



**ARISTOTLE UNIVERSITY OF THESSALONIKI
GRADUATE STUDIES COMMITTEE**

REGULATION OF GRADUATE STUDIES:

"Chemical and Biochemical Engineering: Health & Food"

(according to the provisions of Law 4957/2022)

THESSALONIKI JANUARY 2024

**GRADUATE STUDIES REGULATION
OF THE SCHOOL OF CHEMICAL ENGINEERING
OF THE FACULTY OF ENGINEERING
ARISTOTLE UNIVERSITY OF THESSALONIKI**

General provisions

The second cycle of studies consists of following a Postgraduate Degree Program and concludes with the awarding of a Master's Degree (MSc).

The present Graduate Studies Regulation complements the provisions of Chapter IX [Organization and Operation of Second and Third Cycle Study Programs] of Law 4957/2022 (Government Gazette 141/τ.Α'/21-7-2022): "New Horizons in Higher Educational Institutions: Strengthening the quality, functionality and connection of Higher Educational Institutions with society and other provisions", as well as the Regulations for the Operation of Postgraduate Studies Programs of Aristotle University of Thessaloniki (A.U.Th.)

Article 1

Objective-Aim of the Program

The School of Chemical Engineering of the Faculty of Engineering of A.U.Th. organizes and runs the Postgraduate Degree Program: "**Chemical and Biochemical Engineering: Health & Food**" starting the academic year 2024-2025.

Chemical Engineering is the science which by applying the laws and principles of natural sciences (physics, chemistry), life sciences (biochemistry, biology), applied mathematics, engineering, economics and computer science, provides the possibility for resource management and energy with the aim of providing useful goods for society as a whole, as expressed through the design, improvement and development of products and methods of production processes or the construction and operation of equipment and process facilities of the chemical, pharmaceutical and related industries, with terms of sustainability, hygiene, safety and environmental protection, as well as economic viability.

This Program focuses on the application of the basic principles of Chemical Engineering, for the design and analysis of processes, with an emphasis on food and drug production processes and therefore, for the Food and Health industries.

Aim of the Program is, on one hand, the training of high-level specialized scientists, capable of staffing any national or international, research, production, or administrative organization, and on the other hand, the encouragement of research in interdisciplinary, regional, and critical areas for Greece and globally, such as health and food.

Postgraduate studies are designed to advance knowledge, foster research development, and address the educational, research, social, and developmental requirements of the country. The primary goal is to train highly skilled scientists, who can make significant contributions to both theoretical and applied aspects of specific fields of knowledge, specialized thematic areas, or distinct branches within the academic subjects covered in the initial cycle of studies by the Schools. Furthermore, postgraduate studies aim to facilitate the production and dissemination of knowledge, expertise, methodologies, tools, and research findings

in various fields, including but not limited to food, medicine, biomaterials, and related products.

Article 2

Awarded MSc Title

The Program awards a MSc Degree with the Title: "**Chemical and Biochemical Engineering: Health & Food**".

The successful completion of the Program 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

Organizational structure of the Program

Competent Bodies for the administration, organization and operation of the Program are:

- I. **The Institution's Senate**, responsible for academic, administrative, and organizational aspects of all Postgraduate Degree Programs, exercises all powers related to the Program that are not delegated by law to other entities.
- II. **The Postgraduate Studies Committee**, established by Senate decision, includes the relevant Vice-Chancellor acting as President, one member of the Teaching Research Staff from each School of the Institution, and one member from the categories of Special Educational Staff, Laboratory Teaching Staff, and Special Technical Laboratory Staff. Committee members possess experience in organizing and participating in second-cycle Programs. The Committee's term of office is two (2) academic years.
- III. **The Assembly of the School**, which has the following responsibilities:
 - a. sets up Committees for evaluating the applications of prospective postgraduate students and approves their registration in the Program,
 - b. assigns the teaching work to the teachers of the Program,

- c. recommends to the Senate amendments of the decision establishing the Program, as well as the extension of the duration of the Program,
- d. sets up examination committees for the examination of postgraduate students' theses and appoints the supervisor for each thesis,
- e. verifies the successful completion of the studies, in order to award the Master's Degree,
- f. approves the report of the Program, following the recommendation of the Coordinating Committee.

By decision of the School's Assembly, the responsibilities of paragraphs a) and d) may be transferred to the Coordinating Committee of the Program.

IV. The Coordinating Committee of the Program consists of the Director of the Program and four (4) faculty members of the School who have a related subject to that of the Program and undertake teaching work at the Program. Emeritus Professors of the School or collaborating Schools may participate in the Committee, as long as they undertake teaching work in the Program. The members of the Committee are appointed by the decision of the School's Assembly. The Coordinating Committee has the following responsibilities:

- a. prepares the initial annual budget of the Program and its amendments, whenever the Program has financial resources in accordance with article 84 of Law 4957/2022, and recommends its approval by the Special Account for Research Funds (ELKE),
- b. prepares the report of the Program and recommends its approval by the School's Assembly,
- c. approves the expenditure of the Program,
- d. approves the granting of scholarships, remunerative or non-remunerative, in accordance with the founding decision of the Program and the Regulation of Master's and Doctoral Studies Programs,
- e. recommends to the School's Assembly the distribution of teaching work, as well as the assignment of teaching work to the categories of teachers as they are described in article 83 of Law 4957/2022,
- f. recommends to the Assembly of the School the invitation of Visiting Professors to meet the teaching needs of the Program,
- g. draws up a plan to amend the curriculum, which is submitted to the

School's Assembly,

- h. recommends to the Assembly of the School the redistribution of courses between academic semesters, as well as issues related to the curriculum's quality enhancement.

V. The Director of Program who is a member of the Teaching Research Staff of the School preferably a Professor or an Associate Professor and is appointed by decision of the School's Assembly for a two-year term, with the possibility of renewal without limitation and is not entitled to additional remuneration for his administrative work.

The Director has the responsibilities provided for in article 82 par. 4 of Law 4957/2022 and any others defined in the decision establishing the Program:

- a. presides over the Coordinating Committee, and prepares the agenda and convenes its meetings,
- b. advises the issues concerning the organization and operation of the Program to the Assembly of the School,
- c. recommends to Coordinating Committee and the other bodies of the Program and of A.E.I. issues related to the effective operation of the Program,
- d. is the Scientific Officer of the Program in accordance with article 234 of Law 4957/2022 and exercises the corresponding powers,
- e. monitors the implementation of the decisions of the bodies of the Program and of the Internal Regulation of Master's and Doctoral Study Programs, as well as the monitoring of the implementation of the budget of the Program.

The Program Director and members of the Coordinating Committee do not receive remuneration or compensation for their assigned responsibilities and duties.

The Secretariat Support for the Program is offered by the School of Chemical Engineering. This secretariat is tasked with managing graduate student files and grades, providing information to postgraduate students regarding the Program's organization and operation, and preparing agenda items for the School's Assembly.

Article 4

Categories of Candidates in the Program

Holders of first-cycle degrees from national and foreign Higher Educational Institutions Schools are accepted in the Program, and in particular:

1. Holders of degrees from the first cycle of studies at a national university, in a subject related to that of the Program (indicatively, graduates of Schools of the Faculty of Engineering, the Schools of Applied Sciences and the Schools of Health Sciences).

2. Holders of first cycle degrees from similar institutions abroad, in a subject related to that of the Program. A Master's Degree is not awarded to a student whose undergraduate degree from a foreign institution has not been recognized by the Interdisciplinary Organization for the Recognition of Academic Titles and Information (D.O.A.T.A.P.), in accordance with Law 3328/2005 (A' 80).

The recognition of foreign degrees for admission to a postgraduate study Program is done by the Academic Schools. In case the first cycle of studies has taken place abroad, the candidate is not required to submit the equivalence of study titles from D.O.A.T.A.P. Even if he presents equivalence, recognition is still done by the School.

The Academic Schools are responsible only for the academic recognition of degrees and not for the equivalence. D.O.A.T.A.P. is still responsible for the equivalence of degrees.

Authenticity checks of the general type of first cycle degree:

1. authenticity is certified:
 - 1.1. with the stamp of The Hague,
 - 1.2. by submitting the degree/diploma and simultaneously informing the foreign University by the interested party. The notification is accompanied by an official email from the foreign University granting the Secretariat of the respective Academic School the permission to check the authenticity,
2. in case the specialty awarded by the degree is needed, the check is made by its mention on the degree/diploma and the detailed grading or the Diploma Supplement,
3. in case we are interested in the grade, we use the matching with the procedure mentioned by D.O.A.T.A.P.,

4. the academic recognition concerns only the specific procedure; it is verified by a decision of the School's Assembly and is not given to the interested party. If the candidate wants a relevant certificate, he should contact D.O.A.T.A.P. for Equivalence.

Article 5

Number of Admissions, Criteria and Admission Selection Procedure

The number of admitted students per year is limited to a minimum of 10 and a maximum of 20 postgraduate students. The Program cannot operate with less than 10 graduate students.

Following a decision of the School's Assembly, the Program announces positions through an open procedure. This invitation outlines the conditions for admission, the specified number of admissions, candidate categories, admission method, selection criteria, and other pertinent details. Additionally, it specifies deadlines for application submission and the required supporting documents. If the admission process involves a written examination, the procedure, the number and subject areas of the exam subjects, examination dates, and the grading method should be specified.

The announcement of postgraduate student admissions is posted on the School's Program website. Applications (Departmental form) must be accompanied by the necessary supporting documents. Documents are submitted to the Secretariat of the Program, either in printed or electronic form.

The admissions selection criteria include:

1. Possession of a national or international undergraduate degree/diploma.
2. Grades in the undergraduate courses that are related to the Program.
3. Relevance and performance in the undergraduate Diploma Thesis, when this is applicable, i.e., undergraduate diploma thesis is part of the curriculum.
4. Adequate knowledge of the English language (at least level B2), as a necessary condition. Alternatively, an English-language bachelor's or master's degree from a Greek or foreign University can be submitted.
5. Two (2) letters of recommendation.
6. Interview by a relevant Committee.

7. Documentation of relevant research or work experience and publishing activity.
8. In addition to the above supporting documents, the candidate may submit:
 - a) Diploma or diplomas of postgraduate studies at a Greek University or a similar institution abroad.
 - b) Doctoral degree from a Greek University or a similar institution abroad.
 - c) Certificates for possible good knowledge of the French, German, Italian or Spanish language.

If the candidate is a foreigner, he/she can submit certificates for the knowledge of the Greek language, which will allow the Program to run in Greek language.

The aforementioned supporting documents can be submitted either as an exact copy or a simple photocopy. Additionally, applicants are required to submit their CV and a photocopy of their ID/passport.

Senior students from the Schools are eligible to apply by providing a Certificate of Completion of Studies from their School's Secretariat along with the required supporting documents. Upon receiving their diploma, students must promptly submit it to the Program's Secretariat.

The initial stage of the candidate selection process begins with the Program Secretariat, which verifies the completeness of each file. Subsequently, a list is compiled, including candidates who have submitted all necessary supporting documents by the stipulated deadline.

Upon the decision of the School's Assembly, a Selection and Examination Committee is established. This committee comprises members of Teaching Research Staff, who are actively involved in postgraduate projects. The Committee creates a comprehensive list of candidates possessing the requisite qualifications. After a thorough examination based on a scoring table, candidates failing to meet the minimum criteria set by the School are excluded. Qualified candidates who fulfill the prerequisites are then invited for an interview.

The evaluation and scoring are carried out in two phases:

In the first phase, the evaluation of the candidates is based on the standard qualifications, as follows:

- Diploma/Graduate Degree (grading is given in the table below) (30 points)

- Number of undergraduate courses that are relevant to the Program and corresponding grade (15 points)
- Documented relevant research or work experience (15 points)
- Two letters of recommendation (10 points)

The second phase includes an interview with the candidates.

Personal interview of the candidate (by Coordinating Committee) (30 points)

Total: 100 points

Diploma/Degree grade	Points
10	30 (100%)
9	30
8	27
7	23
6	20
5	0

Candidates scoring thirty-five (35) points or more in the initial phase proceed to a personal interview conducted by members of the Selection and Examination Committee. Using the cumulative absolute score from both evaluation phases, the Committee selects the Program's new students who have achieved a minimum of sixty-five (65) points out of a total of 100. Subsequently, a list of successful candidates is compiled.

Upon the conclusion of the process, the final list of successful candidates undergoes approval by the School's Assembly and is published on the Program's website. In the event of a tie, candidates with the same grade as the last successful candidate are accepted as supernumerary students.

Objections to the results can be submitted within a two-day period following the publication of the results. Registration for admitted graduate students commences after an announcement by the Program Secretariat, specifying the duration and other pertinent details.

The registration documents are the following:

- Application for candidacy (Departmental form)

- Copy of Diploma or Degree (or certificate of completion for senior year students)
- Copy of detailed grading certificate
- Documentation of relevant research or work experience (e.g., copy of relevant thesis, publications, conference proceedings, work experience certificate, employer certificate, etc.)
- Certificate of knowledge of the English language (at least level B2)
- Two letters of recommendation
- Curriculum vitae
- Photocopy of Identity Card/Passport

In the event that a candidate does not register within the prescribed period, it is perceived as a refusal to accept the position and it is filled with the next successful candidate.

Article 6

Duration and Terms of Study

Duration

1. The duration of study at the Program leading to the receipt of the Master's degree is defined in four (4) semesters. The preparation and writing of the thesis are managed entirely during the 3rd and 4th semester alongside other academic obligations (within the 3rd semester).

2. The maximum time allowed to complete the studies is determined in 6 semesters.

Postgraduate students cannot opt for part-time attendance due to the structured sequence of courses per semester.

However, graduate students have the option, upon application and justification at the semester's commencement, to request a suspension of studies, lasting for two (2) semesters not exceeding two (2) consecutive semesters. During the suspension, the graduate students lose their student status, and this period does not count toward the maximum study duration. Consequently, the graduate

students will attend courses missed in corresponding semesters during the next academic term, provided the Program is conducted.

Furthermore, a graduate student may request an extension of studies for either completing the Program or preparing the postgraduate thesis. This request must be submitted before the completion of the normal duration of studies and be accompanied by a letter detailing the reasons for this request. If the graduate student does not successfully complete the study cycle by the end of the extended period, he/she is removed from the Program by a decision of the School's Assembly.

Decisions regarding removal are made by the School's Assembly, based on the recommendation of the Coordinating Committee, which provides the justifications for removal.

Graduate students enroll and participate in the Program under the terms and conditions outlined in the Postgraduate Studies Regulations. They enjoy all the rights, benefits, and facilities provided to first-cycle students, with the exception of the right to receive free textbooks. For graduate students with disabilities or special educational needs, the Institute's infrastructure is used to access the place where the courses are held. There is also the possibility of a prolonged written examination, an oral examination, and an extension of assignments' deadlines. The arrangement is made by decision of the School's Assembly depending on the specific educational needs of each student.

Tuition Fees

Tuition fees are established at the amount of four thousand euros (€4,000) per study cycle for EU citizens. Postgraduate students are required to make two payments on the following dates: the first installment of two thousand euros (€2,000) within five days exclusively from the notification by the Secretariat of the Program for the admission of the student, and the second installment of two thousand euros (€2,000) until September 15 at the end of the 1st year of studies. In exceptional cases, where the graduate student is examined by a three-member committee in September after the end of the 1st year of studies, an exclusive deadline for paying the tuition fees is set for this case, by September 30th at the latest. For non-EU foreign students, the amount for one study cycle is 8,000€

(payment in two installments of 4,000 euros, as mentioned above). These amounts are non-refundable for any reason.

Tuition fees are payable to the Special Account for Research Funds of A.U.Th.(ELKE). Delinquent payment of financial obligations is considered sufficient grounds for not awarding the Diploma or for the removal from the Program.

Graduate students who meet the criterion of excellence during the first cycle of studies, equivalent to possessing a degree or diploma of at least seven and a half out of ten (7.5/10), have the right to waive tuition fees based on financial or social criteria. The specific terms and conditions for the tuition fee waiver are outlined in current legislation and the decision of the Minister of Education and Religious Affairs. Exempted students should not exceed thirty percent (30%) of the total number of students admitted to the Program, and this pertains to participation in a single Program. If the beneficiaries exceed the aforementioned percentage, they are selected in order of ranking, starting from those with the lowest income. The application for tuition fees waiver is submitted by the interested party to the School after the completion of the selection process. The tuition fee waiver is provided exclusively for studying at one (1) Program organized by a national Higher Educational Institution. This does not apply to citizens of non-EU countries.

Article 7

Student Rights and Obligations

Graduate students register and participate in graduate Programs under the terms and conditions provided for in the Graduate Studies Regulations. Graduate students have all the rights, benefits and facilities provided for students in the first cycle of studies, except for the right to free textbooks. The School must ensure facilities for graduate students with disabilities or special educational needs.

The graduate students who are admitted to the Program are obliged to:

1. To continuously attend the courses of the Program. Attendance of classes, workshops and exercises is mandatory. The limit of absences to which each postgraduate student is entitled is 10% of the total hours per course. They can rise to 20% in the event of an inflexible reason requested in writing by

the interested party and proven in writing and approved by the Coordinating Committee.

2. To participate in all educational and research activities.
3. Timely course enrollment each semester.
4. To submit within the prescribed deadlines the assignments required for each course.
5. To participate in the exams.
6. To submit to the Secretariat, together with their diploma thesis to be evaluated, a legal declaration that they have not committed plagiarism.
7. To pay the tuition fees within the set exclusive dates.
8. To have settled all their financial obligations, as well as any other obligation to the Institution, before the swearing-in. Otherwise, they waive the right to graduation.
9. If they have received a scholarship, to offer remunerative work, as long as this is foreseen (tutoring, contribution to the library and research activities and wherever there is a need in the services of the University).
10. To respect and abide by the decisions of the postgraduate bodies, as well as academic ethics. Failure to comply with the above, without documented justification, may result in failure in a course or exclusion from the Program.

Failure to comply with all of the above without a serious and documented justification is grounds for the graduate student's removal from the Program.

Article 8

Study Program-Evaluation Procedures

The Program is structured in four (4) semesters. The courses taught per semester, as well as the credits per course are presented in the table below. It is noted that each semester corresponds to 30 ECTS.

The official languages of the Program are Greek and English. The language of instruction of each course is chosen according to the composition of the audience (e.g., purely Greek-speaking or with the presence of English-speaking students) or any other particularities and requirements of the course. The writing of the thesis can take place either in Greek or in English.

Depending on the academic background of the candidates selected for the Program, the Coordinating Committee may decide to conduct tutoring lectures in Mathematics.

A) Indicative curriculum

1st semester (Total ECTS 30)			
No	Course title	Course type (Required/Optional)	ECTS
1	Process analysis	R	12
2	Data mining and numerical analysis	R	7
3	Design of Food Industry Production Units	R	7
4	Functional Food Technology	R	4
2nd semester (Total ECTS 30)			
No	Course title	Course type (Required/Optional)	ECTS
1	Bio-Pharmaceutical Technology	R	7.5
2	Production processes of advanced biomaterials	R	7.5
3	Design of Manufacturing Processes for Pharmaceutical products	R	7.5
4	Management of Manufacturing Industries & Medicines and Food Legislation	R	7.5
3rd semester (Total ECTS 30)			
No	Course title	Course type (Required/Optional)	ECTS
1	Biomedical Engineering, Regenerative Medicine, Tissue Engineering	R	7.5
2	Bioanalysis and -OMICS	R	7.5

3	Master's Thesis (Literature review and experimental or computational study design)	R		15
4th semester (Total ECTS 30)				
Course title		Type of work		ECTS
Master Thesis		R		30

The start and end of the courses, as well as the duration of the examination periods are determined by the academic calendar or by decision of the School's Assembly.

B) Assessment of Knowledge-Student evaluation

The assessment of postgraduate students is exclusively conducted by the teaching staff of the Program. Assessment of individual courses may involve written or oral exams, the undertaking of assignments, or a combination of these methods. Exams can be administered online, using certified electronic applications, or in person.

The evaluation method for each course is established by the respective instructor at the beginning of the academic semester. The proportion of participation in additional educational endeavors, including laboratory work, assignments, and relevant seminars, is factored into the overall course grade. This incorporation is determined separately for each course, following a proposal from the respective course instructor and subsequent approval by the Coordinating Committee of the Program. The grading scale for evaluating the performance of postgraduate students is defined from zero (0) to ten (10), as follows:

- Excellent (8.5 to 10)
- Very Good (6.5 to 8.49)
- Good (6 to 6.49)
- A passing grade is six (6) and higher.

For successful completion of a course, both the said average and the examination grade of each course must be at least six (6).

Attendance at classes or any other educational activity is compulsory. Graduate students are considered to have attended a course, and thus are eligible

to take the exam, only if they have attended at least 90% of the hours for each course. In exceptional cases, and upon written proof of an inflexible reason, a request for approval to consider 80% of the total hours per course as the attendance threshold may be submitted. The approval of the Coordinating Committee is required for such requests, and if not granted, the matter is reviewed by the Coordinating Committee, which provides its opinion to the School's Assembly for a decision on removal.

Courses are typically conducted in person, and only in exceptional cases or for seminar-type courses involving members from outside the School, modern distance education methods may be employed, subject to the approval of the Coordinating Committee.

A graduate student who fails an exam in a course is assigned a "Repeat" grade ("E"). The student with an "E" grade is eligible for re-examination only once during the repeat examination in July. If the student fails again in any course during the re-examination, it is considered that he/she has not successfully completed the Program, and is expelled from the Program by decision of the School's Assembly.

In the event of a failure in the examination of one or more courses, leading to the student not successfully completing the Program, the student has the right to request an examination by a three-member committee of the Teaching Research Staff from the School's Faculty. These members should specialize in the same or related subject area as the course being examined and are designated by the School's Assembly in September of the same calendar year. The teacher in charge of the original examination is excluded from the committee. Students that fail again in any course during this examination are expelled from the Program by decision of the School's Assembly.

The MSc Degree grade is determined by the weighted average of the Program courses and the Master's Thesis, with weighting based on the ECTS of the courses and the Master's thesis. The calculation is made with precision to two decimal places.

The grade of each course and the Master's Thesis is multiplied by the corresponding number of credits (ECTS) and the sum of the products is divided by the number of credits required to receive the MSc Degree.

The mathematical formula is as follows:

$$\text{Grade of MSc Degree} = \frac{(\text{Grade of course 1} \times \text{ECTS of course 1} + \text{Grade of course 2} \times \text{ECTS of course 2} + \dots + \text{Grade of master thesis} \times \text{ECTS of master thesis})}{\text{Total number of ECTS}}$$

C) Master Thesis

Upon successfully completing examinations for all courses in the 1st and 2nd semesters of the Program, a postgraduate student is eligible to commence the preparation of their postgraduate thesis in the 3rd semester. To initiate this process, the student formally requests permission to begin the postgraduate thesis, submitting the proposed title, suggested supervisor, and a summary of the planned work along with the application.

Upon receiving the application, the Coordinating Committee reviews it, and if approved, establishes a Three-member Advisory Committee. Alternatively, the committee may propose the formation of such a committee to the School Assembly for further consideration.

The instructors of the following categories have the right to supervise diploma theses (under the provision that that they hold a PhD), as described in article 83 of Law 4957/2022:

- a. Members of Teaching Research Staff, Special Educational Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff of the School or other Schools of the same or another Higher Educational Institution or Higher Military Educational Institution, with additional employment beyond their legal obligations, if the Program has tuition fees,
- b. Emeritus Professors or retired members of Teaching Research Staff of the School or other Schools of the same or another Higher Educational Institution,
- c. Cooperating professors,
- d. Authorized teachers,
- e. Visiting professors or visiting researchers,

- f. Researchers and special functional scientists of research and technological bodies of article 13A of Law 4310/2014 (A' 258) or other research centers and institutes at home or abroad.

The members of the Three-member Examining Committee must have the same or related scientific specialty as the subject of the Program.

The preparation of the Master's Thesis is governed by the Code of Academic Ethics of A.U.Th. Every creator or co-creator of any intellectual work is entitled to be mentioned and recognized as such, enjoying both the property and moral rights/powers deriving from the specific work. Exceptionally, if the original intellectual creation ("work") is the final output of a paid research project, which has been commissioned by an entity outside A.U.Th., the property rights of the creator or co-creators may be limited based on the terms of the contract with which the said research project is assigned, while the moral rights remain with the creator or creators, subject to the necessary - for the exploitation/financial exploitation of the produced intellectual creation - contractual restrictions.

At the end of the third semester, the student presents to the Three-Member Advisory Committee the theoretical part and a plan of experiments or simulations.

During the fourth semester, students continue preparing their thesis. The presentation of the master's thesis occurs only after successfully completing this semester and receiving a positive recommendation from the Three-member Examination Committee. The presentation is conducted publicly and takes place at a designated date and venue set by the supervisor and approved by the Coordinating Committee.

Following the support of the Master's Thesis, a report is generated, detailing the individual grades of each Three-Member Examining Committee member, the average score, and any observations or remarks.

Once the Committee approves the postgraduate thesis, the document must be published on the website of the Central Library of A.U.Th. If requested by the supervisor, the publication of the master's thesis may be postponed for a period of up to two (2) years, particularly if there are considerations related to applying for copyright protection or an impending publication concerning the research results of the work.

Should the Examining Committee provide a negative recommendation, the graduate student has the opportunity to revise and resubmit their thesis, incorporating the suggested improvements within a timeframe determined by the Three-Member Examining Committee. If the subsequent evaluation remains unfavorable, the postgraduate student forfeits the eligibility for the MSc Degree.

Under exceptional circumstances, such as an objective weakness or significant reasons like resignation, retirement, illness, or leave of absence, it is permissible to replace the supervisor or a member of the Three-Member Examining Committee. This requires a decision from the School's Assembly.

Changing the topic of a student's postgraduate diploma thesis is allowed only in special circumstances and necessitates a decision from the Coordinating Committee, supported by a well-founded proposal from the supervising professor. It's important to note that altering the subject of a postgraduate diploma thesis does not warrant an extension of the specified deadlines under any circumstances.

Article 9

Scholarships

A.U.Th. or the School may grant remunerative scholarships to postgraduate students with the obligation to support the educational process and provide auxiliary teaching work. The Program, following a decision of the School's Assembly, determines the number of scholarships and the maximum amount of remunerative scholarship awarded per student, the maximum number of hours of their weekly employment and other details regarding the granting of the scholarships. Postgraduate students are informed following a relevant announcement from the Secretariat of the Program.

Article 10

Educational staff

Following a proposal from the Coordinating Committee of the Program and a decision of the School's Assembly, teaching work of Program is assigned to the following categories of teachers:

- a. members of Teaching Research Staff, Special Educational Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff of the School or other Schools of A.U.Th. or another Higher Educational Institution or Higher Military Educational Institution, with additional employment beyond their legal obligations, if the Program has tuition fees,
- b. emeritus professors or retired members of Teaching Research Staff of the School or other Schools of A.U.Th. or other Higher Educational Institution,
- c. associate professors,
- d. authorized teachers,
- e. visiting professors or visiting researchers,
- f. researchers and special functional scientists of research and technological bodies of article 13A of Law 4310/2014 (A' 258) or of other national or foreign research centers and institutes,
- g. scientists of recognized prestige, who have specialized knowledge and relevant experience in the scientific subject of the Program.

All categories of teachers can be paid exclusively from the resources of the Program By decision of the competent body (proposal of Coordinating Committee and decision of the School Assembly) on the assignment of the teaching work, the amount of each teacher's fee is determined, subject to the terms and limits of the law.

The decisions of the School's Assembly on the distribution of teaching work must include the following elements:

- a. the teacher's name,
- b. teacher's rank and field of expertise,
- c. the type of teaching work assigned per teacher (course, seminar), and
- d. the number of teaching hours per course or seminar.

It is the guest teacher's obligation to adhere to the weekly teaching schedule, as determined by the Coordinating Committee, and to follow the examination and evaluation conditions, as described in these Regulations.

The responsibilities of the teachers include various tasks, such as outlining course or lecture details, referencing pertinent bibliography, specifying the examination method for the course, and maintaining communication with postgraduate students. The Program's teaching follows the schedule outlined by the Program Director.

Upon commencing the Program, each postgraduate student is assigned a permanent member of the Teaching Research Staff as an Academic Advisor. The Academic Advisor's role involves overseeing the students' progress, staying informed about any consistent student absences, and being notified by lecturers (through the Secretariat) of potential lesson failures due to such absences. Additionally, the Academic Advisor assists in the selection of the graduate thesis, considering the research interests of the postgraduate student. In case of any issues affecting the smooth progress of studies, graduate students are required to contact their Academic Advisor, who provides necessary guidance to meet Program requirements.

The Academic Advisor of Studies conducts regular meetings with the graduate students under their supervision, not less than twice per semester. Their duties include:

- a.** Identifying the graduate student's needs and research interests, supporting their inclinations and skills, and encouraging exploration of areas that align with their capabilities.
- b.** Facilitating the postgraduate student's interactions with the collective bodies of the Program and administrative services.
- c.** Helping in crafting the individual six-month study program and determining the postgraduate thesis topic.
- d.** Identifying students with outstanding courses and devising plans for their completion.

The faculty members, administrative personnel, and the relevant institutional services collaborate and assist the Academic Advisors in their responsibilities, considering the information, observations, suggestions, and requests provided by

the Advisors. This collaborative effort aims to address any deficiencies or malfunctions that may pose problems for the students, and the team works together to implement solutions suggested by the Academic Advisors.

Upon the recommendation of the Coordinating Committee or the Director, doctoral candidates from the School or the Faculty of Engineering may be assigned an auxiliary teaching project, overseen by a Program supervisor. Auxiliary work involves supporting Teaching Research Staff members during their teaching activities, guiding students, conducting tutorials, overseeing laboratory exercises, and supervising exams and exercise corrections.

The School's Assembly may decide to assign an auxiliary project or publish a call for expressions of interest in topics offered in the Program curriculum. The call specifies deadlines for submitting nominations and outlines specific qualifications required.

Lecturers, when on sabbatical or facing a suspension of duties, may contribute to the Program's teaching activities if they believe their involvement is compatible with the Program's requirements. However, this decision is subject to competent evaluation on a case-by-case basis, considering the current conditions and practical feasibility.

Article 11

Program Revenue-Financial Management Process

The resources of the Postgraduate Studies Program may come from:

- a. tuition fees,
- b. donations, sponsorships, and all kinds of financial support,
- c. bequests,
- d. resources from research projects or Programs, especially of the European Union
- e. A.U.Th.'s own resources
- f. E.L.K.E. and
- g. any other lawful source.

EU citizens are expected to pay a tuition fee of €4,000 for a single course of study. The payment is divided into two installments: the first installment of €2,000 must be paid exclusively within five days from the notification by the Secretariat Program confirming the student's admission. The remaining €2,000 is due by September 15 at the conclusion of the first year of studies. In exceptional cases where a postgraduate student undergoes examination by a three-member committee in September after the first year, the deadline for the full payment is extended to September 30.

For foreign students from outside the EU enrolled in a study cycle, the total tuition fee is €8,000, payable in two installments of €4,000 each, following the same schedule as mentioned above. It is important to note that these fees are non-refundable under any circumstances.

The administration of the Program's resources is overseen by the Special Account for Research Funds (E.L.K.E.) of A.U.Th.

The resources of the Program are distributed as follows:

- a.** an amount corresponding to thirty percent (30%) of the total revenue derived from tuition fees is withheld by E.L.K.E. This amount includes the withholding percentage in favor of E.L.K.E. for the financial management of the Program. By a decision of the Board of Directors taken by the end of March each year, it is decided whether the remaining amount is transferred to the regular budget or allocated for the creation of projects/Programs through E.L.K.E. in order to cover the needs of Graduate Programs which operate without tuition fees and cover the research, educational and operational needs of the University. In the cases b) to d) of paragraph 1, the withholding made in favor of E.L.K.E. is similar to withholdings for income from corresponding funding sources,
- b.** the remaining amount of the total income of the Program is available to cover the operational costs of the Program.

The Program prepares, in accordance with the current legislation, a detailed budget for the five (5) years of operation, which includes all resources of the Program and its operating costs.

Article 12

Administrative Support - Logistics Infrastructure

For the proper operation of the Program, classrooms, and laboratories of the Chemical Engineering School of A.U.Th. are available, as well as the logistical equipment necessary for the operation of the Program.

The administrative and secretarial support of the Program is done by the School's Secretariat of Chemical Engineering of the Faculty of Engineering of A.U.Th. The budget also provides a fee for the provision of services for secretarial support, under the supervision and responsibility of the School, so that the proper procedures are followed.

Article 13

Graduation Ceremony

The students' oath ceremony is not an integral component of successfully completing studies; however, it is a prerequisite for receiving the diploma's title document. The ceremony takes place during the School's Assembly, attended by the Program Director, the School Head, or their delegate, and, if feasible, a representative of the Rector.

In exceptional circumstances such as studying, residing, or working abroad, health-related issues, etc., postgraduate students who have completed the Program successfully have the option to request an exemption from the oath ceremony. Such requests should be submitted to the Faculty/School Secretariat for consideration.

Article 14

Type of Master's Degree Awarded (MSc)

The MSc Degree is a public document and is awarded by the Program of the School.

The MSc Degree is issued by the Secretariat of the Program. The Degree states the School that organizes the Program, the emblem of the A.U.Th., the date of completion of the studies, the date of issue of the Degree, the number of the

graduation protocol, the title of the Program, the details of the postgraduate student and the evaluation designation Good, Very Good, Excellent.

Before the awarding of the Degree and after the successful completion of the Program, the graduate may be granted a certificate of successful attendance and completion of the Program.

In addition to the Degree, a Supplement is granted [article 15 of Law 3374/2005 and of the Y.A. Φ5/89656/BE/13-8-2007 (Government Gazette 1466 t.B')], which is an explanatory document that provides information about the nature, level, general framework of education, content and status of studies, which have been successfully completed and is not a substitute for the official degree or course grade provided by the Institutions.

Article 15

Plagiarism

When submitting a graduate thesis, it is mandatory for the graduate students to disclose whether they have incorporated the ideas or work of others. Plagiarism is viewed as a severe form of academic misconduct, encompassing the replication of someone else's work and the utilization of published or unpublished material without appropriate acknowledgment. Even quoting from the graduate student's own studies without proper referencing may warrant a decision by the School's Assembly to expunge the material.

In cases of plagiarism or other misconduct, the School's Assembly, upon a well-founded recommendation from the supervising Professor, holds the authority to expel the graduate student. Instances of academic transgressions are reported to the Coordinating Committee of the Program, which provides judgment and recommendations for addressing the issue in the School's Assembly. Violations such as copying, plagiarism, or any breach of intellectual property regulations in the creation of assignments or the preparation of a postgraduate diploma thesis are considered infractions.

The Institution's Ethics Committee is entrusted with overseeing breaches of ethical rules and maintaining study quality.

Article 16

Certification-Evaluation of the Program

After the issuance of the decision establishing the Program and before its commencement, the certification of the Program is required by the National Authority of Higher Education (ETH.A.A.E.), in accordance with the case. c) of par. 1 of article 8 of Law 4653/2020 (A' 12). After its establishment, the Program is certified periodically, according to the sub-case. bb) of case b) of paragraph 1 of article 8 of Law 4653/2020, in the context of the evaluation of the academic unit to which they belong.

In the event that the founding decision is amended, re-certification of the Program is required by ETH.A.A.E., in case the amendment concerns elements such as the subject, the purpose of the Program, the learning outcomes and the qualifications obtained from its successful attendance, as well as the specializations that award a different diploma.

The evaluation of each School's Postgraduate Studies Programs, encompassing inter-departmental, inter-institutional, and shared Postgraduate Studies Programs, for which administrative support is assumed by the respective School, occurs within the framework of the periodic assessment/certification of the academic unit by ETH.A.A.E. This comprehensive evaluation involves appraising the overall performance of each Program, assessing the degree to which it fulfills the initially set objectives, gauging its sustainability, analyzing the employment outcomes of graduates, measuring its contribution to research, considering internal evaluations by postgraduate students, examining the feasibility of its continued operation, and reviewing other pertinent data related to the quality of work produced and its alignment with the national Higher Education strategy.

Should a program be deemed unsatisfactory during the evaluation phase, indicating that it fails to meet the criteria for ongoing operation, its activities conclude upon the graduation of previously enrolled students in accordance with the establishment decision and the regulations governing postgraduate and doctoral study programs.

MO.DI.P Internal Evaluation

To guarantee and enhance the Program's quality, the Quality Assurance Unit of A.U.Th. (MO.DI.P.) conducts regular internal evaluations as part of the Institution's Internal Quality Assurance System. These assessments adhere to the guidelines provided by ETH.A.A.E.

The responsibilities of the Administrative Bodies and program instructors also include compliance with all procedures outlined in accordance with MO.DI.P.-A.U.Th.'s directives for both internal and external evaluations, as well as the certification of Study Programs and Academic Units.

Evaluation of teachers and courses by students

With the exclusive aim of enhancing the quality of the Program's academic offerings, students are encouraged to assess courses and instructors each semester, ensuring their responses remain completely anonymous.

For consistency in observing statistical data and extracting valuable insights for the educational efforts of Schools and the Foundation as a whole, evaluation questionnaires are formulated by MO.DI.P. They may be partially tailored to the specific characteristics and requirements of each academic unit or course. The completion of these evaluations is done electronically.

The evaluation process is overseen by the Internal Evaluation Team (OM.E.A.) within each Κανονισμός- translated of A.U.Th., in collaboration with the MO.DI.P. of A.U.Th. This assessment is conducted through the university's Informational Quality Management System (QMS). The Κανονισμός- translated 's Administration and OM.E.A. must systematically ensure student participation in the evaluation following MO.DI.P. guidelines and relevant decisions of the Senate.

OM.E.A. of each School monitors the level of student engagement in the evaluation process through MO.DI.P.'s Quality Management Information System (QMS). They analyze the results and inform the University's Administrative Bodies and the corresponding academic unit. The evaluation questionnaires are specific to each taught course and individual teacher.

Administrative bodies of the Program and the academic unit, in collaboration with the respective OM.E.A., are required to review the evaluation results, announce their findings, decide on the publication of summary results (when

deemed necessary and always after the announcement of semester course grades), and take necessary actions, all in accordance with prevailing legislation for the protection of personal data.

Article 17

Study guide

The Program publishes a Study Guide in order to inform postgraduate students about its operation. The Study Guide may include:

1. General Information, as well as useful electronic information about the Institution and the School, in particular about administrative services or collective bodies that the postgraduate student can contact for the successful completion of his studies.
2. The purpose, the object of the Program, as well as the qualifications obtained after the awarding of the Graduate Degree.
3. The academic calendar, which includes the start and end dates of the academic semesters, examination periods, holidays, post graduate thesis presentation periods and any other obligations, such as internships, seminars, conferences, etc.
4. The course schedule, specializations (if any), credit units, teaching staff, rights, and obligations of graduate students.
5. The official language of teaching and preparation of the postgraduate thesis.
6. The administration of Program.
7. Databases.
8. Library Use.
9. Services to graduate students.

Article 18

Transitional arrangements

Any matter that arises in the future that is not covered by the relevant legislation or the Postgraduate Studies Regulation, will be dealt with by decisions of collective bodies, by amending the Regulation.