

**Κανονισμός σπουδών, πρακτικής
άσκησης, κινητικότητας, εκπόνησης
εργασιών**

(Στα Αγγλικά)

**Ξενόγλωσσο Προπτυχιακό Πρόγραμμα
Σπουδών**

Bsc in “Information Technology”

Regulation of Studies

Undergraduate Program of Studies

Bsc in “Information Technology”

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CHAPTER 1: INSTITUTIONAL FRAMEWORK

Article 1: General Principles

The Department of Informatics and Telematics of the School of Digital Technology (SDT) of Harokopio University offers a four-year international Undergraduate Program of Studies for international students bearing the title "Information Technology", in accordance with the institutional framework of Law 4957/2022 for the organization of Foreign Language Study Programs (FLSPs) by Greek universities

The program includes courses corresponding to European Credit Transfer and Accumulation System (ECTS) credits totaling no fewer than two hundred and forty (240). Completion of this first-cycle program of studies "BSc in Information Technology" leads to the award of a qualification at Level 6, in accordance with the National Qualifications Framework and the European Qualifications Framework. Each academic year comprises educational activities corresponding to sixty (60) ECTS.

The program's courses and related activities are entirely taught in the English language. Degrees and certificates are issued in English.

Article 2: Objectives of the Undergraduate Program of Studies

The program aspires to:

(a) address the gap identified in foreign-language university education in Greece in the field of Computer Science and Informatics, particularly within public universities;

(b) educate new scientists with an emphasis on the modern skills required in the field of Informatics within the international/global environment, taking into account the growing demand and needs of the global market for specialized professionals in Information Technology; and

(c) strengthen scientific and technological research and produce new knowledge in cognitive areas related to Informatics by exploring global challenges through the use of modern technologies such as cloud and pervasive computing, artificial intelligence and data science, and cybersecurity.

At the same time, the Foreign-Language Undergraduate Program enhances the outward orientation of the Institution and the internationalization of studies by offering Computer Science and Informatics education to students from around the world, attracting academic staff from abroad, promoting international research collaboration, and providing an internationalized educational ecosystem to the entire student body of the Department. Furthermore, it contributes to the international visibility of the country in recognized scientific fields and within the broader social context.

The program encourages the extensive use of Free and Open Source Software (FOSS) technologies across all courses of the undergraduate curriculum. The integration of these technologies into the educational program aims to promote innovation, collaboration, and experiential learning. Through access to, modification of, and enhancement of open-source code, students develop valuable technical competencies and gain a deeper understanding of the fundamental principles underpinning information technology. Furthermore, the use of FOSS contributes to reducing software costs, allowing wider access to advanced tools and platforms for students. Familiarity with FOSS technologies also enhances graduates' professional prospects, in line with the growing demand of the international labor market for expertise in these technologies.

Article 3: Content and Academic Outcomes

The curriculum of the Foreign-Language Undergraduate Program focuses on the field of Informatics in all its dimensions related to contemporary requirements, integrating knowledge in areas such as cloud and pervasive computing, artificial intelligence and data science, and cybersecurity, while encompassing both the design and development as well as the evaluation and management of technological solutions in specific application domains. Graduates of the program are able to identify and analyze the requirements of a problem and to design, implement, and evaluate a computational system, process, or application that satisfies these requirements. At the same time, they are capable of recognizing ethical, social, and professional issues in the field of Informatics and of effectively fulfilling the roles and responsibilities of an Information Technology professional in managing such issues.

The UPS places emphasis both on the theoretical education of students in the core fields of IT and on laboratory-based and practical training in the corresponding state-of-the-art technologies. Graduates of the program, equipped with comprehensive scientific knowledge in IT and maintaining direct links to the various application domains of information and communication systems, possess the necessary qualifications and skills to respond effectively and with full competence to the increased demands of contemporary society and the modern digital economy. The learning outcomes of the program include:

- Analyze a problem and apply knowledge of computing and mathematics in order to develop an appropriate solution to the problem.
- Identify and analyze user needs in order to design, implement, and evaluate a computer-based system, process, or program to meet those needs.
- Analyze human computer interactions, including user differences, user experience and collaboration, and user and task analysis.
- Collaborate effectively as part of a team to accomplish a common goal.
- Identify ethical, social and professional issues in the field of IT, and analyze the roles and responsibilities of computing professionals in addressing those issues.
- Communicate effectively with a wide range of audiences in written and oral modes.
- Develop a project baseline plan and understand how to form project teams, identify roles, and assign responsibilities.
- Analyze personal professional development needs and identify opportunities for professional development.

Article 4: Management of the Undergraduate Program

The UPS is governed under the provisions of the Greek law (Article 102, law number 4957/2022) by the following bodies:

- The Senate of Harokopio University of Athens
- The Study Program Committee (SPC) consisting of seven (7) members
- The Director of the Program
- The Assembly of the Department of Informatics and Telematics

Administrative Support for the Program

(a) The administrative and secretarial support of the international UPS is provided by the Secretary of the Department of Informatics and Telematics.

(b) The program may hire external collaborators for administrative and secretarial support, in accordance with the applicable legislation. These external collaborators, however, remain under the supervision of the Department of Informatics and Telematics.

(c) Administrative staff supporting the program outside their regular working hours / workload at the University may be compensated in accordance with the applicable legislation and the University's regulation.

Article 5: Student Representation

The UPS encourages student participation in the affairs of academic life and representation in the collective bodies of the program and the department, so that, in addition to acquiring scientific knowledge, students also develop social and democratic awareness. Undergraduate students participate through their representatives in the collective governing bodies of the University in accordance with the provisions of the applicable legal framework and the Study Regulations of Harokopio University.

The exercise of students' trade-union and representative rights must not impede the smooth conduct of any type of activity (educational, administrative, etc.) of the Department and the Institution. For this purpose, the organization of assemblies, events, and activities of any kind is permitted only after authorization by the Dean of the School of Digital Technology or the Rector.

Invitations to student representatives to participate in the collective bodies in which they serve may be issued in writing, by electronic mail, or by any other appropriate means, as provided by law.

Article 6: Benefits and Services for Students

UPS students, upon their enrollment and for the duration of their studies, have full access to the facilities, infrastructure, services and resources of HUA, according to University's regulations. They benefit from social and other services available to students in general and specifically to HUA students. They are entitled access to the University's Student restaurants and free accommodation under certain conditions, as well as transportation-related benefits. More specific regulations and procedures are determined in accordance with the current legislation and the Study Regulations of Harokopio University of Athens.

Article 7: Student Service Center (SSC)

The University operates a Student Service Center, which is responsible for informing students on matters concerning the overall operation of the University, their rights and obligations, and the services provided by the State and the University, as well as for serving students electronically and/or in person. The Student Service Center includes, among other units, the Student Welfare Services and the Office of Studies and Career Office, which supports students in their transition to the labor market by providing information and counseling services regarding employment opportunities and the continuation of studies in Greece and abroad. It also liaises with the Internship Office and the office that supports the University in its cooperation with universities abroad and in ensuring student mobility for studies and internships. The operation of the Center is further described in the Study Regulations of Harokopio University of Athens.

Article 8: Students Support Unit (SSU)

The Institution operates a Student Support Unit responsible for supporting and guiding Erasmus mobility students as well as students in general throughout the duration of their studies (erasmus.hua.gr).

The Unit collaborates with the competent services of the University in order to address the academic, administrative, and personal needs of international students and supports them in dealing with issues that

may arise during their studies. In addition, it provides information regarding the offered Greek language courses, which are organized in cooperation with the relevant university units.

The Unit also undertakes any other responsibilities that contribute to the social integration of third-country nationals into Greece and into the academic community. The Unit's staff members are available via email, telephone, or in person in order to assist international students in resolving any issues that may arise.

At the same time, a dedicated student support office operates specifically for the students of the international Foreign-Language Undergraduate Program "BSc in Information Technology," under the administrative services (Secretariat) of the Program. This office supports students during the enrollment process and facilitates the completion of the necessary procedures for obtaining a residence permit for studies. It also provides support to applicants for student visas, particularly with regard to communication with Greek consular authorities, as well as during the process of obtaining a residence permit after their arrival in Greece, including liaison with the competent public authorities.

Furthermore, the office supports international students during their settlement in Greece by assisting them with matters such as finding accommodation, obtaining health insurance, paying tuition fees, acquiring a Tax Identification Number (AFM), opening a bank account, and handling other procedures related to public services, utilities, and telecommunications.

Students are also referred to the Study in Greece portal for additional services related to their establishment in Athens.

Article 9: Support Structure for Staff and Student Population – Center for Sustainable and Responsible Innovation and Entrepreneurship

The primary purpose of the Support Structure for Staff and Student Population "Aikaterini Maridaki-Kassotaki" is to systematize the University's efforts to provide organized support to both staff and students on matters related to key activities of academic life and daily routines that require psychological and pedagogical reinforcement. The operation of this structure is further described in the Study Regulations of Harokopio University.

The Center for Sustainable and Responsible Innovation and Entrepreneurship aligns with the broader vision of Harokopio University and its administration to promote the protection and utilization of research and to strengthen the University's participation in the innovation ecosystem of Greece and Europe. Harokopio University is committed to Responsible Innovation and Entrepreneurship, understood as the utilization of research that is socially acceptable and considers the common good, quality of life, and public interest. Similarly, Sustainable Innovation and Entrepreneurship aims to adopt innovations that generate long-term benefits for society and the environment while also producing economic value for the enterprise.

Article 10: Student Ombudsperson – Faculty Advisor for Students with Special Educational Needs

Harokopio University has established the offices of the Student Ombudsperson (SO) and the Faculty Advisor for Students with Special Educational Needs (FASEN).

(a) The responsibilities of the Student Ombudsperson (SO) include mediating between students and faculty or administrative services of the University, ensuring legality within the framework of academic freedom,

addressing instances of maladministration concerning students, and safeguarding the smooth operation of the University. The Student Ombudsperson does not have authority over matters of student examinations or grading. The SO investigates cases, either on their own initiative or following a student's report, and mediates with the competent University bodies to resolve them.

(b) The role of the Faculty Advisor for Students with Special Educational Needs (FASEN) is to facilitate the participation of students with special educational needs and learning difficulties in all aspects of academic life, as well as to inform and support these students and members of the academic community on matters related to studies, equitable inclusion, and full participation in University life.

The operation of both offices is further described in the Study Regulations of Harokopio University.

Article 11: Library and Information Center (LIC)

Harokopio University operates a Library and Information Center (LIC) to meet the academic community's needs for scientific information. Specifically for students, the LIC organizes user training seminars and provides a reading room, computers for searching printed or electronic materials, and lockers for storing personal belongings. It also offers automated borrowing and photocopying of materials that cannot be loaned, always in compliance with current copyright legislation. Some services of the LIC may also be provided remotely if circumstances require. The operation of the Library and Information Center is further described in the Study Regulations of Harokopio University.

Article 12: Language Teaching Center (LTC)

The Language Teaching Center (LTC) offers specialized language courses to students of Harokopio University of Athens to ensure the acquisition of foreign language skills. Students become familiar with the specialized language of their field of study in order to develop the linguistic competencies necessary to understand and produce specialized scientific texts and to respond appropriately in both general and specific oral and written communication situations related to the scientific discipline of their studies. For international students the LTC provides specific courses on Greek language at introductory and advanced level. They may also take courses on other languages as well. The operation of the Center is governed in accordance with the applicable legislation and the Study Regulations of Harokopio University.

Article 13: Electronic Services

UPS students are provided, upon registration, with a username and password, which grant them access to the full range of electronic services offered by the University and the State. The use of the username and password is strictly personal.

Using their institutional account, the students have access to various categories of services, including: (a) basic electronic services such as email, website hosting, creation and storage of files and data in the cloud, (b) e-learning services, (c) access to electronic resources, and (d) the use of applications provided by the University to all members of the academic community. Students must comply with the terms of use for electronic services and applications as announced on the University's website and the usage framework established by the Department's Code of Ethics and Good Practice (CEGP).

As users, students are ultimately responsible for the accuracy and legality of the content of their personal websites and other information stored on their workstations or other University equipment. They are obligated to (a) take all appropriate measures to ensure personal privacy, such as protecting passwords and certificates, and not engage in actions that violate the privacy of other users or the confidentiality of

communications over the University's data network, and (b) access only data that pertains to themselves or is publicly available.

In cases where a user engages in actions that are not in accordance with the applicable legal framework governing the proper use of electronic services and University regulations, the Institution may immediately deactivate their account. Users of electronic services are responsible for creating backups of files stored on these services. Neither the Department nor the University is responsible for potential data loss of users. The Department may maintain online platforms to support various administrative and academic processes.

Article 14: Provisions and Services for Students with Disabilities and/or Special Educational Needs

The University ensures the installation and maintenance of infrastructure necessary for the mobility of students belonging to special groups. The services of the Institution and the academic staff take care to support, facilitate, and assist these students, ensuring their uninterrupted participation in academic activities and their quality of life on University premises, in accordance with the applicable legislation and the Study Regulations of Harokopio University.

Article 15: Institutional Awards, Scholarships, and Educational Loans for Students

The University awards students with prizes and scholarships based on their academic performance, regardless of or in combination with their family and social circumstances and individual or family income. The purpose of these awards and scholarships is to recognize exceptional cases of effort, integrity, and achievement, and to provide financial support to students who excel under challenging conditions. Funding sources for awards and scholarships may include donations, sponsorships, University bequests, income from research and development projects, as well as extraordinary income from cultural and athletic events organized by the University.

Specific regulations and procedures for awarding prizes and scholarships, when determined by a sponsor or donor, are specified on a case-by-case basis and approved by a decision of the Senate.

The University may take all necessary measures to provide students with the opportunity to receive interest-free educational loans, in accordance with the applicable legislation and the University's Internal Regulations. Graduates of the UPS are also eligible to receive scholarships for postgraduate studies, which are provided by the "Spyros Harokopos & Evanthia Harokopou-Petroutsis Foundation," in accordance with the provisions of the Foundation's Charter.

Article 16: Use of Facilities and Resources

All students have the right to use the University's facilities, resources, and electronic services within the framework of completing the activities of their study program. To ensure that all students can exercise this right, all infrastructure necessary to guarantee unobstructed access for students with special educational needs (e.g., ramps, elevators, designated parking spaces, etc.) must be in place and available for uninterrupted use.

After the time allocated for the use of facilities and resources according to the study program has elapsed, students are required to cease their use and return the facilities and resources in the same good condition in which they were provided. Any damage to the facilities or resources not attributable to normal use may result in disciplinary sanctions against the responsible individuals or the entire group, following a relevant

recommendation from the group supervisor or a report from the supervisor of the next group scheduled to use the facilities. At the same time, the costs of restoring any damage will be charged to the responsible individuals by decision of the competent University authority.

For areas of particular sensitivity, such as laboratories with increased operational risk or equipment of significant value, specific usage regulations may be approved by the Assembly of the School of Digital Technology (SDT) or by the competent University authority, depending on whether the area falls under the Department or the University.

All students have the right to access the services of the University Library and Information Center (LIC) in accordance with the provisions of its current Operating Regulations.

Use of University facilities by student associations for events is permitted only with the written approval of the Rector. Such approval is granted upon submission of a written request by the Board of Directors of the student association, bearing the association's seal and the signatures of the President and the General Secretary. If the Board has not yet formally convened, the document must be signed by the majority of its members. The request must include the date, location, duration, and content of the event and must be submitted at least five (5) days prior to the event. The Rector's written response to the Board must be provided at least two (2) days before the event.

Holding events without the above written approval from the Rector will result in disciplinary action. Any damage to University facilities resulting from such unauthorized use will result in (a) prohibition of further use of this right by the specific student association and (b) charging the cost of repairs to the members of the Board by order of the Rector.

Student associations are permitted to freely express their opinions on issues affecting them. For this purpose, a specific, appropriately designated area of the University is made available. Pollution or defacement of other University areas in any manner (e.g., posters, banners, wall newspapers, graffiti, etc.) will result in disciplinary action by the competent University authority, and the cost of restoring the damage will be charged to the responsible parties by order of the Rector.

CHAPTER 2: STRUCTURE AND OPERATION OF THE UNDERGRADUATE PROGRAM OF STUDIES

Article 17: Duration

The academic work of each academic year is structured into two semesters. Each semester usually includes twelve (12) full weeks of instruction. For each semester, the timetable of the courses is announced two weeks in advance.

Extension of a semester is permitted only in exceptional cases under the provisions of the Greek law.

The UPS promotes good practices that contribute to the timely completion of students' studies within the standard duration.

Article 18: Academic Planning and Timetable

The academic year begins on September 1st of each year and ends on August 31 of the following year. The educational work of each academic year is temporally structured into two semesters, the winter and spring semesters. The start and end dates of the two academic semesters are determined by a decision of the Senate. The teaching periods of the winter and spring semesters are defined by the academic planning.

Upon recommendation made by the PC and following a decision of the School Assembly, attendance of the theoretical part of courses and/or course laboratories may be designated as mandatory or optional. If, for any reason, the number of teaching hours delivered in a course is less than four-fifths (4/5) of the hours prescribed in the curriculum for the working days of the corresponding semester, the course is considered not to have been taught.

The School Assembly designates a faculty member responsible for preparing the timetable. With the assistance of the Secretariat, this person prepares the timetable for courses. The provisions of the Study Regulations of Harokopio University apply regarding the preparation of the timetable.

Article 19: Holidays

Classes and examinations are not held on the following dates:

- Winter semester: October 28, November 17, during the Christmas holidays from December 23 to January 6, and January 30.
- Spring semester: Clean Monday, March 25, during the Easter holidays from Holy Monday to St. Thomas Sunday, May Day, and Pentecost.

Article 20: Categories of Candidates

1. Citizens of foreign countries inside or outside the European Union, who have graduated from high school (or equivalent school) physically located in a foreign country, are eligible to apply to the program. Applicants who have attended the last two (2) years of high school (or equivalent school) in a foreign country with full attendance must present a high school diploma or other

equivalent secondary education qualification entitling them to admission to higher education institutions in the country in which they have graduated.

2. Graduates of a foreign school of European Union's Member States or third countries, legally established and operating in Greece, whose qualification entitle them to admission to higher education institutions based in the country whose educational curriculum is followed by the foreign school of graduation, provided that **especially in this case:** a) they and their parents do not have Greek citizenship and b) they have attended at least the last two years of high school with full attendance.

Article 21: Student Admission & Selection Criteria

The number of students admitted per year is set at a maximum of fifty (50). At a specified period of time, announcement/invitation of call for admission applications is published on the program's website, which specifies the following:

- Categories of candidates
- The necessary formal and substantive qualifications of candidates
- Dates for the submission of applications and relevant documentation

Candidates' applications are submitted electronically, collected, recorded by the Program's Secretariat forwarded to the AEC. Applications not accompanied by the required supporting documentation will not be considered in the selection process. Supporting documents will not be returned. At a minimum, candidates must submit the following documents electronically:

- Application and CV
- Proof of completion of secondary education, e.g copy of a high school diploma, transcript, or other equivalent secondary education qualification. In case the candidate has not finished high school at the time of submission, a transcript of records indicating date of completion, status and grades may be submitted. The official diploma must be submitted before registration.
- Proof of knowledge of the English language as defined in the announcement/invitation of call for admission applications Identification documentation (ID / passport)
- Motivation Letter

The AEC is responsible for the evaluation of candidates who have timely submitted all the required documents. A conditional offer may apply. The assessment of candidates is carried out in three stages:

- The first stage involves a screening of candidates' qualifications.
- In the second phase, the supporting documents are evaluated by the application evaluation committee according to specific criteria, in order to rank the candidates. On the basis of this ranking, the application evaluation committee determines the number of candidates to be called for an interview.
- An interview is conducted during the third phase.

The following will be taken into account in the assessment of each candidate's application:

- High School Diploma Grade

- Grades in courses related to the cognitive subjects of the program
- School work related to the subject areas of the program
- Awards, distinctions.
- Motivation letter
- Training programs and seminars in subjects related to the program.
- Relevant volunteer activity.
- Adequate knowledge of the English language as defined in the invitation call for admission applications each year. TOEFL IBT score of 70 or a minimum IELTS score of 6.0 or proof of completion of high school in the United States or another Anglophone country are sought after..
- Certificates of proficiency in other foreign languages.

These criteria may be modified or adjusted in each announcement/invitation of call for admission applications by a decision of the PC. After the completion of the procedure, the AEC conducts the final checks and decides on the admission of the candidates. Successful candidates are requested to validate their enrolment within a specified period of time. In the event of refusal, the first runner-up will be called immediately.

The selection procedure will be finalized three months before the beginning of the first semester of the program. Registration must take place before the beginning of the first semester of the program according to the timetable indicated by the Secretary. To register, candidates should also provide a health insurance statement for the duration of first year of studies. Health insurance statements for the duration of each semester must be submitted for enrollment at each semester.

By registering, candidates accept, unconditionally, the terms and conditions of the institution and the program as well as corresponding obligations. They are also required to pay the relevant tuition fees, with the first instalment being paid at a time specified by the Secretariat. The fees are to be deposited in a bank account of the Harokopio University Research Committee which will be indicated by the Secretariat to students.

Article 22: Enrollment in the Undergraduate Program of Studies and Student Status

Undergraduate studies have a minimum duration of eight (8) semesters. Under the responsibility of the DUPS, an orientation event is held at the beginning of the academic year for first-year students. During this event, instructors present the learning objectives of the program, its structure and philosophy, the skills of graduates and how they relate to labor market requirements, the content and focus of the courses, and the distinctive features of the program, including the Final Thesis, Internship, Mobility opportunities, the Faculty Advisor system, and the requirements for obtaining a degree.

Students enroll in the UPS at the beginning of each semester on dates set by the Secretariat through the student information system. Upon enrollment, the system registers the compulsory courses of the semester, and the student is called upon to complete their registration by selecting elective courses, if such courses are offered in that semester. Elective course registration must take place within the first two (2) weeks of teaching for each semester.

During the semester, each student is permitted to request the replacement of only one course. Final approval of the course replacement is granted by decision of the PC.

Students have the right to select elective courses beyond the minimum required to fulfill the credit units necessary for graduation (240 ECTS). In such cases, they must submit a written statement to the Secretariat specifying which of these courses will count toward their degree, immediately after the announcement of the final examination results and before the submission of their final thesis. Further details are regulated by decisions of the Department.

Courses that do not count toward the degree, as well as other additional (non-compulsory) skills acquired by the student during their studies and not included in the final grade, are recorded in the Diploma Supplement.

Article 23: Duration of Studies

The minimum period required for the award of a degree is eight (8) academic semesters. The method for calculating the maximum permissible duration of studies is determined by the applicable legislation and the Study Regulations of Harokopio University. For full-time students this may not exceed a period of 10 academic semesters. Upon completion of the maximum duration of studies, subject to the provisions of the following articles, the PC issues a decision of deregistration, unless the student applies for an exceptional extension. After the expiration of the above-mentioned period, the student loses their student status and is no longer entitled to any of the benefits and services provided to students. The University promotes good practices and establishes incentives that contribute to the completion of students' studies within the standard duration.

Article 24: Tuition Fees

The amount of tuition fees per year sums up to nine thousand six hundred euros (€9,600). The total amount of tuition fees sums up to thirty eight thousand four hundred euros (€38.400). The tuition fees may be modified following a proposal by the PC and subsequent approval by Harokopio's University Senate. The tuition fees are used for the needs arising throughout the Program duration and not only in the semester to which they correspond. In case of discontinuation of studies, the paid fees are not refundable.

Each year, the payment of the tuition fee is made in four stages, as follows:

- Advance payment (30%) upon enrollment in the academic year, before September 5
- First Installment (25%) before December 31.
- Second Installment (25%), upon enrollment in the spring semester, before March 1st.
- Third Installment (20%), before May 31.

Any adjustment to the amount of tuition fees can only be made for a new academic year through a decision of the Departmental Assembly, in accordance with the applicable provisions, and is not retroactive. In case of non-compliance with financial obligations, the student is notified by the Secretariat. Failure to settle the respective tuition fee deprives the student of the right to participate in the semester exams.

Additional admission and administration fees do not apply for the program according to HUA regulations.

Article 25: Exceptional Extension Beyond the Maximum Duration of Studies

An extension beyond the maximum duration of studies may be granted for serious health or personal reasons relating to the student personally or to a first-degree blood relative, a spouse, or a person with whom the student has entered into a civil partnership. The interested student submits a relevant application to the PC, through the Secretariat, accompanied by supporting documents that substantiate (a) the existence of serious reasons and (b) the kinship or relationship, in cases where the health reasons concern a person other than the student.

The application may be submitted by any lawful means throughout the academic year, but in all cases prior to the expiration of the maximum duration of studies. A further extension beyond the maximum duration of studies may be approved again, following the same procedure, provided that the prescribed conditions continue to apply. For the certification of health-related reasons, the application must be accompanied by a certificate issued by a Health Committee or a medical opinion from a Public Hospital, bearing the signature and seal of a signified authority. For the certification of kinship or relationship,, a recent Family Status Certificate or relevant document must also be submitted. The competent Service of the Institution may request any additional supporting documents it deems necessary for the examination of the application.

The Secretariat forwards the applications to the PC, which decides on their approval or rejection. The PC, together with the attached applications, are communicated to the Secretariat of the Department and to the Dean's Office.

Article 26: Interruption of Studies

Students who have not exceeded the maximum permitted duration of studies may, following an application submitted to the Secretariat of the UPS, interrupt their studies for a period not exceeding a total of two (2) years. The right to interrupt studies may be exercised either once or in parts, for a minimum duration of one (1) academic semester. Student status is suspended for the duration of the interruption of studies, and participation in any educational process is not permitted. During this period, all rights deriving from student status are also suspended.

The applicant submits a relevant application to the PC stating a) the duration of the interruption of studies and b) the reasons invoked for the interruption. The application is accompanied by supporting documents substantiating the stated reasons, as well as a Certificate of Family Status, in cases where the reasons invoked do not relate to the applicant personally. The competent Service of the Institution may additionally request any other supporting document deemed necessary for the examination of the application. The application is submitted by any lawful means within the semester registration renewal deadline and does not have retroactive effect. In the case of newly admitted students, the application is submitted within the deadline for registration with the UPS.

The Secretariat forwards the application to the PC, which decides on its approval or rejection, as well as on the duration of the interruption of studies, which may not differ from that stated in the application. At all stages of the procedure, special care is taken to protect sensitive personal data that may be transmitted and processed. Following the decision of the PC, the Secretariat may issue a relevant certificate of interruption of studies. At the same time, the applicant is obliged a) to return their Academic Student ID to the Department Secretariat and b) to submit relevant certificates proving that they have no outstanding obligations toward the Library and Information Center and the Student Welfare Office of Harokopio University.

In the event that a Certificate of Studies has been issued to the applicant for the period for which the interruption of studies is requested, the applicant is obliged to return the said certificate to the Department Secretariat and to submit a solemn declaration stating that it has not been submitted to any

third-party body or organization. If, on the contrary, the certificate has been submitted, the applicant is obliged to withdraw it and to submit a relevant solemn declaration to that effect.

The interruption of studies of the student is lifted automatically upon the expiration of the interruption period. The student may return to active student status before the expiration of the period originally requested, by submitting an application to the Department Secretariat at any time during the academic year. In this case, the return to student status takes effect at the beginning of the immediately following academic semester. For the return to student status, a declaratory act of the Assembly of the School of Digital Technology is issued and forwarded to the Department Secretariat.

After the expiration of the interruption period, the student returns to a status of regular attendance, with all the rights and obligations held prior to the interruption of studies and the suspension of student status.

Article 27: Part-Time Studies

Based on the provisions of the Greek Law and Harokopio University regulations, a student may enroll under the Part-Time Study regime. In this case, the student must be enrolled in at least two courses in each semester. The duration of studies doubles for part-time students. Total tuition fees remain the same for the whole program. However, tuition fees per semester are computed based on the ECTS of the courses the student is enrolled in, as one hundred sixty euros (160) per credit.

Article 28: Content of the Undergraduate Study Programme

The UPS curriculum includes:

- a) the titles of compulsory courses, compulsory elective courses, and optional courses,
- b) their content,
- c) their weekly teaching hours, which include all forms of teaching activities carried out,
- d) the chronological sequence or interdependence of courses,
- e) the intended learning outcomes and the qualifications acquired from the programme of studies as a whole, as well as from each individual course or educational activity or internship included therein, the credit units and the level of the acquired qualifications in accordance with the National Qualifications Framework and the European Qualifications Framework, and
- f) the qualifications and specializations of the teaching staff required for its implementation.

Courses taught in accordance with the curriculum are integrated into the University's e-learning platform. Under the responsibility of the instructors, the electronic classroom (e-class) of each course includes the course description in accordance with the European Credit Transfer and Accumulation System (ECTS), the course examination procedures, all lecture material, as well as supplementary material and instructions for the submission of any assignments. Students may communicate electronically with the instructors on matters related to the course through the e-learning platform. The minimum number of ECTS credits required for completion of the programme is 240 credits. The structure of first-cycle study programmes is designed so as to include educational activities corresponding to sixty (60) ECTS credits per academic year. The courses of the study programme and their descriptions are published on the Department's website in English.

Article 29: Course Description Guide

An analytical guide describing the courses of the UPS is available on the program's website. The guide is maintained by the instructor of each respective course and includes, among other things, information on the independent teaching activities, such as lectures and laboratory exercises, the type of course (for example, foundational, scientific field, etc.), any prerequisite courses, the language of instruction, the learning outcomes, the general skills acquired upon successful completion of the course, the course content, the mode of delivery, the workload per teaching activity, the methods of student assessment, the weekly teaching hours, the ECTS credit units, and the recommended bibliography.

The above course description is updated under the responsibility of the respective instructor and is approved by the PC. The DUPS may request additional information for each course from the respective instructor, such as the necessary mathematical background required and the material or software required for the laboratory teaching of the course. The completion of the course description guides may take place electronically in a manner determined by the PC.

Article 30: Teaching Methods

Courses are taught on site and in English. The teaching methods applied in the UPS fall into the following categories:

- Theoretical lectures, in which the instructor presents the fundamental concepts and methodological tools of the course subject,
- Laboratory exercises, in which the instructor highlights the main practical aspects of the subject matter in a laboratory environment. Depending on the nature of the courses, laboratory sessions may be optional or compulsory,
- Assignments, in which students undertake to study an aspect of the research area related to the course subject, to develop a methodology, or to design and implement a system.

Article 31: Academic Advisor

The institution of the Academic Advisor guides and supports students in their study programmes. The Department's Regulation on the Academic Advisor defines the operation of this institution and is published on the UPS website.

Article 32: Students' Rights

The students of the UPS are full members of the University Community. Mutual respect in the relationship between instructor and student constitutes a fundamental prerequisite for a successful learning, teaching, and research process. The paramount right of students is the right to education. Students of the UPS have the following rights:

- a) To be informed in a timely and adequate manner about all matters of academic life that concern them.
- b) To freely express their views on educational and other issues, within the framework of academic freedom and with due respect to the Department's and the Institution's Code of Ethics and Good Practice.
- c) To evaluate the educational work, the quality and effectiveness of administrative services, and the actions of the Institution's administration, as provided by law.

- d) To be served by the administrative services of the Institution in a timely and effective manner.
- e) To make use of the facilities and infrastructure of the Institution, in accordance with the Institution's regulations.
- f) To enjoy the social and other benefits deriving from their status as students of Harokopio University.
- g) To submit reports and requests to the competent bodies of the Institution on matters that directly concern them, such as regrading/re-examination of a course and the review of decisions relating to disciplinary issues and matters concerning the student community to which they belong.
- h) To be represented in the collective bodies and committees of the Institution, as provided for by the applicable legal framework, the Organization, the Internal Regulation, and the decisions of the Institution, and to participate actively in all activities of the academic community.
- i) To participate in student associations or in other organizations and clubs that are active or operate within the framework of the Institution, in compliance with the Institution's regulations.
- j) Students are entitled to participate in remunerated activities of the Institution.

Article 33: Students' Obligations

Students of the UPS have the following obligations:

- a) To familiarize themselves with the Organization, the Internal Regulation, the Department's and the Institution's Code of Ethics and Good Practice, the individual operating regulations, and the decisions of the Institution that concern them, and to apply them consistently and responsibly.
- b) To keep themselves informed about the curriculum they follow and the academic calendar.
- c) To contribute to the good reputation of the Institution through their academic, cultural, and collective activities.
- d) To respect and protect the facilities and infrastructure of the Institution and to ensure the cleanliness of its premises.
- e) To check their institutional email account at regular intervals in order to receive announcements concerning academic or other matters, as well as emergency announcements related to the curriculum.
- f) To use the facilities and infrastructure of the Department and the Institution in accordance with the provisions of the present Regulation, the Code of Ethics and Good Practice, the Internal Regulation, and the applicable legislation.
- g) To make proper use of the electronic services provided by the Institution and the Department in accordance with the provisions of the present Regulation, the Code of Ethics and Good Practice, the Internal Regulation, and the applicable legislation.

Article 34: Regulation for Complaint Management

The Regulation for Complaint Management, which is published on the UPS website, describes the procedure by which students can submit complaints and the way the UPS handles these requests.

Article 35: Selection and Obligations of Teaching Staff

The program instructors are selected among the following categories:

(a) Faculty members, Specialized Teaching Staff, Laboratory Teaching Staff and Specialized Technical Laboratory Staff of the Department of Informatics and Telematics, Harokopion University of Athens and any other University in Greek, taking into consideration the provisions of the Greek Law (Article 155 of Law 4957/2022)

(b) Emeritus Professors or retired members of the Department of Informatics and Telematics, Harokopion University of Athens and any other University in Greek

(c) Collaborating Instructors and faculty members of foreign Universities, collaborating with the Department of Informatics and Telematics and Harokopio University of Athens

(d) Appointed Instructors

(e) Visiting Professors or visiting researchers

(f) Researchers and specialized operational scientists from research and technological organizations referred to in Article 13A of Law 4310/2014 (Government Gazette A' 258) or other research centers and institutes, either domestic or foreign

(g) Scientists of recognized prestige who possess specialized knowledge and relevant experience in the subject areas of the Program.

Teaching assignments of the Program are carried out by decision of the SPC, following the recommendation of the Program's Director. Teaching assignments are issued no later than the beginning of each academic semester and include the instructors, the courses, the educational activities and the total number of teaching hours assigned per instructor in accordance with the curriculum per academic semester. All categories of teaching staff are remunerated from the Program's resources. With a reasoned SPC decision, the teaching assignments may be modified during the academic year.

Each instructor in the UPS is obliged to:

- Understand the fundamental principle that the focus of the undergraduate program is the developing personality of the prospective scientist and the unconditional respect for them without discrimination.
- Uphold the value and prestige of the scientific and research process, clearly defining the appropriate path for acquiring scientific knowledge.
- Continuously expand their knowledge horizons and stay updated on topics related to their scientific field in order to provide complex, interdisciplinary, and contemporary knowledge.
- Be accessible and cooperative with UPS students and share their knowledge and experience without discrimination.
- Present a clear course plan with instructions, bibliography, and enriched topics according to international practice, ensuring that the course content adequately covers the scientific requirements of the subject.
- Announce the results of exams, assignments, laboratory exercises, and other evaluations within days of their completion and allow students access to their graded work. Results must be announced through the electronic class system (e-class). The instructor must submit the grade list electronically to the at the e-studies platform; hardcopy submission is only allowed in case of system failure.
- Have the final responsibility for selecting the research topic for each supervised undergraduate student and exhaust all possibilities for successful completion, regardless of other workload.

- Inform the DUPS in a timely manner if, for any reason, they are unable to continue supervising a student's thesis, so that supervision can be reassigned to another instructor.
- Accept the evaluation processes of educational and research work introduced by the UPS, including the publication and statistical processing of evaluation results on the UPS website.
- Make time available for students for whom they serve as Academic Advisor and, if unable to address a problem, refer the student to the appropriate authorities.
- Provide the School Dean and the DUPS, upon request, with all necessary information regarding their research work, including their CV (in Greek and English), list of publications, citations, and any other relevant information (e.g., photo) for publication on the UPS website.
- Maintain the course website within the electronic class system (e-class).
- Provide updated ECTS course descriptions for the courses they are assigned to, following the procedures established by the DUPS and the UPS Secretariat.
- Immediately inform students electronically via the e-class system and the UPS Secretariat in case of lecture cancellations, including the date, time, and location for make-up sessions.
- If they are a permanent member of the Department staff or have full responsibility for a course, they must announce at least five (5) active thesis topics in accordance with this regulation.
- If a course is evaluated partially or fully through assignments, the instructor must a) announce the assignment briefs at least three weeks before the submission deadline and b) inform students at the start of the semester about the schedule and evaluation method of the assignments.
- Assignment schedules must be communicated to both the UPS Secretariat and the DUPS at the start of the semester in the manner defined by the Secretariat. If an excessive workload is observed due to multiple assignment deadlines within the same period, the DUPS may extend submission deadlines unilaterally or in cooperation with the instructor.
- The instructor must inform students of the evaluation method for their performance, including the weight of assignments (if any), the type of final exam questions, etc. This information must be included in both the ECTS course descriptions and the course website on the e-class system.

Article 36: Code of Ethics and Good Practice (CEGP)

The Department's Code of Ethics and Good Practice (CEGP), which is published on its website, describes the rules that must be followed by the members of the UPS academic community, including its students.

Article 37: Student Violations

Students of the UPS fall within the scope of application of the existing legislation and the Code of Student Conduct and Good Practice.

Disciplinary offenses for students include violations of the applicable provisions of the legislation governing Higher Education Institutions (HEIs), violations of the present Regulation and of the decisions of the University's governing bodies, as well as violations of the rules of conduct that members of the

academic community are required to observe, so as not to disrupt democratic functioning and not to undermine the prestige of the HEI and its officials.

In particular, disciplinary offenses include, indicatively:

- a) the use of means or methods that compromise the integrity of examinations;
- b) the violation of rules on intellectual property and plagiarism, including the production of original assignments using artificial intelligence software without the approval of the instructor;
- c) the intentional destruction of University property;
- d) the deliberate obstruction of the proper functioning of the University and its services;
- e) the infringement of the personality and diversity of members of the academic community.

The disciplinary bodies and their operation are determined by the applicable legislation and the Code of Student Conduct and Good Practice.

CHAPTER 3: STUDENT ASSESSMENT

Article 38: Examination Periods

There are three examination periods: January–February, June, and September. During these periods, no classes are held.

The January–February examination period begins within the second half of January and lasts for three (3) consecutive weeks. The June examination period begins within the first half of June and lasts for three (3) consecutive weeks. The September examination period begins in early September and lasts for four (4) consecutive weeks. The exact start and end dates of each examination period are determined by decision of the PC.

In cases where the curriculum provides for the preparation of a thesis, the examination of theses takes place after the end of each examination period.

During the September examination period, students are entitled to be examined in courses from both the winter and the spring semesters.

Final-year students, namely those who have completed the normal duration of studies of eight (8) semesters, may, under conditions determined by the PC, be examined during the January–February examination periods of each academic year in all courses they owe, regardless of whether these courses are offered in the winter or the spring semester, following a decision of the PC and provided that this is permitted by the applicable legislative framework. The decision of the PC specifies any additional academic criteria that final-year students must meet in order to participate in this process.

Article 39: Organization of Examinations

The DUPS, assisted by the Head of the UPS Secretariat, ensures in a timely manner the appointment of invigilators, the suitability of examination spaces, the availability of materials and equipment, and, more generally, the provision of the necessary conditions to guarantee the integrity of the examinations. All faculty members (teaching and research staff), postgraduate candidates, and any other teaching personnel associated with the University may be appointed as exam invigilators.

The examination timetable is prepared under the responsibility of the person in charge of the timetable or the DUPS and is announced to students by the UPS Secretariat by any appropriate means at least three (3) weeks before the start of the examinations. The timetable includes the date, time, and location of each examination.

In case the examination cannot be held for any reason (for example, instructor unavailability, extreme weather events, strikes, etc.), the DUPS and UPS Secretariat are informed, and a makeup session is scheduled within the examination period. The date, time, and location of the makeup exam are communicated to students and the Secretariat by the responsible department authorities or the instructor.

Examination questions for each course are set by the respective instructor. In the event of their absence or unavailability, the questions are set by another faculty member, chosen by the PC after a recommendation from the original instructor. Examinations may be conducted in writing or orally at the discretion of the instructor.

The duration for completing written examination questions for any course may not exceed three (3) hours under any circumstances. Examinations are conducted under the supervision of the instructor, who must remain at the University for the entire duration of the examination.

For answering the questions, specially sealed forms (sheets, questionnaires, etc.) are provided to students by the examiners, under the responsibility of the invigilators in each examination room.

Within fifteen (15) days after an examination, the respective examiner announces each student's grade on the e-class platform, along with the date and time when students may review their papers. Students have the right to request a regrading of their paper according to the procedure determined by the instructor, within five (5) days of the announcement of results.

Within twenty (20) days after the examination, the instructor submits the grade list electronically to the Secretariat's information system. Submission of paper grade lists to the Secretariat is not permitted, except in case of system failure. Written exam papers are retained by the instructor for one year, after which they are destroyed.

To facilitate examination procedures, the examiner maintains a separate file of the questions set for each examination period.

If a student fails a particular course at least three (3) times, they may request, through an application to the DUPS, evaluation by a three-member committee composed of teaching staff from the same or another department with relevant expertise. The instructor of the course may not participate in this committee. If no committee is convened by the competent authorities within sixty (60) days of the request, the student submits their application to the Ministry of Education, which checks with the Rector regarding the non-implementation of the request. Evaluation by the three-member committee may take place at any time during the academic year.

In case of failure, the student continues their studies and takes the course examination as usual. If they fail three (3) more times, the same procedure is followed again, as long as they maintain student status. In the case of failure in an elective or elective-mandatory course, the student must either retake it in subsequent semesters or replace it with another elective course.

Alternative assessment methods, such as conducting written or oral examinations using electronic means to address emergency needs or circumstances of force majeure, may be determined by a decision of the University Senate, following a recommendation from the PC.

Article 40: Examination Schedule

The examination schedule is prepared by the person responsible for the examination program, who is appointed by the School Assembly. The schedule includes, for each course being examined, the date, time, and location of the examination. It is published on the UPS website under the responsibility of the person in charge of the examination program and is sent via email by the UPS Secretariat to the students of the undergraduate program.

Article 41: Margins of Leniency

Instructors of the UPS are expected to demonstrate understanding toward students' learning difficulties, particularly when these are documented through a medical certificate or an assessment by a qualified professional. Instructors must take all measures required by applicable law to ensure fair and equitable treatment for all students.

At a general level, the following specific provisions of leniency apply:

- Grades for examinations and theses are rounded to the nearest whole number.

- Regrading of written exams, assignments, laboratory reports, and theses is permitted in accordance with the procedure described in this regulation (Article 41).
- In courses with a mandatory laboratory component, the maximum number of absences allowed for each student is announced by the instructor on the course website. In any case, absences may not exceed 20% of the total laboratory sessions. Students who exceed this limit are not permitted to take the laboratory portion of the course assessment.

Article 42: Regrading

UPS students have the right to review their written examination papers exclusively within five (5) days from the announcement of the results, in order to request a potential regrading by the examiner before the grade is entered into the information system.

Article 43: Midterm Examinations (Progress Tests)

In courses without a laboratory component, instructors may introduce midterm examinations (progress tests) to encourage students to plan their study schedules more effectively. These tests also help students identify in a timely manner the areas in which they face difficulties or weaknesses, allowing them to focus their efforts accordingly. The timing of the midterms and the weight of their grades in the calculation of the final course grade must be communicated to students enrolled in the course during the first week of classes.

Article 44: Assignments

Within courses, instructors may assign students either mandatory or optional assignments related to the content of the course. The timing, deadlines, and number of assignments must be communicated to students enrolled in the course during the first week of classes. Assignment deadlines cannot coincide with examination periods. Assignments may be individual or group-based. Regarding the scheduling of assignments, the provisions of this regulation apply.

When grading assignments, instructors must take into account the originality of the work and ensure that any instances of plagiarism or copying from other sources are identified. Instructors may also set dates on which students are orally examined on the subject of their assignment.

Depending on the nature of the course, the instructor may opt to assign substitute assignments instead of carrying out the final exams, to all students enrolled in the course. In such cases, no end-of-semester examinations are held. If substitute assignments are offered during the semester, the instructor must ensure that either the course is examined through written exams during the September examination period or a new substitute assignment is provided.

In courses where assignments are mandatory and the final grade is calculated as a weighted average of assignment grades and the final examination grade, the instructor has the discretion to assign additional work in preparation for the September examination period. If no additional assignment is given, the grade a student received for the assignment during the semester applies. In all cases, the procedure for assigning and evaluating assignments must be communicated by the instructor at the beginning of the semester.

Article 45: Recognition of Courses

Students admitted to the UPS have the right to request recognition of courses they have successfully completed and passed at another higher education institution. Recognition of courses is granted by the PC, and students are exempted from taking the examinations or completing the exercises for the courses already completed at their previous institution.

Course recognition by the PC is carried out upon submission of a request by the student to the UPS Secretariat and following a recommendation from the instructor(s) responsible for the corresponding course.

Article 46: Grading

The overall performance of a student in a course, internship, or thesis is graded in whole numbers, with the grading scale for overall performance ranging from zero (0) to ten (10). Midterm examinations, progress tests, assignments, or exercises may be graded in non-integer units at the discretion of the instructor. The minimum passing grade is set at five (5).

CHAPTER 4: THESIS PROJECT

Article 47: General Framework and Purpose

In order to complete their studies, every undergraduate student is required to undertake a Thesis Project in the final semester of studies (8th for full time students) and carries a total of 15 ECTS credits. The topics of Thesis Projects fall within areas related to the knowledge domains covered by the Department of Informatics and Telematics, particularly aligned with the Department's research activities. Each Thesis Project is completed individually by the student and may be submitted and graded no earlier than the 8th semester.

The purpose of the Thesis Project is to engage students in an in-depth exploration of a contemporary research area in Information Technology and its applications, combining literature review, development, and the study of a system, tool, or methodology. During the preparation of the Thesis Project, students are expected to apply the knowledge and skills acquired throughout their studies. Through the Thesis Project, students gain the opportunity to develop critical and synthetic thinking in research and scientific topics, and to produce a comprehensive document that fully describes the work they have undertaken.

For these reasons, great emphasis is placed on the quality of Thesis Projects, which aim to equip students with substantial knowledge and skills while motivating them to explore innovative solutions to problems. The Thesis Project also serve as an excellent preparation for the student's future professional and research career in the field of Informatics.

Article 48: Assignment

Thesis Projects are assigned to students in the 7th semester or higher who have at most two mandatory courses outstanding up to the 5th semester. By decision of the PC, the number of courses and the reference period may be adjusted depending on circumstances.

Students in the 8th semester (regular progression) may undertake a Thesis Project, which must be completed no earlier than the September examination period of the same academic year. Students who have exceeded the 4th year of study may undertake a Thesis Project and are allowed to complete it within one semester.

During the first ten days of October and March, the UPS website or another online platform publishes proposed Thesis Project topics by instructors, including a brief description of the methodologies to be applied, expected results, required background knowledge, and any prerequisite courses that must have been successfully completed for a student to undertake the project.

Each faculty member (full-time teaching or research staff, or external instructor fully assigned to a course in the UPS) must propose at least five different topics per period, in accordance with instructor obligations. In any case, the PC ensures that all students who meet the prerequisites are provided with a Thesis Project topic. Proposed topics may be posted at any time. Instructors are responsible for removing topics from the list that are already being undertaken by students or topics they no longer wish to supervise.

Thesis Projects may also be conducted in collaboration with private or public organizations. These are hereinafter referred to as Thesis Projects in collaboration with external organizations (TPCO). For TPCO projects, the collaborating organization, the contact person, and the framework of collaboration with the UPS are publicly indicated.

The Department, through the Dean, may also propose Thesis Project topics concerning technologies or systems that the Department or University wishes to develop and deploy. In such cases, any code developed during the Thesis Project must be made freely available in an open-source electronic repository.

Beyond the topics proposed by instructors, students may propose a Thesis Project topic in collaboration with a supervising instructor, aligned with their profile and interests in the field of IIT. In such cases, all conditions outlined in the previous article must be met. If a topic originates solely from the student's proposal, it is published following the instructor's recommendation to the PC and may not be assigned to another student.

During the third ten days of October and March, instructors inform the UPS Secretariat about the students to whom they have assigned Thesis Projects. During these periods, students who have already taken a project may request a change of topic or supervisor. A change of topic requires the agreement of the supervisor. A change of supervisor requires the agreement of both the current and the new supervisor. These procedures may be conducted via a suitable online platform maintained by the Department or University.

The final assignment of Thesis Projects by topic, supervisor, and student is made by decision of the PC. At the same time, the PC appoints a three-member advisory and examination committee for each Thesis Project, with the supervisor serving as a member and coordinator. A faculty member from another department of the University or another university may also participate in the committee. For TPCO projects, in addition to the three-member examination committee, an external advisor from the collaborating organization is appointed, without grading rights.

Thesis Projects are individual or may be undertaken by a maximum of two students. If two students collaborate on a project in the same area, the contribution of each student must be clearly delineated in the written report, oral examination, and grading.

Article 49: Completion and Structure of the Thesis Project

During the performance of the Thesis Project, each student must adhere to the rules of collaboration with their supervisor regarding work meetings, identification of reference material, methodology, timeline, and the nature of deliverables. The Thesis Project document must be written in English. The Thesis Project is equivalent to 15 ECTS credits in terms of the requirements for graduation, corresponding to an effort of approximately three man-months. The following steps must be completed during the execution of the Thesis Project:

- Definition of the problem to be addressed in the project and explanation of its significance (including relevant literature).
- Reference and analysis of the methodology to be applied to solve the problem (e.g., literature review, development of a prototype application/system, performance study of an application/system, user acceptance study, product/technology evaluation, etc.).
- Description of the process followed to address the problem.
- Description of the final result/product.
- Evaluation of the final result/product.

In exceptional cases, the deadline for completion of the Thesis Project may be extended by one semester, following a decision of the PC upon the student's request and a recommendation from the supervisor. After the completion deadline or in the event of an unsuccessful evaluation, the assignment is canceled, and the student must select a new Thesis Project following the procedure described in the previous article.

- The structure of the Thesis Project document should include:
- Cover page
- Acknowledgments / Dedications
- Summary in English (up to one page)
- Table of contents
- List of tables and figures
- Introduction
- Main body of text (organized into chapters 1, 2, etc.)
- Conclusions
- Appendices (A, B, etc.)
- Terminology table (glossary of terms)
- Bibliography

The summary must provide a clear and concise description of the content without repeating the title, including tables, figures, formulas, literature references, or topics not appearing in the main body of the Thesis Project.

The introduction must include:

- a) A clear definition of the problem addressed by the Thesis Project,
- b) The methodological approach used to address it,
- c) The current state-of-the-art in the relevant scientific area,
- d) A concise overview of the results of the Thesis Project.

The main body should provide a detailed analysis of the methodologies and/or systems developed, their application to the problem, and the results obtained. At least one distinct chapter should be dedicated to each of the steps 2 through 5 listed above.

The conclusions should summarize the main findings and contributions of the Thesis Project and provide recommendations for further research.

Article 50: Evaluation and Defense of the Thesis Project

The completion and submission of the Thesis Project take place during the respective examination period. The final document must be submitted by the student to the Three-Member Examination Committee at least fifteen (15) days prior to the defense.

The evaluation of the Thesis Project is based on the completeness of its content in relation to the steps and structure described in Article 48, the degree to which it meets the requirements of the topic, and the success of the oral presentation and defense. The Thesis Project presentation is conducted using electronic slides and may be held via videoconference.

Students must electronically notify the UPS Secretariat of their intention to present the Thesis Project, provided they meet the prerequisites and their supervising instructors give their consent. Compliance with the prerequisites is verified exclusively by the Secretariat. The defense is public and takes place before the Three-Member Examination Committee, chaired by the supervisor. The presentation lasts twenty (20) minutes, followed by questions from the committee members.

In the case of Thesis Projects in collaboration with external organizations (TPCO), the external advisor submits a brief report to the Three-Member Examination Committee regarding the achievement of the project's objectives and may attend the defense to ask questions of the student.

The grade of the Thesis Project is the average of the grades assigned by the three examiners. The committee must evaluate, among other aspects, the originality of the project and the methodology applied to achieve the results. In the event of an unsuccessful evaluation, the Thesis Project is returned to the student for revision, and the defense is repeated in the next examination period. If the student fails again, they are required to undertake a new Thesis Project.

Following a successful defense, the student must submit the Thesis Project to the Library and Information Center of Harokopio University, following the instructions provided on the library's website.

Article 51: Intellectual Property and Plagiarism in the Thesis Project

The Department's and University's Code of Academic Integrity governs issues of intellectual property and plagiarism. In the case of Thesis Projects in collaboration with external organizations (TPCO), intellectual property rights related to sources and/or results may be specified in a private agreement signed by the parties involved, as applicable. Among other provisions, such an agreement may define sensitive or confidential data that may be presented during the Thesis Project defense but are not to be included in the written document.

CHAPTER 5: INTERSHIP

Article 52: General Provisions

Students of the UPS may undertake an Internship (Practical Training) at host organizations, which may include public services, private-law or public-law legal entities, under the supervision of an instructor of the study program, provided that the internship is included in the relevant curriculum and is carried out in accordance with the applicable Internship Program. Internships may also be conducted at organizations abroad, provided that effective supervision of the educational process can be ensured.

For the internship, an Internship Agreement is concluded between the Higher Education Institution (HEI), the student, and the host organization. Successful completion of the internship results in the award of the number of ECTS credits determined by decision of the SST.

By decision of the University Senate, the Internship Regulation is approved as a distinct part of the HEI's internal operating regulations. This Regulation defines matters related to the coordination, operation, organization, implementation, supervision, and evaluation of internships per study program, the appointment of the Institutional Internship Coordinator, the responsibilities of the Internship Coordinator, the Internship Committee, and the Supervisors, the rights and obligations of intern students,

cooperation with host organizations and their obligations, the procedure for changing host organizations, the standard internship agreement, the facilitation of students with disabilities and special educational needs during the internship, as well as any other matter necessary for the implementation of the Internship Program.

Article 53: Purpose

The internship comprises a series of educational activities with clearly defined objectives and predetermined assessment strategies, aiming to provide students with work experience and professional skills in the fields of IT. Through supervised practice, students gain exposure to the profession and become familiar with their future professional responsibilities.

The internship enables UPS students to apply their theoretical knowledge in a controlled yet authentic work environment. Students participate in tasks and activities at host organizations, contribute new ideas and perspectives, work within the operational constraints of the host institutions, and manage situations and challenges they encounter. Through the internship, the connection between the UPS and the labor market is also strengthened.

Article 54: Timing and Duration

The Internship (Practical Training) is carried out on specific dates, which are determined annually by decision of the PC in accordance with the decisions of the School Assembly.

Article 55: Organization and Supervision

The School Assembly appoints the Internship Committee and the Internship Appeals Committee, the Departmental Internship Coordinator, as well as the Academic Internship Supervisors, who cooperate with the Institutional Internship Coordinator and the University Internship Office for the organization and supervision of the Internship.

The Departmental Internship Coordinator organizes and coordinates the implementation of the Internship. More specifically, the Coordinator is responsible for:

- identifying new Internship positions relevant to the academic field of the Department,
- assessing the suitability of Internship Host Organizations,
- informing Internship Host Organizations about the procedures followed,
- conducting the final evaluation and ranking of interns, following joint assessment of relevant data provided by the Supervisors, the Host Organizations, and the students themselves,
- informing the Department Secretariat of the successful completion of the Internship.

The Academic Supervisor acts as a liaison between the University and the Host Organization, providing guidance to students and ensuring the smooth conduct of the Internship. The Supervisor is a member of the Department's academic or laboratory teaching staff. More specifically, the Supervisor's role includes:

- being informed about the students' scope of work,

- monitoring students' compliance with their obligations and assessing their participation in the Internship,
- cooperating in the resolution of any issues that may arise, both with the students and with the Host Organizations.

Article 56: Internship Host Organizations

Internship Host Organizations may include Public Services and Organizations, Legal Entities of Public Law, Legal Entities of Private Law, International Organizations, Non-Governmental Organizations (NGOs), as well as enterprises in Greece or abroad.

The Internship Host Organization contributes, to the greatest extent possible, to the high-quality education and training of the participating students. The Host Organization appoints a representative with sufficient experience in the subject area of the Internship, who is responsible for:

- supervising the students' Internship,
- cooperating with the Academic Supervisor (from the School/Department) to ensure the effective training of the students,
- submitting proposals for improving Internship conditions.

At the end of the Internship period, the Host Organization is required to submit to the Scientific Coordinator of the Internship and/or the Internship Office all necessary documentation specified by the Department (e.g., evaluation reports for the intern and for the Internship Program).

Article 57: Selection Criteria for Interns

Interested students enrolled in the 8th semester may participate in the Internship (Practical Training) provided that they owe no more than four (4) courses within the reference period covering the 6th semester. In their applications, students indicate three (3) Internship positions, ranked in order of preference.

Student applications are prioritized based on:

- the percentage of courses successfully completed, and
- the grade point average of those courses, calculated up to and including the semester considered for the above criterion.
- Students are ranked according to a selection coefficient, which for each student is calculated as follows:

$$B_i = \frac{1}{N_i} \sum_{c=1}^{M_i} \beta_c$$

with:

- M_i being the number of successfully completed courses,
- N_i the total number of courses within the study period of the student up his/her semester of study,

- β_c the grade at course c

In case of two or more students achieving the same selection coefficient, the final ranking is determined based on the average grade of compulsory laboratory courses within the corresponding reference period. If a tie still persists, the ranking is determined by lottery, conducted in the presence of the students concerned.

The School Assembly appoints an Internship Committee, chaired by the Internship Coordinator. The Committee evaluates, assigns points to, and ranks the applicants based on the selection criteria, and subsequently matches each applicant to an Internship Host Organization.

The student with the highest selection coefficient is assigned to their first-choice position. The student with the second-highest coefficient is assigned to their first-choice position, provided it has not already been filled by the highest-ranked student; otherwise, they are assigned to their second-choice position, and so on.

The provisional ranking list is forwarded to the Internship Host Organizations, which may approve or reject the proposed interns, potentially following an interview process. If a student is rejected, the Committee assigns them to their second-choice position, provided it has not already been filled at the previous stage. If the second-choice position is unavailable, the student is assigned to their third-choice position. If none of the selected positions are available, the student does not participate in the Internship.

The Committee also prepares a supplementary list, which is forwarded to the Internship Host Organizations. These organizations may approve or reject additional interns, possibly following interviews. Students not selected at this stage do not participate in the Internship.

Exceptions to the above procedure may apply only in exceptional cases and following a duly justified decision of the School Assembly. After the publication of the official announcement regarding the Department's Internship Program, students who already meet the above requirements may submit an application to participate.

Article 58: Rights and Obligations of Interns

Taking into account Article 21 of the Constitution, which concerns the protection of socially vulnerable groups, as well as Article ΣΤ.1 of Law 4074/2012 (Government Gazette 88/A) "Ratification of the Convention on the Rights of Persons with Disabilities and its Optional Protocol," it is stipulated that students suffering from serious illnesses, as specified in Law 3557/2019 (23-09-2019), may participate in the Internship Program, occupying 5% of the positions allocated to the Department, in proportion to the established 5% quota for admission to Higher Education of persons with serious illnesses (Article 35 – Law 3794/2009).

Participation under this provision is subject to the submission of a valid Medical Committee Certificate at the time of application to the Internship Office, in accordance with the disability certification system in force during the year of application.

If the number of applications in this special category exceeds the positions corresponding to the 5% quota, candidates are evaluated based on the selection criteria defined in Article 56.

If the number of applications in the special category is lower than the allocated positions, the remaining positions may be filled by candidates from the general category, and vice versa.

The intern is required to comply with all safety regulations, workplace rules, and internal policies applicable to the personnel of the Internship Host Organization. Unjustified absences or violations of workplace regulations may lead to the termination of the Internship.

At the conclusion of the Internship, the intern is obliged to submit any documents or deliverables requested by the Internship Coordinator or the Internship Office, such as, indicatively, an activity log, an Internship Program evaluation form, or other relevant documentation.

Upon completion of the Internship, the Host Organization submits a certificate of completion, and the student submits electronically to the Secretariat the required evaluation questionnaires and a final activity report, which is also communicated to the Academic Supervisor, who is responsible for its assessment and grading.

For the Internship to be considered successfully completed, the student must also submit all deliverables specified by the Internship Office of Harokopio University.

In cases where the Department or the Institution maintains an online platform supporting the Internship Program, all relevant procedures are carried out through that platform.

Article 59: Insurance and Remuneration

During the period of the Internship (Practical Training), students are mandatorily covered by the corresponding insurance type with the competent insurance provider against the risk of occupational accidents, whether the Internship is carried out in private or public sector organizations. This is covered by either the hosting organization or the University, with no additional cost for the students.

CHAPTER 6: STUDENT MOBILITY

Article 60: General Provisions on Student Mobility

Students of the UPS have the right to participate in mobility programs either domestically or abroad. Mobility programs include student transfers and/or exchanges under European programs, initiatives of European universities, or bilateral agreements between domestic and foreign universities, as well as movements carried out under internal mobility programs in accordance with applicable law. The details, framework, and procedures for recognition of ECTS credits are determined by the Mobility Coordination Committee of the Department.

Article 61: Selection Criteria for Outgoing Students

UPS students who have completed their first year of studies are eligible to participate in mobility programs, provided that they meet the specific selection requirements of each mobility framework. The detailed criteria for selection are specified in the inter-university agreements signed by the Department.

In any case, the results of the selection process, as well as the selection and ranking criteria, are made publicly available on the UPS website, while the university-level requirements are posted on the University Mobility Office's website.

Before departing for the Host University, students must inform the University in detail about the activities they plan to undertake abroad, the academic credits (ECTS) they intend to earn, and the potential equivalence with courses in the Department's curriculum. The PC approves this plan based on the existing Study Agreements.

Article 62: Rights of Students Participating in Mobility

UPS students participating in mobility programs may be exempted from paying tuition or fees at the host university for registration, examinations, and access to laboratories and the library, if such provisions are included in the inter-university mobility agreement. They are also entitled to full academic recognition by the home university for activities successfully completed during the mobility period, in accordance with the Learning Agreement.

Students participating in mobility are issued a transcript of records for their activities abroad, covering the completed studies or work, signed by the host university or organization. The transcript records the outcomes, ECTS credits, and grades achieved. If the placement was not part of the standard study program, the relevant information will be recorded at least in the diploma supplement. The host university or organization must treat mobility students equally to local students and provide the same services.

Students participating in mobility may retain any student scholarships or loans they have received from their home country for the duration of their stay abroad.

Article 63: Student Mobility – Information

The Department, in collaboration with the competent Mobility Offices (Career Office, Erasmus Office), is responsible for informing students (incoming and outgoing) about all available inter-university mobility agreements and the conditions for their implementation.

To this end, the UPS website must publish all inter-university agreements, mobility opportunities, and funding possibilities, under the responsibility of the relevant mobility office. At the beginning of each academic year, during the freshman orientation sessions, detailed information is presented to incoming students about mobility opportunities and the framework governing them, as defined by this regulation.

CHAPTER 7: AWARDING OF DEGREES

Article 64: Degree Classification

Students are eligible for a degree upon successful completion of their studies in accordance with the following article.

The degree grade is calculated using the formula:

$$G = \frac{\sum_{c=1}^N w_c \beta_c}{\sum_{c=1}^N w_c}$$

where

- N is the total number of courses in which the student has passed
- w_c is the weighting factor of course c
- β_c is the grade obtained in course c .

The weighting factors are determined by decision of the School Assembly.

The resulting degree grade is rounded to the second decimal place and classified according to the following scale:

- Excellent (Άριστα): 8.45 – 10.00
- Very Good (Λίαν Καλώς): 6.95 – 8.44
- Good (Καλώς): 5.00 – 6.94

Article 65: Completion of Studies – Graduation

The UPS awards degrees with title “BSc in Information Technology”

Students complete their studies and are conferred the status of graduates once they have successfully passed all courses required by the UPS and have accumulated the required number of ECTS credits (240 ECTS) for the award of the degree.

The date of graduation is defined as the end date of the examination period of the respective Department. In cases where the study program includes a Thesis Project, the date of graduation is considered to be the date of completion of the examination of the Thesis Project during the examination period in which the student participated.

Students who have completed their studies according to the above provisions are entitled to a certificate of completion of studies in English.

Article 66: Degree Award – Graduation Ceremony

The degree is a public document, and its official format is determined by a decision of the Senate. The degree is awarded within three (3) months following the successful completion of studies and the official

declaration of the student as a graduate. The award takes place during a formal graduation ceremony, in the presence of the Rectorate Authorities, the Dean and the DUPS.

Graduation ceremonies are held after the June, September, and January–February examination periods. The exact date of the ceremony is determined by the Rectorate Authorities and is announced on the University’s website at least three (3) weeks in advance.

To participate in the ceremony and receive the degree, graduates must submit a graduation application to the UPS Secretariat, on announced dates. Potential graduates must settle any pending financial obligations by the application deadline as well as other academic prerequisites. e.g. completing any required questionnaires on studies and educational experience.

During the ceremony, the graduation oath is recited, which may include an invocation to God. The text of the oath is recited by the student with the highest degree classification in the UPS, according to their preference (regardless of the official date of graduation and duration of studies). In cases where the ceremony involves multiple Departments, the oath is recited by the student with the highest degree classification among all participating Departments.

Graduates take the oath raising their right hand and are called in alphabetical order. The text of the oath is determined by the University. Participation in the graduation ceremony is not a formal requirement for successful completion of studies, but it is a prerequisite for the issuance of the degree certificate. For special reasons, a graduate may request the issuance of the degree without attending the ceremony, provided they have submitted a graduation application and resolved any pending obligations.

The degree is issued in English. The graduate receives two (2) certified copies of the degree and two (2) transcripts. The degree is signed by the Rector, the Head of the Department, the DUPS, and the UPS Secretary, and bears the University seal.

HELLENIC REPUBLIC



HAROKOPIO UNIVERSITY OF ATHENS

AWARDS THIS DEGREE

TO:

FOR SUCCESSFULLY COMPLETING ALL PRESCRIBED ACADEMIC OBLIGATIONS OF THE
FOREIGN LANGUAGE UNDEGRADUATE PROGRAM OF STUDIES

INFORMATION TECHNOLOGY

OF THE SCHOOL OF DIGITAL TECHNOLOGY

HAVING RECEIVED THE GRADE POINT AVERAGE OF

.....

ATHENS,

THE RECTOR OF THE
UNIVERSITY

.....

THE HEAD OF THE
DEPARTMENT

.....

THE DIRECTOR OF THE
FOREIGN LANGUAGE
UNDERGRADUATE
PROGRAM

.....

THE HEAD OF THE
DEPARTMENT'S
SECRETARIAT

.....

DEGREE REF:.....

REG. NUMBER:

Article 67: Diploma Supplement

The Diploma Supplement is attached to the degree awarded by the ups and provides information about the nature, level, broader educational context, content, and status of the studies successfully completed by the graduate.

Students who wish to do so may have one of the following specializations indicated on their transcript and Diploma Supplement, provided they have successfully completed the required courses:

- (a) Data Management,
- (b) Systems and Application Development, and
- (c) Information Systems and Technology Management.

In order for a specialization to be recorded, the student must have successfully completed four specialization courses, as determined by the decisions of the competent governing bodies of the Department.

The Diploma Supplement does not contain evaluative judgments, nor does it include statements of equivalence or recognition, or suggestions regarding the international recognition of the degree. It is issued automatically and free of charge to the student in both Greek and English.

- Among other things, the Diploma Supplement contains information regarding:
 - Student identity (full name, student ID number, etc.)
 - Type of studies
 - Level of the degree
 - Content and learning outcomes achieved, including:
 - Program requirements
 - Program details (with ECTS credits)
 - Internship provider (if applicable)
 - Thesis Project title
 - Grading system and grade distribution scale
 - Opportunities offered by the degree
 - Additional information
 - Certification of the supplement

Article 68: Digital Certificates of Degrees via gov.gr

Harokopio University, in accordance with legislation, may provide digital services related to the issuance of degree certificates via the information system gov.gr, at the link: <https://ptyxia.gov.gr>. Through the same link, graduates also have the ability to verify the authenticity of the document.

CHAPTER 8: EVALUATION OF THE UPS

Article 69: General Provisions

The UPS is evaluated annually by students and faculty through questionnaires. The UPS is reviewed and updated each year before the start of the next academic period by decision of the School Assembly, following recommendations from the PC.

At the end of each semester, the program, each course, and each instructor are evaluated. Evaluation focuses on:

- Academic profile and learning outcomes
- Structure and organization of the program
- Quality of teaching
- Faculty qualifications
- Quality of research
- Integration of teaching and research
- Market demand for graduates' skills
- Quality of support services
- Student evaluations are anonymous and conducted via the information system. They are mandatory for all courses. Students assess:
 - Clarity of objectives
 - Effectiveness of teaching materials
 - Instructor's ability to engage students' interest
 - Encouragement of questions
 - Instructor accessibility
 - Organization and presentation of the course
 - Consistency of the instructor
 - Examination and evaluation criteria

Students may also provide free-text comments and suggestions for improving the educational process. Evaluation of internships and thesis projects is also mandatory. Questionnaires are prepared by the Department Quality Assurance Unit in collaboration with the University's Quality Assurance Office.

At the end of each academic year, the Quality Assurance Unit summarizes the evaluation results by course and instructor, highlighting strengths and weaknesses and proposing corrective measures. The report also

includes the program's responsiveness to previous recommendations from internal and external evaluators. Results are approved by the School Assembly and published on the Department website.

The program implements internal and external evaluation processes and quality assurance and certification procedures as required by current legislation. The evaluation process follows the Internal Quality Assurance System Manual, national legislation, and the guidelines of the Hellenic Authority for Higher Education.

Article 70: Monitoring Student Progress

At the end of each examination period, the Quality Assurance Unit presents to the School Assembly statistics extracted from the Secretariat's information system, including:

- Pass rates per course
- Average grades per course
- Number of students from previous years who have not passed
- Other statistical data relevant to monitoring student progress

Statistics are also collected for other program activities such as internships, thesis projects, and student mobility. These statistics form part of the annual internal evaluation. The Quality Assurance Unit maintains an archive of current and past years' statistics, which, together with course evaluations by students, is used to identify program strengths and weaknesses and inform recommendations regarding UPS quality.

Article 71: Program Revision

Every two years, the PC reviews:

- The institution's strategic plan
- Student evaluation results
- External evaluations of the program, if available
- Reports from external bodies regarding research and labor market trends in the department's fields
- Program completeness
- Relevant legislative framework and constraints on program structure (e.g., the expected workload based on ECTS)

The Committee submits proposed changes to the School Assembly, providing detailed justification for each recommendation.

For major changes (e.g., course removals or additions), the proposal also specifies transitional arrangements for students from previous cohorts.

The School Assembly approves the changes and forwards the decision to the appropriate University authorities for further approval. After completion of the approval process, the Department issues the updated Study Guide and corresponding ECTS guide, submits them to the University Quality Assurance

Office to verify compliance with minimum standards, and obtains final approval from the University Senate.

The updated guides are published on the UPS website in both English and Greek to inform current students as well as incoming exchange students. Changes are also communicated to the UPS Secretariat to ensure updates in the Student Information System and the corresponding student obligations for degree completion.

Minor changes (e.g., syllabus updates, course renaming or update) in writing by the respective instructor to the PC which collects requests and presents them at the start of each academic year to the School Assembly for approval. The School Assembly approves the changes, forwards the proposal to the University Quality Assurance Office for review, and obtains final approval from the University Senate. The same update and publication procedure as described above is then followed.

Article 72: Other Matters

Matters not addressed by current legislation, University regulations, or this internal regulation are resolved by decisions of the School Assembly.