can apply for a certificate of participation in the Erasmus buddy system.

#### **Article 12 - Other matters**

1. Issues that are not regulated by these Regulations are resolved through decisions of the Ionian University Erasmus Institutional Committee.

2. If for any reason there is a conflict between the provisions of these Rules and the Erasmus+ Programme rules as defined by the Managing Authority and/or reflected in the Programme Agreement, the provisions of the Programme rules shall prevail.

3. Amendments to this Regulation shall be made by decision of the Ionian University Erasmus Foundation Committee and approval by the Senate of the Ionian University.

4. The Institutional Scientific Officer of the project is responsible for the implementation of these Regulations.

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## Abbreviations

<b>P.M.S.</b>	Postgraduate Studies Programme
<b>D.M.S.</b>	Diploma of Postgraduate Studies
<b>S.E.</b>	Steering Committee
<b>E.A.Y.</b>	Committee for the Evaluation of Candidates
<b>I.E.P.</b>	Teaching and Research Staff
<b>R.E.P.</b>	Special Education Staff
<b>R.I.P.</b>	Laboratory Teaching Staff
<b>E.T.E.P.</b>	Specialist Technical Laboratory Staff

### Article 1: General provisions

1. The structure, organization and operation of the programme 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: Structure and Courses of the MSc

1. 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.
2. Each course corresponds to 5 ECTS credits. Each course corresponds to 36 hours of instruction. Teaching includes: lectures, tutorials and workshops, guidance in the preparation of scientific papers, and the carrying out of individual and group projects. (projects).
3. The final capstone project focuses on the practical application of the knowledge acquired during the postgraduate studies in a real-world context. Examples of individual projects include case study, review, system evaluation, data analysis, use of tools for application development. It is implemented in the fourth quarter and corresponds to 15 ECTS credits.
4. The courses and their distribution by semesters and quarters are presented in the following table.
5. The course programme may be implemented exclusively or in combination through face-to-face teaching and/or modern distance learning. The percentage of face-to-face and distance lectures will be determined by a decision of the Departmental Assembly at the beginning of the academic year on the basis of the applicable legal provisions.



6. The language of instruction is Greek. However, the writing of the report for the capstone project can also be done in English after the student's choice in consultation with the supervisor.
7. Three courses are required in each quarter. In the second and third quarters, three elective courses are required to be selected and attended from those offered in each quarter.
  - i. Courses may include, in addition to theoretical teaching, attendance and participation in laboratory courses and seminars, development and/or use of computer applications.
  - ii. At the end of each term, students, if they have fulfilled their course-related obligations, can take the examinations. The examination for each course may be written and/or laboratory work or in any other way determined by the instructor.
  - iii. The courses offered are determined each time by the Assembly, ensuring that the total number of credits (ECTS) for each semester is at least the mandatory 30 credits (ECTS).
  - iv. It is possible to move courses between quarters by decision of the Assembly.
8. Modification of the curriculum and redistribution between quarters may be made on the recommendation of the Steering Committee and approved by the Assembly.
9. At the end of the semesters, students, if they have fulfilled their obligations related to their courses, can take the examinations. The examination for each course may be written and/or essay-based or in any other way determined by the instructor.

### **Article 3: Obligations of students P.M.S.**

1. Students are required to:
  - i. Attend and participate in all the activities of each course, as defined in the relevant curriculum and sign the attendance register.
  - ii. To be provided in time with the necessary textbooks, scientific material via the internet and photocopies of scientific articles covering the curriculum.
  - iii. Consistently respond to all scheduled performance assessment tests scheduled within each course (attendance at examinations, submission of assignments by due dates, etc.).
  - iv. Participate in the evaluation process of the MSc.
  - v. 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 4: 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 the course 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 keeps a record of it.

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 5: 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 6: 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 7: Prerequisites for the receipt of the P.M.S.**

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.

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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.