REGULATION OF THE POSTGRADUATE STUDIES PROGRAM

"Applied and Clinical Dental Sciences"

SCHOOL OF DENTISTRY

ARISTOTLE UNIVERSITY OF THESSALONIKI

(according to Law 4957/2022)

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GENERAL PROVISIONS

The second cycle of study consists of attendance in a Postgraduate Studies Program (M.Sc.) and is completed with the award of a Master's Degree (M.Sc. Diploma).

These Postgraduate Studies Regulations supplement the provisions of Chapter IX [Organization and Operation of Second and Third Cycle Study Programs] of Law 4957/2022 (Government Gazette 141/t.A'/21-7-2022): "New Horizons in Higher Education Institutions: Enhancing quality, functionality, and the connection of H.E.I.s with society and other provisions", as well as the Internal Regulations for Postgraduate Studies Programs of Aristotle University of Thessaloniki (AUTH).

The provisions of these Regulations specify and supplement the legislative framework governing postgraduate studies and regulate issues concerning the structure, organization, and operation of the M.Sc. Program "Applied and Clinical Dental Sciences" of the Department of Dentistry. For any matter regarding the M.Sc. that is not covered by these regulations, decisions are made by the Departmental Assembly following a recommendation by the Steering Committee (S.C.), in accordance with the applicable legal provisions.

ARTICLE 1: SUBJECT MATTER – PURPOSE OF THE M.Sc.

The Department of DENTISTRY of the School of HEALTH SCIENCES organizes and operates an M.Sc. titled "Applied and Clinical Dental Sciences".

The purpose of the M.Sc. is to meet the need for high-level Postgraduate Studies in the Department of Dentistry. Specifically, its goal is the advancement of knowledge and the development of research in the academic fields of the M.Sc. specializations, the satisfaction of the educational, research, societal, and developmental needs of the country regarding these specific scientific branches, and the production and dissemination of knowledge, know-how, methodologies, tools, and research findings within the respective scientific domains.

The M.Sc. provides two (2) specializations:

a) Endodontology

b) Applications of Biomaterials and Digital Technologies in Dentistry

The objectives of the **"Endodontology"** specialization are:

1. To train dentists in a manner that turns them into specialists with comprehensive knowledge in the field of Endodontology.
2. To train them in the ability to seek additional knowledge and education throughout their careers.
3. To produce educators in Endodontology who are capable of clinical teaching.

4. To train scientists capable of conducting scientific and research work.
5. To educate high-level scientists capable of contributing at a clinical level to this specific scientific field by providing high-quality dental care, and who are capable of collaborating and communicating with a team of other specialists for the comprehensive management of complex patient cases.

The objectives of the **"Applications of Biomaterials and Digital Technologies in Dentistry"** specialization are:

1. To promote knowledge and develop research in the scientific fields of biomaterials and digital technologies.
2. To produce scientists capable of coordinating and implementing research protocols and, in general, managing issues related to new technologies and applied biomaterials.
3. To train high-level scientists possessing the knowledge, expertise, and skills necessary to pursue an academic career or be employed in research centers or private companies within Research and Development (R&D) departments.

The learning outcomes and qualifications of those who successfully complete the **"Endodontology"** specialization are as follows:

1. In-depth knowledge of the biological principles governing the clinical practice of Endodontology.
2. Development of scientific thinking and cultivation of a research culture.
3. Understanding and application of advanced principles and techniques in Endodontology.
4. Diagnosis, treatment planning, and management of complex and complicated endodontic cases.
5. Specialized knowledge and application of advanced technologies and materials in Endodontology.
6. Development of collaborative skills with other health professionals for comprehensive patient care.
7. Development of the ability to manage patients on an ethical and professional conduct basis.

Graduates will be professional endodontists equipped with specialized knowledge and skills to provide high-quality dental care.

The learning outcomes and qualifications of those who successfully complete the **"Applications of Biomaterials and Digital Technologies in Dentistry"** specialization are as follows:

1. Full understanding of the principles, properties, applications, and behavior of biomaterials.
2. Understanding of the interactions between biomaterials and biological systems.
3. Specialized knowledge and application of techniques for the characterization, synthesis, and modification of biomaterials.
4. Knowledge and application of digital technologies in dentistry and medicine in general.
5. Development of problem-solving skills, critical thinking ability, and interdisciplinary collaboration across scientific fields.
6. Competence in ethical matters in science and research, quality systems, regulatory frameworks, and compliance.

Graduates will be able to design and develop new biomaterials oriented toward specific biomedical applications, contributing to cutting-edge research in the field (such as regenerative medicine, drug delivery systems, implantable materials, etc.). They will also be equipped to advance the utilization of new digital technologies and computational tools to achieve optimal material performance, with the potential to drive innovation across various sectors—from nanotechnology to renewable energy sources and biomedical engineering—by continuing their activities in academia or within R&D departments in industry and the private sector.

ARTICLE 2: AWARDED MASTER'S DEGREE TITLE

The M.Sc. awards a Master's Degree (M.Sc. Diploma) titled:

A. **"Master of Science in Applied and Clinical Dental Sciences – Specialization: Endodontology"** (Master of Science in Applied and Clinical Dental Sciences - Endodontology)

B. **"Master of Science in Applied and Clinical Dental Sciences – Specialization: Applications of Biomaterials and Digital Technologies in Dentistry"** (Master of Science in Applied and Clinical Dental Sciences – Biomaterials and Digital Dentistry)

Successful completion of the M.Sc. leads to Level seven (7) of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020 (A' 254).

ARTICLE 3: GOVERNING BODIES OF THE M.Sc.

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

1. **The Senate of the Aristotle University of Thessaloniki**, which is the competent body for academic, administrative, organizational, and financial matters of the M.Sc. programs, and exercises all responsibilities related to M.Sc. programs that are not specifically assigned by law to other bodies.
2. **The Postgraduate Studies Committee of the Aristotle University of Thessaloniki**, which is constituted by decision of the Senate and consists of the competent Vice-Rector, who serves as Chair, as well as one (1) faculty member (D.E.P.) from each AUTH School, and one (1) member representing the categories of Special Teaching Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.), and Special Technical Laboratory Staff (E.T.E.P.) of AUTH. The members of the Committee have experience in organizing and participating in second-cycle programs. The term of office of the Committee is two (2) academic years.
3. **The Departmental Assembly of the Department of Dentistry of the School of Health Sciences**, which has the following responsibilities:

   a) Constitutes Committees for the evaluation of postgraduate student applications and approves their enrollment in the M.Sc.

   b) Assigns teaching duties to the M.Sc. instructors.

   c) Submits proposals to the Senate regarding amendments to the founding decree of the M.Sc., as well as the extension of the duration of the M.Sc.

   d) Formulates examination committees for the defense of postgraduate theses and appoints the supervisor for each thesis.

   e) Verifies the successful completion of studies for the award of the M.Sc. degree.

   f) Approves the annual financial report of the M.Sc., following a proposal by the Steering Committee (S.C.).

   By decision of the Departmental Assembly, the responsibilities under cases (a) and (d) may be delegated to the Steering Committee (S.C.) of the M.Sc.
4. **The Steering Committee (S.C.) of the M.Sc.**, which consists of the Director of the M.Sc. and four (4) faculty members of the Department who have a subject area relevant to that of the M.Sc. and undertake teaching duties in the Program. The members of the S.C. are appointed by decision of the Departmental Assembly and hold the following responsibilities:

   a) Drafts the initial annual budget of the M.Sc. and its amendments—if the M.Sc. possesses financial resources in accordance with Article 84 of Law 4957/2022—and recommends its approval to the Special Account for Research Funds (E.L.K.E.).

b) Prepares the annual financial report of the M.Sc. and submits it for approval to the Departmental Assembly.

c) Approves the execution of expenditures for the M.Sc.

d) Approves the granting of scholarships, compensatory or non-compensatory, as defined in the founding decree of the M.Sc. and the Regulations for Postgraduate and Doctoral Programs.

e) Recommends to the Departmental Assembly the distribution of teaching work, as well as the assignment of teaching duties to the categories of teaching personnel under Article 83 of Law 4957/2022.

f) Recommends to the Departmental Assembly the invitation of Visiting Professors to cover instructional needs of the M.Sc.

g) Prepares plans for curriculum revisions, which it submits to the Departmental Assembly.

h) Recommends to the Departmental Assembly the redistribution of courses across academic semesters, as well as matters related to the qualitative enhancement of the curriculum.

Professors Emeriti of the Department or collaborating Departments may participate in the S.C., provided they deliver teaching work in the M.Sc.

The Director of the M.Sc. and the members of the S.C. are not entitled to remuneration or any compensation for the execution of duties assigned to them related to their administrative functions.

5. **The Director of the M.Sc.**, who is selected from the faculty members (D.E.P.) of the Department with a subject area relevant to the M.Sc., prioritizing the rank of Professor or Associate Professor, and is appointed by decision of the Departmental Assembly for a two-year tenure, renewable without limitation.

   The Director holds the responsibilities provided for in Article 82 par. 4 of Law 4957/2022 and any others specified in the founding decree of the M.Sc.:

   a) Chairs the S.C., drafts the agenda, and convenes its meetings.

   b) Submits proposals regarding the organization and operation of the M.Sc. to the Departmental Assembly.

   c) Recommends to the S.C. and other governing bodies of the M.Sc. and the H.E.I. matters concerning the effective operation of the Program.

   d) Serves as the Scientific Coordinator of the M.Sc. in accordance with Article 234 of Law 4957/2022 and exercises the corresponding responsibilities.

   e) Monitors the implementation of decisions made by M.Sc. bodies and the Internal Regulations for Postgraduate and Doctoral Programs, as well as the execution of the M.Sc. budget.

Administrative Support for the M.Sc. is provided by the Department of Dentistry. The M.Sc. Secretariat is responsible for maintaining student records and grades. It also informs postgraduate students on issues related to the organization and operation of the M.Sc. Finally, it is responsible for preparing matters to be introduced to the Departmental Assembly or the Curriculum Committee.

ARTICLE 4: CATEGORIES OF CANDIDATES FOR ADMISSION

Admitted to the M.Sc. "Applied and Clinical Dental Sciences" are:

A) To the "Endodontology" Specialization:

1. Graduates of Departments of Dentistry of Higher Education Institutions (H.E.I.) in Greece or the European Union.
2. Graduates of Departments of Dentistry of recognized equivalent foreign institutions from non-EU countries, provided that the degree title and official transcript (detailing credit units, analytical grades with a concise description of course content, and an exact description of clinical training for each subject) are written in English or translated into Greek, authenticated by the competent Greek consular authority of the host country in both cases.

The recognition of foreign academic qualifications for admission to a postgraduate program is conducted directly by the Academic Departments. If the first cycle of studies was completed abroad, the candidate is not required to submit an equivalence certificate from DOATAP. Even if an equivalence certificate is submitted, academic recognition remains the responsibility of the Department.

Academic Departments bear responsibility solely for academic recognition of degree titles, not for legal equivalence. DOATAP retains sole responsibility for issuing official legal equivalences.

Applicants who have already applied or are enrolled in an M.Sc. subject to the submission of an individual recognition act from DOATAP are exempted from this requirement, and their application or continuation of studies is examined under the new statutory provisions.

Verification procedure for the general type of first-cycle qualification:

1. *Authenticity is certified:*

1.1. *Via Apostille stamp (Hague Convention).*

1.2. *By submitting the degree along with simultaneous notification to the foreign university by the applicant. This notification is accompanied by an official email from the foreign university granting the Secretariat of the respective Academic Department the ability to verify authenticity.*

2. *If the specialization conferred by the degree is required, verification is performed through its notation on the diploma, transcript, or Diploma Supplement.*
3. *If the grade average is of interest, grade conversion is applied following the procedure published by DOATAP.*
4. *Academic recognition applies exclusively to the specific admission procedure, is ratified by decision of the Departmental Assembly, and is not issued to the applicant as an individual certificate. Candidates desiring a formal equivalence certificate must apply directly to DOATAP.*
3. Graduates of the Military Officers Academy (Dentists) serving in the armed forces (active duty).

B) To the "Applications of Biomaterials and Digital Technologies in Dentistry" Specialization:

1. Graduates of Schools of Health Sciences, Faculties of Science (Departments of Chemistry, Physics, Biology, Materials Science, and related disciplines), Schools of Engineering (Chemical Engineers, Materials Science Engineers), and other relevant departments from domestic or EU universities, as well as graduates of Technological Educational Institutes (T.E.I.) in a related field, in accordance with applicable legislation.
2. Graduates of foreign university departments from non-EU countries, provided that the degree title and official transcript (detailing credit units, analytical grades with a concise description of course content, and an exact description of clinical training for each subject) are written in English or translated into Greek, authenticated by the competent Greek consular authority of the host country in both cases.

   (Verification and academic recognition procedures apply identically as described above for Section A).

ARTICLE 5: NUMBER OF ADMITTED STUDENTS, CRITERIA AND SELECTION PROCEDURE

1. The maximum number of admitted students for all specializations is set at **ten (10)** postgraduate students annually. For the "Endodontology" specialization, the maximum intake is set at **seven (7)** students. For the "Applications of Biomaterials and Digital Technologies in Dentistry" specialization, the maximum intake is set at **five (5)** students.
2. The distribution of admitted students per specialization is specified in each Call for Applications, as decided by the Departmental Assembly following a recommendation by the S.C. If available places in one specialization are not filled, they may be allocated to runner-up

candidates of the other specialization upon recommendation of the S.C. and decision of the Departmental Assembly. One of the admitted students in the "Endodontology" specialization may be an active duty military officer (dentist), provided they fulfill the conditions set forth in the Memoranda of Understanding between the AUTH Department of Dentistry and the Armed Forces General Staffs (HAGS, HAFS, HNGS), as long as these memoranda remain in force.

3. By decision of the Departmental Assembly following a proposal by the Steering Committee, it is possible not to issue a Call for Applications for the "Endodontology" specialization for reasons related to patient flow at the Department of Dentistry and the capacity to provide adequate clinical training to postgraduate students.
4. The Call for Applications is published following a decision of the Departmental Assembly of the Department of Dentistry upon recommendation of the M.Sc. Steering Committee. The Call details the entry requirements, eligible graduate categories, student quota, admission method, selection criteria, application deadlines, and required supporting documentation.
5. Candidates submit their applications to the M.Sc. Secretariat either in printed or electronic format, indicating the Specialization in which they wish to pursue their Postgraduate Studies.
6. Applications must be accompanied by:

   a) Copy of degree/diploma

   b) Official academic transcript

   c) Detailed Curriculum Vitae

   e) Documentation of any professional (clinical), educational, research, or other scientific activity. Clinical experience must be verified by: (a) an operating license certificate for a dental practice alongside service receipts, or (b) a certificate of prior service in a dentist role within the armed forces or public service.

   f) Evidence of adequate proficiency in a foreign language as a mandatory prerequisite, at a level set by the Departmental Assembly. Certification of Good (Level B2), Very Good (Level C1), or Excellent (Level C2) knowledge of English, according to the Council of Europe scale accepted by ASEP. Alternatively, a degree or postgraduate diploma from a Greek University or recognized foreign institution demonstrating successful completion of an English-taught undergraduate or postgraduate program may be submitted.

   g) Evidence of proficiency in other foreign languages at any level.

   h) Foreign candidates, as an essential prerequisite for admission, must submit a certificate of Greek language proficiency (at least Level B2).

   i) Letters of recommendation (optional).

   j) In the case of applying to both specializations, two separate application files must be submitted.

   k) Non-EU national applicants must hold the following upon submission of their application file: a) a university degree equivalent to their chosen specialization (recognized, or with a

pending recognition application at DOATAP), b) certified knowledge of English at a level set by the Departmental Assembly, c) 3 recommendation letters in English from professors in fields relevant to the chosen specialization.

7. Candidate selection for the **"Endodontology"** specialization is based on the joint evaluation of the following weighted criteria:

   a. Overall degree grade: **10%**

   b. Performance in undergraduate courses related to Endodontology and Dental Tissue Biology: **10%**

   c. Other CV credentials: **10%** (post-graduation clinical practice experience, ranking among the top three (3) graduates of their class, certified IT skills, additional foreign languages, attendance at scientific conferences).

   d. Prior research and scientific activity: **10%**

   e. Overall personality and scientific capacity (and Greek language proficiency for foreign applicants), as demonstrated during the interview: **25%**

   f. Scientific competence (written/oral examination) in Endodontology: **35%**

8. Candidate selection for the **"Applications of Biomaterials and Digital Technologies in Dentistry"** specialization is based on the joint evaluation of the following weighted criteria:

   a. Overall degree grade: **10%**

   b. Performance in relevant undergraduate courses (Biology, Materials): **10%**

   c. Other CV credentials: **10%** (ranking among top 3 graduates, certified IT skills, other foreign languages, conference attendance).

   d. Prior research and scientific activity: **10%**

   e. Overall personality and scientific capacity (and Greek language proficiency for foreign applicants), as demonstrated during the interview: **25%**

   f. Scientific competence (written/oral examination) in the subject field: **35%**

   For applicants who have successfully completed another Dentistry M.Sc. program of at least two semesters in duration, an additional 15% is added to the final score resulting from the selection criteria.

9. Candidate selection is carried out by a Three-Member Selection and Examination Committee appointed by decision of the Departmental Assembly.

10. The Three-Member Committee compiles a complete list of all applicants and, following verification, rejects those who do not meet the minimum requirements and invites short-listed candidates who fulfill the prerequisites to an interview.

11. Examinations are conducted in writing or orally by the Selection and Examination Committee. Grading is on a scale of 0-10 and converted according to the weight percentage of the exam.

- Examined subjects for **"Endodontology"**: a) Endodontology, b) Biology, Histology, and Embryology of Dental Tissues.
- Examined subject for **"Applications of Biomaterials and Digital Technologies"**: a) Dental Biomaterials.

12. Any candidacy failing to achieve 50% of the maximum possible passing mark or receiving a grade lower than 5 in the examination is considered unsuccessful.
13. In case of a tie, the candidate with the higher overall undergraduate degree grade is selected. If a tie remains, ranking is determined by performance in courses related to the M.Sc.
14. Upon completion of the procedure, the final list of admitted students per Specialization is drawn up. Remaining vacant places may be filled up to the maximum quota either by appointing runner-up candidates in descending order of total score, or through a supplementary call for applications, following a recommendation by the S.C. and decision of the Departmental Assembly. The final table of successful and runner-up candidates, once ratified by the Departmental Assembly, is posted on the Secretariat notice board and website.
15. Objections regarding results may be filed within five (5) working days following notification of results. Objections are reviewed by an Appeals Committee appointed by the Departmental Assembly. Members of the Selection Committee cannot serve on the Appeals Committee.
16. Enrollment of successful candidates takes place upon relevant announcement by the M.Sc. Secretariat within 15 days. Failure to register within the designated deadline is treated as a refusal of admission and the vacancy is filled by the next runner-up.

ARTICLE 6: DURATION AND TERMS OF STUDY

1. The language of instruction in the M.Sc. "Applied and Clinical Dental Sciences" is **Greek**.
2. The regular study duration leading to the Master's Degree is set at **six (6) semesters** for the "Endodontology" specialization and **three (3) semesters** for the "Applications of Biomaterials and Digital Technologies in Dentistry" specialization, including the time required for thesis preparation and defense.
3. The completion of postgraduate training depends on both accumulating the required European Credit Transfer and Accumulation System (ECTS) credits and the writing and approval of the Master's Thesis.
4. The maximum allowable duration for completion of studies is set at **10 semesters** for "Endodontology" and **5 semesters** for "Applications of Biomaterials and Digital Technologies in Dentistry" by decision of the Departmental Assembly. The Assembly may extend a student's stay beyond these limits following a reasoned proposal by the S.C. This extension cannot lead to a total study period exceeding double the minimum normal duration.

5. Postgraduate students may be granted a temporary suspension of studies upon written application and approval by the Departmental Assembly, which cannot exceed **two (2) consecutive semesters**. During suspension, student status is suspended and the time does not count toward the maximum duration. Upon resumption, students return to regular status with all rights and obligations. Students may also request a study extension to complete coursework or their thesis prior to normal period completion. Following the extension period, failure to complete results in official removal/dismissal by decision of the Departmental Assembly. Applications for part-time study, suspension, or extension must be submitted before the start of the academic semester.
6. A postgraduate student may be dismissed upon recommendation of the Steering Committee and decision of the Departmental Assembly for the following reasons:

   a) Insufficient academic progress (substantiated by non-participation or low performance in course activities/exams).

   b) Inadequate fulfillment of clinical duties (patient treatment).

   c) Conduct violating academic ethics (such as, indicatively and not restrictively, plagiarism or cheating).

   d) Non-fulfillment of financial obligations.

   e) Voluntary withdrawal request by the student.

   If a student fails an examination in a course twice, their progress is deemed insufficient. Prior to referral to the Assembly for dismissal, the student may, upon application, be re-examined by a three-member committee of faculty members appointed by the Departmental Assembly (excluding the original examiner).
7. Postgraduate students enjoy all rights, benefits, and facilities provided for first-cycle undergraduate students, excluding the right to free textbooks. The Department of Dentistry ensures accommodations for students with disabilities or special educational needs.
8. Postgraduate students are required to procure at their own expense specialized equipment and consumables necessary for their clinical and laboratory training. Relevant information is provided by the M.Sc. Secretariat.

ARTICLE 7: TUITION FEES

Payment of tuition fees must be made between October 1–31 for the winter semester and January 1–31 for the spring semester via bank transfer to the E.L.K.E. AUTH account provided by the M.Sc. Secretariat.

Tuition fees are structured as follows:

SPECIALIZATION	TUITION FEES
Endodontology	€3,500 / semester
Applications of Biomaterials and Digital Technologies in Dentistry	€1,500 / semester

Tuition fees for active duty military officers are double the above amounts, as defined in the Memoranda of Understanding between the AUTH Department of Dentistry and the Armed Forces General Staffs.

Postgraduate students who meet the criterion of excellence in their first cycle of studies, corresponding at minimum to a grade equal to or higher than seven and a half out of ten (7.5/10), are eligible for tuition-free attendance based on financial or social criteria. The specific terms and conditions regarding the right to tuition-free attendance in M.Sc. programs are outlined in the applicable legislation as well as in the decision of the Minister of Education and Religious Affairs. Students exempted from tuition fees shall not exceed thirty percent (30%) of the total number of students admitted to the M.Sc., and this exemption applies to participation in a single M.Sc. program. If the number of eligible beneficiaries exceeds the aforementioned percentage, applicants are selected in ranking order starting from those with the lowest income.

The application for tuition fee waiver is submitted following the completion of the student selection process for the M.Sc. specializations. Under no circumstances shall an applicant's financial situation constitute a reason for non-selection to an M.Sc. program. Those receiving a scholarship from another source are not eligible for a fee waiver. The selection of students exempted from tuition fees is carried out by a three-member committee appointed by the Departmental Assembly. The committee may request from applicants seeking a waiver any supporting documentation beyond those substantiating their financial and family status and excellence.

ARTICLE 8: RIGHTS AND OBLIGATIONS OF STUDY

Postgraduate students enroll and participate in postgraduate programs under the terms and conditions provided for in the Postgraduate Studies Regulations. Postgraduate students possess all the rights, benefits, and facilities provided for first-cycle undergraduate students, excluding the right to free textbooks. The Department is obliged to ensure accommodations for postgraduate students with disabilities and/or special educational needs. Postgraduate students admitted to the M.Sc. are required:

- To attend M.Sc. courses regularly. Attendance of courses and practical exercises is mandatory. Deviations are permitted only for serious, substantiated reasons. Absences exceeding 20% in any course are not allowed.
- To participate in all educational and research activities.
- To submit course registration forms on time each semester.
- To submit the assignments required for each course within the specified deadlines.
- To attend examinations.
- To submit to the Secretariat, along with their master's thesis under evaluation, a solemn declaration stating that it contains no elements of plagiarism.
- To pay tuition fees within the designated dates.
- To have settled all financial obligations, as well as any other obligation toward the Institution, prior to the graduation ceremony. Otherwise, they will not have the right to participate in the graduation ceremony and/or receive their Master's degree diploma.
- If they have received a scholarship, to offer reciprocal service, provided this is stipulated (tutorial teaching, contribution to the library and research, and wherever required across University services).
- Simultaneous enrollment in an undergraduate study program and a postgraduate study program, or in two (2) programs of the same or another Department, of the same or another H.E.I., is permitted.
- To respect and abide by the decisions of the postgraduate governing bodies, as well as academic ethics. Failure to adhere to the above, without documented justification, may lead to failure in a course or exclusion from the program.

Non-compliance with all of the above without a serious and documented justification constitutes grounds for the dismissal of the postgraduate student from the program.

STUDENT GRIEVANCE MANAGEMENT MECHANISM

Postgraduate students may express any grievance or objection related to their studies, for which the grievance management mechanism is implemented. The objective is the qualitative enhancement of the M.Sc. operation with full respect for all parties involved in the educational and research process, and even more so for its recipients, to whom it owes accountability. This specific procedure applies to all grievances/objections concerning the quality of educational, research, and administrative services provided by the Department.

A **Grievance** is defined as an expression of dissatisfaction (oral or written) by a student of the Department, due to disappointed expectations regarding the quality level of the provided services. An **Objection** is defined as any written and formal statement of doubt or disagreement on the part of the student regarding a decision taken by the competent body of the Department concerning their submitted request.

The grievance management policy is addressed to active postgraduate students and aims to resolve disagreements or issues, such as:

1. Disagreement on study and enrollment matters,
2. Inappropriate behavior by a member of the academic or administrative staff,
3. Inadequate provision of information to students by a member of the academic or administrative staff.

During their studies, postgraduate students hold both rights and obligations, as described in the M.Sc. Operating Regulations. Furthermore, they ought to address their Academic Advisor for guidance and support on matters concerning them that relate to their studies and attendance. Students may submit an oral or written grievance when an action or decision by a member of the Department or a collective body is not in accordance with:

- The study and enrollment regulations,
- The Code of Conduct and/or the prescribed procedures concerning academic teaching and research,
- The rational use of facilities and infrastructure,
- The protection of intellectual property and copyright,
- Proper workplace conduct,
- Equal treatment and equality,
- The prevention and combatting of harassment and sexual harassment.

Postgraduate students may express any request or objection related to their studies as follows:

- **For matters of academic content** related to studies, postgraduate students may address the Academic Advisor of the Program.

- **For matters requiring mediation** between postgraduate students and professors or administrative services of the Institution, the maintenance of legality within the framework of academic freedom, the handling of maladministration issues, and the preservation of the smooth operation of the Institution, students may address the Student Ombudsman of the Institution. The Student Ombudsman ensures compliance with legality, academic ethics, and order within the framework of academic freedom, addressing maladministration issues to safeguard the smooth operation of the Institution. The Ombudsman does not intervene in substantive teaching or examination grading matters, but examines solely instances of arbitrariness or violation of ethical rules during examinations (written or oral).
- **For violations of ethics codes** and study quality regulations, students may address the Ethics Committee of the Institution.
- **For matters concerning gender discrimination**, students may address the Gender Equality Committee.
- **For matters regarding personal data protection**, students may address the Data Protection Officer (DPO).

The grievance/objection management mechanism may include the following stages:

Stage 1: Direct Resolution

- *Hearing:* Review of the postgraduate student's grievance by a faculty member (D.E.P.) of the M.Sc. The student reports the grievance to a faculty/teaching staff member (D.E.P./E.DI.P./E.T.E.P. — to the course coordinator, instructor, or academic advisor) or to a administrative staff member (the head of the Secretariat), depending on the nature of the grievance. The Department member reviews the grievance in collaboration with the student and proposes a solution. In cases where, following completion of the direct resolution procedure, the student objects to the proposed solution or the situation remains unresolved, they may submit their grievance in writing to their Academic Advisor within 30 days from the occurrence of the problem.

Stage 2: Formal Resolution

- *Mediation:* Review of the postgraduate student's grievance by their Academic Advisor. The Academic Advisor reviews the grievance in collaboration with the postgraduate student and proposes a solution. To this end, the Academic Advisor, at their discretion, may also contact other members of the Department to request their assistance—as they are duty-bound to provide—in resolving the problem.
- *Administrative Review:* Review of the student's grievance by the Department Chair. In cases where, following completion of the Academic Advisor's mediation procedure, the student objects to the resolution or the situation remains unresolved, they may submit their grievance in writing to the Secretariat, addressed to the Department Chair, using the specific Grievance and Objection Submission Form, which outlines, among other

things, the hearing and mediation procedures that were followed. The Department Chair takes the necessary actions to examine/investigate the problem. Depending on the nature of the issue, the Chair may invite the student to a hearing and seek the assistance of any member or body of the Department or Institution, or refer the grievance to the Departmental Assembly. In cases where the Chair refers the grievance to the Departmental Assembly, the decision is final, and the student cannot submit an objection or utilize the third stage of this procedure. Within a reasonable timeframe, and depending on the nature and urgency of the matter, the student is duly informed of the outcome of the actions taken and the decisions made regarding the grievance.

Stage 3: Objection and Final Re-examination of the Issue/Grievance

- *Objection:* Review of the objection by the Departmental Assembly. In cases where, following completion of the administrative review procedure, the postgraduate student objects to the resolution or the situation remains unresolved, they may resubmit their grievance in writing to the Departmental Assembly via the protocol office, using the specific Grievance and Objection Submission Form detailing the hearing, mediation, and administrative review procedures that were followed. In cases where the Department Chair has already requested the assistance of the Departmental Assembly at the Administrative Review stage, the student cannot submit an objection or utilize this step of the process. The decision rendered by the Departmental Assembly is final.

ARTICLE 9: CURRICULUM – ASSESSMENT OF KNOWLEDGE

- Theoretical courses for the winter semester take place from September 1 to January 31, whereas theoretical courses for the spring semester take place from February 10 to July 10. The clinical training for the "Endodontology" specialization takes place from September 1 to July 10, and may, in special cases, be extended beyond the aforementioned dates.
- Course examinations are conducted during the final two weeks of each semester.
- For the award of the Master's Degree (M.Sc. Diploma), the postgraduate student's participation in all educational and research activities, as well as the successful examination in all courses required by the M.Sc. curriculum, is mandatory.
- Attendance of courses and practical exercises is compulsory. Absences must be justified and under no circumstances may exceed 20% of the total teaching hours for each course.
- At the end of each semester, postgraduate students are evaluated through written or oral examinations, term papers, or a combination thereof, for all courses.
- Course attendance is deemed successful if the examinee achieves a grade of at least 6 on a 0–10 scale and, at the same time, has not missed more than 20% of the course teaching hours. In cases where a student fails to attend the examination or receives a grade of 5, they must be re-evaluated without being required to retake/re-attend the course. In cases where a student receives a grade between 0 and 4, they are obliged to re-attend the course and subsequently undergo re-evaluation. In both above-mentioned cases, a second failed examination or a second non-attendance at examinations constitutes grounds for the dismissal of the postgraduate student, in accordance with the provisions of Article 6 of these Regulations.
- For the preparation of the Master's Thesis, the Steering Committee—following an application by the candidate stating the proposed thesis title and supervisor, accompanied by a summary of the proposed work—recommends the supervisor and proposes a Three-Member Examination Committee for the approval of the thesis, one member of which is the supervisor. The members of the Three-Member Examination Committee must hold the same or a relevant scientific discipline to the subject area of the M.Sc. The relevant decisions are made by the Departmental Assembly.
- The commencement of the Master's Thesis preparation must take place at the latest after the successful completion of the courses of the first four semesters.
- The subject matter of the Master's Thesis must be research-based (experimental study, clinical study, case series/study, epidemiological study, or systematic literature review) and relevant to the scientific domain of the respective specialization.
- The submission of the Master's Thesis for evaluation and grading cannot take place prior to the completion of the 6th semester course cycle.

- Prior to submitting the Master's Thesis, the candidate must have at least an acceptance for publication of a related scientific paper in an English-language journal.
- The defense/presentation of the Master's Thesis takes place before the Three-Member Examination Committee on a date and at a venue specified by the Departmental Assembly.
- The Three-Member Examination Committee may decide, on a scale of 0–10, to accept the thesis with a grade of 6–10, request corrections with a grade of 4–5, or reject the thesis with a grade below 4. In cases where the required corrections are of such extent that they do not permit the acceptance of the Thesis, the postgraduate student is informed in writing by their supervisor and undertakes the responsibility to implement them within six (6) months. If the corrections are not implemented within the semester, the Master's Thesis is rejected.
- Following its approval by the Committee, the Master's Thesis must be uploaded to the Departmental website and the dedicated digital repository of AUTH.
- The completion of studies (graduation) in the M.Sc. occurs following the approval of the Master's Thesis.
- For the writing of the Master's Thesis, the guidelines in Annex IV and the relevant Template must be followed. Every Master's Thesis must include a summary in the English language of at least 1,000 words, describing the objective, methodology, results, and conclusions derived from the study.
- Upon a relevant application by the postgraduate student and a decision by the Departmental Assembly, it is possible to write the Master's Thesis in the English language.
- The overall grade of the Master's Degree (M.Sc. Diploma) is calculated as the weighted average of the M.Sc. courses and the Master's Thesis (weighted by the ECTS credit units of the courses and the thesis) and is rounded to two decimal places, as follows:

The grade of each course and the Master's Thesis (where applicable) is multiplied by the corresponding number of credit units (ECTS), and the sum of these products is divided by the total minimum number of credit units required to obtain the M.Sc. Diploma.

ARTICLE 10: TEACHING STAFF

1. The teaching work of the M.Sc. is assigned, following a decision of the Departmental Assembly, to the following categories of instructors: a) Members of Teaching and Research Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.), and Special Technical Laboratory Staff (E.T.E.P.) of the Department or other

Departments of the same or another Higher Education Institution (H.E.I.) or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their statutory obligations, if the M.Sc. charges tuition fees,

b) Professors Emeriti or retired D.E.P. members of the Department or other Departments of the same or another H.E.I.,

c) Adjunct professors,

d) Contract lecturers,

e) Visiting professors or visiting researchers,

f) Researchers and specialist operational scientists from research and technological entities under Article 13A of Law 4310/2014 (A' 258) or other research centers and institutes domestically or abroad,

g) Scientists of recognized standing who possess specialized knowledge and relevant experience in the subject area of the M.Sc.

2. The assignment of teaching work for the M.Sc. is carried out by decision of the competent body, following a proposal by the M.Sc. Steering Committee (if established) or otherwise by the M.Sc. Director. Specific conditions regarding the assignment of teaching work may be specified in the founding decision of the M.Sc. The decisions of the Assembly or the Program Committee concerning the allocation of teaching work must mandatorily include the following details:

   a) full name of the instructor,

   b) status/capacity of the instructor,

   c) type of teaching work assigned per instructor (course, seminar), and

   d) number of teaching hours per course or seminar.

3. The right to supervise master’s theses belongs to the instructors belonging to cases (a) through (f) of paragraph 1, provided they hold a doctoral degree (Ph.D.). By decision of the competent M.Sc. body, thesis supervision may also be assigned to D.E.P., E.E.P., and E.DI.P. members of the Department who have not undertaken teaching duties in the M.Sc.

4. Instructors' obligations include, among others, course or lecture descriptions, provision of relevant bibliography, method of course examination, and communication with postgraduate students.

5. Teaching in the M.Sc. is conducted according to the course schedule compiled under the responsibility of the M.Sc. Director.

6. Following a proposal by the M.Sc. Steering Committee or the Director, auxiliary teaching work may be assigned to doctoral candidates of the Department or School, under the supervision of an M.Sc. instructor. Auxiliary work is defined as assisting

D.E.P. members in conducting their teaching, student tutorials, conducting recitation sessions, laboratory and clinical exercises, exam invigilation, and grading assignments. By decision of the Departmental Assembly or the Curriculum Committee, auxiliary work may either be directly assigned or an expression of interest call may be published for subjects offered in the M.Sc. curriculum. The Call for Expressions of Interest shall specify application deadlines and required qualifications.

7. Instructors, during periods when they are on sabbatical leave or suspension of duties, may provide teaching work to the M.Sc. if they judge that their schedule permits it, provided that under the prevailing conditions this is substantially and practically feasible—a matter to be decided appropriately on a case-by-case basis.

8. **Academic Advisor:** Upon commencement of M.Sc. studies, a permanent D.E.P. member of the M.Sc. is appointed as Academic Advisor for each postgraduate student. Their role is to monitor the student's academic progress, to be informed by instructors regarding continuous absences of students under their care, and to notify students (via the Secretariat) that such absences may lead to course failure. Furthermore, the Academic Advisor provides guidance regarding the choice of the master's thesis, taking into account the research interests of the student. Postgraduate students are expected to contact their Academic Advisor for any issue that may affect the smooth progression of their studies.

   The Academic Advisor provides the postgraduate student with necessary counseling to meet the requirements of the Postgraduate Program.

   The Academic Advisor ensures holding meetings at regular intervals with assigned postgraduate students, and not less than two (2) times per semester. Their duties include, among others:

   - Identifying the needs and research interests of the student, supporting the student's inclinations and skills, and encouraging them toward suitable fields.
   - Informing and facilitating student contact with collective bodies of the M.Sc. and administrative services.
   - Assisting in drawing up the individual semester study plan and determining the master's thesis topic.
   - Identifying students with a high number of pending courses.
   - Taking care of and formulating an action plan for these students.

     Teaching staff, administrative staff, and competent services of the Institution cooperate with and support Study Advisors in their work, while taking into account their information, observations, suggestions, and requests regarding deficiencies or malfunctions causing issues for students, as well as proposals for addressing them.

9. All categories of instructors may be compensated exclusively from M.Sc. funds. Payment or other remuneration from the state budget or the public investment program is prohibited. The decision of the competent M.Sc. body assigning teaching work specifies the level of remuneration for each instructor. Specifically, instructors holding the status of D.E.P. member may receive additional remuneration for services rendered to the M.Sc., provided they fulfill their minimum statutory obligations as defined in paragraph 2 of Article 155 of Law 4957 (Government Gazette 141/A/21-07-2022). The latter sentence applies mutatis mutandis to E.E.P., E.DI.P., and E.T.E.P. members, provided they fulfill their statutory obligations.

ARTICLE 11: M.Sc. REVENUE – FINANCIAL MANAGEMENT PROCEDURE

1. M.Sc. revenue may originate from:

   a) the budget of AUTH,

   b) the budget of the Ministry of Education and Religious Affairs,

   c) donations, grants, bequests, and all types of sponsorships from public sector entities (as defined in item a of paragraph 1 of Article 14 of Law 4270/2014) or the private sector,

   d) research program funding,

   e) funding from European Union programs or other international organizations,

   f) a portion of Special Accounts for Research Funds (E.L.K.E.) revenue from H.E.I.s,

   g) tuition fees,

   h) clinical/hospital fees,

   i) any other legal source.

2. The management of M.Sc. revenue is carried out by E.L.K.E. and is allocated as follows: 70% to operational expenses of the program and 30% to institutional operational expenses.

3. The Specialization Coordinator also acts as the Scientific Coordinator (PI) for E.L.K.E. projects related to managing revenues and expenses for the respective M.Sc. specialization.

4. The M.Sc. prepares a detailed five (5) year operating budget in accordance with applicable legislation, encompassing all program resources and operational costs.

ARTICLE 12: ADMINISTRATIVE SUPPORT – INFRASTRUCTURE

For the implementation of the M.Sc., the infrastructure and special facilities of the Lecture Halls, Laboratories, and Clinics in the buildings of the School of Dentistry and the Mandalideio Center for Dental Research will be utilized—specifically those used by the Department of Dental Pathology and Therapeutics.

ARTICLE 13: GRADUATION CEREMONY

Upon successful completion of all obligations set forth in these Regulations, the postgraduate student is deemed to have completed their studies and is awarded the Master's Degree Diploma during a special ceremony held once per academic year. The graduation ceremonial protocol is defined by decision of the Assembly of the School of Dentistry.

The graduation oath is not a constitutive element of successful study completion, but is a necessary prerequisite for the issuance of the formal diploma document. The affirmation takes place within the framework of the School Assembly, in the presence of the M.Sc. Director, the Department Chair/Dean of the School or their Deputy, and, where possible, a representative of the Rector.

Postgraduate students who have successfully completed the M.Sc. may, under exceptional circumstances (studies, residency, or employment abroad, health reasons, etc.), request an exemption from the graduation oath requirement through the School/Department Secretariat.

ARTICLE 14: FORMAT OF AWARDED MASTER'S DEGREE DIPLOMA (M.Sc.)

1. The Master's Degree Diploma is an official public document.
2. The Master's Degree Diploma is issued by the M.Sc. Secretariat. The Diploma states the organizing Department of Dentistry, the emblem of AUTH, completion date of studies, issuance date of the M.Sc., graduation protocol number, title of the M.Sc. and specialization, student details, and final evaluation classification (Satisfactory / Good, Very Good, Excellent).
3. Prior to formal conferring, graduates may be issued a certificate of successful attendance and completion of the Program.
4. In addition to the Master's Degree Diploma, a Diploma Supplement is awarded [Article 15 of Law 3374/2005 and Ministerial Decision Φ5/89656/BE/13-8-2007 (Gov. Gazette 1466/B)], which is an explanatory document providing details regarding the nature, level, context, content, and status of the studies successfully completed. It does not replace the official degree or official transcript issued by AUTH.

ARTICLE 14: PLAGIARISM

When submitting any postgraduate work/paper, the student is obligated to disclose whether work and views of others were utilized.

Copying is considered a severe academic offense. Plagiarism is defined as copying someone else's work, as well as using another's work—published or unpublished—without proper attribution. Citing documentation material, even from the postgraduate student's own prior studies, without proper citation may constitute grounds for a decision by the Departmental Assembly to dismiss the student.

In such cases—and following a reasoned proposal by the supervising professor—the Departmental Assembly may decide on the dismissal of the postgraduate student.

Any offense or violation of academic ethics is referred to the M.Sc. Steering Committee for review and proposal to the Departmental Assembly for handling. Offenses include copying, plagiarism, and generally any violation of intellectual property laws committed by a postgraduate student during course assignments or master's thesis preparation.

The Institution's Ethics Committee is competent for handling violations of ethics rules and educational quality standards.

ARTICLE 15: ACCREDITATION – EVALUATION OF THE M.Sc.

Following the issuance of the M.Sc. founding decision and prior to commencement of operations, accreditation of the M.Sc. by the Hellenic Authority for Higher Education (HAHE / ETHAAE) is required, pursuant to case c of paragraph 1 of Article 8 of Law 4653/2020 (A' 12). Following establishment, M.Sc. programs are periodically accredited under subcase bb of case b of paragraph 1 of Article 8 of Law 4653/2020, as part of the evaluation of the academic unit to which they belong.

In the event of an amendment to the founding decision, re-accreditation by HAHE is required if the modification concerns core elements such as the subject matter, program purpose, learning outcomes, qualifications acquired, or specializations conferring distinct diplomas.

M.Sc. programs of each Department—including interdepartmental, inter-institutional, and joint programs administratively supported by the Department—are evaluated during periodic evaluation/accreditation of the academic unit by HAHE. This framework assesses the overall performance of each M.Sc., achievement of original goals, viability, graduate employability, research contribution, internal student evaluation, justification for continued operation, and overall contribution to national strategy for higher education.

If during evaluation an M.Sc. is deemed not to meet requirements for continued operation, its operation concludes upon graduation of currently enrolled students, in accordance with the founding decision and postgraduate regulations.

Internal Evaluation (MODIP)

To ensure and improve M.Sc. quality, the Quality Assurance Unit (MODIP) of AUTH conducts periodic internal evaluations within the framework of the Internal Quality Assurance System of the Institution, following guidelines from HAHE.

Obligations of M.Sc. Governing Bodies and teaching staff include all procedures provided under MODIP-AUTH guidelines for internal and external evaluation and accreditation of Study Programs and academic units.

Student Evaluation of Instructors and Courses

Exclusively to enhance the quality of studies in the M.Sc. and with absolute preservation of anonymity, students are invited to evaluate courses and instructors each semester.

To maintain uniform statistical records and draw actionable conclusions for Departments and the Institution as a whole, evaluation questionnaires are prepared by MODIP and may be partially tailored to specific features/needs of each academic unit or course. Questionnaires are completed electronically.

Evaluations are conducted under the responsibility of each Department's Internal Evaluation Group (OMEA) in cooperation with MODIP-AUTH, utilizing MODIP's Quality Management Information System (SDP). Department Administration and OMEA must take systematic steps to encourage student participation in line with MODIP guidelines and Senate decisions.

OMEA monitors participation levels via SDP, analyzes results, and briefs M.Sc. and academic unit Governing Bodies. Questionnaires evaluate each course and instructor individually.

Governing Bodies and OMEA study evaluation results, announce findings, decide on publishing summary results when necessary (and always after semester grades are announced, adhering to Data Protection legislation), and initiate action plans to address identified issues.

ARTICLE 16: STUDY GUIDE

The M.Sc. publishes a Study Guide to inform students about operations. The Study Guide may contain:

1. General information and useful web links regarding the Institution and Department, specifically administrative services or collective bodies for student support.
2. Purpose, scope, and qualifications acquired upon award of the M.Sc. Diploma.

3. Academic calendar, including start/end dates for semesters, exam periods, holidays, master's thesis presentation periods, and other obligations (internships, seminars, conferences, etc.).
4. Course curriculum, specializations (if applicable), ECTS credits, teaching staff, and postgraduate student rights and obligations.
5. Official language of instruction and master's thesis preparation.
6. Information regarding M.Sc. administration.
7. Information on database access.
8. Library use guidelines.
9. Student support services.

ARTICLE 18: TRANSITIONAL PROVISIONS

Any issue arising in the future that is not covered by relevant legislation or these Postgraduate Studies Regulations shall be addressed through decisions of collective bodies and amendments to the Regulations.