



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

**Undergraduate Study Rules and Regulations of the
Undergraduate Programme of Studies
"Occupational Therapy"
of the Department of Occupational Therapy
of the Faculty of Physical Education, Sports Science, Sports
& Occupational Therapy
of the Democritus University of Thrace**

Article 1

General Principles

For the Undergraduate Programme of Studies in Occupational Therapy, the present Internal Regulations have been drawn up, which define the procedures and basic rules concerning its structure, the attendance and the requirements for obtaining the degree and regulate the rules of its proper operation. These Regulations are valid from the date of their approval by the Senate of the DUTH and are posted on the Department's website for the information of students and lecturers.

Article 2

Objectives of the Undergraduate Study Programme (UPS)

Occupational therapy is the applied science that provides specialized treatment of a disorder through physical work and/or activity (e.g., painting, play) to help people develop, regain, or maintain skills necessary to participate in all the daily functional demands of their lives. As such, the occupational therapy profession spans the health and social sectors, and stems from the broader theoretical approach that the health and well-being of a person and society is maintained and improved when they participate in activities that are important to them.

The broader field of knowledge covered by the Department of Occupational Therapy of the DUTH includes the study of the individual's functional activities/projects in the areas of self-maintenance, productivity and leisure, the identification of dysfunctional elements and specialized occupational therapy intervention in order to achieve the highest possible level of functionality and adaptive behavior of the individual, so as to achieve the successful assumption of the functional roles in life.

The main purpose of the UPS in Occupational Therapy is to provide students with a sound theoretical training in the most important areas of Occupational Therapy, to familiarize students with the basic principles and methods of occupational rehabilitation, to develop research and innovation in the field of Occupational Therapy and to develop and promote the science of Occupational Therapy at national and international level. It also aims to significantly enhance and enrich in a complementary way the pool of tools to improve self-care in simple daily life as well as the quality of life of clinical populations with the specialized disciplines it serves.

Article 3

Learning Outcomes - Graduate Qualifications

Upon completion of the UPS in Occupational Therapy, graduates will be able to:

- Analyze the theoretical background covering the broad cognitive field of occupational therapy and, specifically, the occupational therapy approach regarding human activities.
- Analyze the relationship between occupational performance, health, and well-being.
- Adapt occupational therapy interventions based on the needs and characteristics of different populations, such as individuals with disabilities, chronic conditions, children, the elderly, etc.
- Work and apply occupational therapy protocols in various clinical settings, such as hospitals, schools, rehabilitation centers, home environments, etc.

- Analyze the complexity of applying theoretical and research findings in occupational therapy within dynamically changing societies.
- Participate in public discussions and structured dialogues on occupational therapy.
- Collaborate with other professionals and teams using occupational therapy in prevention, intervention, and treatment, aiming at promoting health and well-being.
- Select, design, and apply appropriate theories, models, and practical application methods to meet the functional and health needs of individuals and groups.
- Demonstrate professionalism and ethical principles in the effective management of occupational therapy practice.
- Activate the therapeutic aspect of occupational therapy through activity analysis and synthesis.
- Adapt and implement the occupational therapy process in direct collaboration with the client(s).
- Identify research needs in occupational therapy-related topics to formulate appropriate research questions.
- Conduct independent research, critical analysis, and synthesis of scientific literature and other sources of information related to occupational therapy.
- Understand, select, and scientifically establish research designs and methodologies, considering the ethical framework related to occupational therapy.
- Analyze, interpret, synthesize, and critically approach research findings related to occupational therapy and occupational therapy interventions.
- Develop new knowledge regarding occupational therapy and its practices, particularly concerning emerging local and social health challenges.
- Set priorities in occupational therapy services.
- Understand and apply management principles in occupational therapy services, including cost-effectiveness, resource and equipment management, and relevant protocol development.
- Participate in continuous evaluation and improvement of provided services, inform clients, and communicate findings to stakeholders.
- Take an active role in developing, improving, and promoting occupational therapy practices.
- Meet the certified knowledge, skills, and criteria required for registration with the Panhellenic Association of Occupational Therapists and for obtaining a professional license.

The UPS in Occupational Therapy at Democritus University of Thrace (D.U.Th.) provides students with the necessary resources to ensure their comprehensive education for scientific and professional career advancement. Specifically, the UPS contributes to the thorough training of its graduates, who, by definition, engage with "occupations"—all activities performed by individuals that influence their health and personal satisfaction in meeting their individual needs.

Furthermore, the rationale behind the curriculum is to significantly enhance and complement the pool of tools available for improving self-maintenance in daily life and the quality of life of clinical populations through specialized knowledge areas.

This knowledge and these skills enable students to pursue specialized postgraduate studies in the field of Occupational Therapy, as well as professional training programs

related to specialized treatment of disorders through physical activity and tasks (e.g., painting, play) to help individuals develop, regain, or maintain the necessary skills to participate in all functional daily life demands.

The Occupational Therapy undergraduate program at D.U.Th. opens significant career paths in various structures and settings, such as hospitals, clinics, rehabilitation centers, elderly care facilities, mental health centers, schools, and educational institutions, as well as in the industrial sector (ergonomics and workplace/product design) and research centers.

Article 4

Admission to the UPS

1. Students are admitted to USP of DUTH Department: a) through the current Panhellenic Examination system of the competent ministry (for high school graduates or those belonging to special categories), b) by qualifying exams (for graduates of other Departments or Schools). All relevant information on the procedure of the qualifying examinations is mentioned in the Internal Regulations of the DUTH (Appendix 4) The semester of classification of graduates in the Department is determined by decision of the Department Assembly and cannot be longer than the 5th semester.

By decision of the Assembly of the Department, students admitted through qualifying exams are exempt from the three (3) subjects they were examined for their classification, on the condition that these subjects correspond to courses of the receiving USP and regulates any relevant issue of attendance.

c) 5% of additional places of admitted students, without exams, for students suffering from serious conditions, in accordance with the applicable legislation.

d) By decision of the Governing Council, following a recommendation from the Rector and an Opinion from the Dean of the corresponding School, foreign-language students from third countries may enrol at the School or Departments. The same decision specifies, per Department or School, the number of foreign students admitted, the admission criteria, the amount of tuition fees corresponding to the total cost of studies at the respective Department or School, the criteria for any grant for tuition-free scholarships, the necessary supporting documents, the establishment, composition and rules of operation of the committees selecting candidates per Department or School, the deadlines for submission of applications by candidates, the rules for continuing their studies, the rules for deletion and any other necessary details for implementing this Regulation. The opinion of the Dean referred to above passed shall be expressed after consulting the relevant Assembly of the Department or School. Decisions are notified to the Minister of Education, Religious Affairs and Sports and the Hellenic Authority for Higher Education.

2. The number of admissions per Department for the next academic year shall be determined by a decision of the Minister of Education, Religious Affairs and Sports, issued no later than 15 May of each year, following a recommendation by the Senate, based on a proposal by the Assembly of the Department.

Article 5

Enrolling in a USP

1. Enrolment in the UPS at DUTH begins with the student's initial registration. Admitted students enrol at the beginning of the winter semester by the Ministry of Education, Religious Affairs and Sports, at dates that are announced and concern all universities.

2. Students belonging to special categories (transfers, via qualifying exams, etc.) enrol under special conditions, with the submission of supporting documents provided for by the relevant provisions and within deadlines announced in a timely manner.
3. Student status is acquired upon enrolment in the University, in accordance with the applicable provisions in force.
4. To obtain an academic student identity card, students submit their application online at <https://academicid.minedu.gov.gr>. Then, once the application has been approved by the Secretariat, students can collect their academic student card from a specific delivery point, which they will have chosen when submitting their application.
5. By enrolling in a DUTH USP, the student accepts the DUTH Internal Rules and Regulations.

Article 6

Enrolling in semesters - Selecting courses

1. At the beginning of each semester, and within a period specified by the Assembly of the Department, students must electronically register and select the courses they will attend and be examined on. Specifically, course registrations are conducted from 15 September to 30 September for the winter semester and from 1 February to 15 February for the spring semester, or within any other period designated by the Department. Specifically for first-year students, course registration begins the day after the completion of their enrolment and has a deadline of 15 days.
2. Undergraduate study programmes are structured so as to include educational activities corresponding to sixty (60) credits (according to the European Credit Transfer and Accumulation System - ECTS) per academic year, 30 per semester.
3. The maximum number of ECTS credits that each student can select for the courses in a semester shall not exceed thirty (30) ECTS credits. In addition to the semester courses, the student also selects the courses (obligatory or elective), laboratory classes, clinics, etc. selected in previous semesters and in which the student wishes to be examined, if it has not successfully completed them. The selection cannot include courses dependent on prerequisite courses, for which the prerequisite course has not been completed.
4. Course selection for newly admitted students are submitted after their enrolment in the Department and, in any case, within the deadlines, as in force from time to time. A student may not sit any exam for a course they have not selected during the relevant course enrolment/selection periods.
5. The procedures for enrolment and selection of courses are completed electronically by the students via the DUTH information system (<https://unistudent.duth.gr>). Enrolment and selection of courses in each semester are both necessary steps for the student to be activated and continue his/her studies in the University.
6. Late selection of a course shall not be accepted. Students who have not registered for a course will not be permitted to participate in the exams for the relevant semester for those courses. If they do sit for these exams, their performance will not be graded. Should a grade be assigned in error, it will not be considered valid or recorded in any examination period. In extremely exceptional cases (e.g. long illness) the Assembly of the Department may, at the discretion of its members, decide the above matters.
7. Selection of courses allows the student to:
 - Attend courses and laboratories, workshops, clinics, etc. during the semester.
 - Receive of notes and books for the semester (up to the limit set by the USP).
 - Sit the exams: a) of the semester courses (spring or winter); and b) courses he has

selected in previous semesters, which the student wishes to be examined in, if he has not successfully completed them (spring or winter semester); and c) as well as the September re-sit exams.

Article 7

Organisation of Occupational Therapy's USP

1. The first cycle of studies consists of attending an Undergraduate Study Programme, and each academic year includes educational activities corresponding to sixty (60) credits (ECTS) and is completed when the degree is awarded.
2. The Occupational Therapy Department may organise one or more undergraduate study programme, which are part of the Department's development plan and DUTH's strategic plan, their goal is to promote knowledge, they are governed by scientific consistency and meet requirements that guarantee a high level of education. They shall be certified before they can start operating by the Hellenic Authority for Higher Education (HAHE) and periodically certified every five (5) years as part of the evaluation of the academic unit they belong to.
3. The minimum number of semesters required to obtain a degree or diploma is, for four-year study programmes eight (8) semesters.
4. By decision of the Senate, following a recommendation of the Assembly of the Department, a study programme committee may be established for each USP, in accordance with the provisions of the University Rules and Regulations.
5. For this study programme organised by the Department, the successful completion of which leads to the awarding of degrees that coincide with the title of the Department, the appointment of a study programme committee is optional and the Head of the Department is in charge of the programme.
6. The maximum duration of study in a first-cycle study programme with a minimum duration of eight (8) academic semesters for the awarding of the degree is this time, plus four (4) academic semesters.
7. In the Internal Regulations of the DUTH (Annex 10 - Regulation of procedures and issues of exceeding the maximum duration of studies, partial attendance and interruption of undergraduate students of the Democritus University of Thrace), the procedural details and supporting documents for the exceptional exceeding of the maximum duration of study for serious health reasons related to the person of the student or the person of a first-degree relative by blood or spouse or a person with whom the student has entered into a cohabitation agreement, as well as the procedure and conditions for partial attendance or suspension.
8. UPS corresponds to at least ninety percent (90%) of the total credits (ECTS) of the programme, the titles and description of the courses and other educational activities, the total teaching hours per educational activity, the time sequence, the interdependence of courses or other educational activities, as well as the conduct of laboratory courses, clinic exercises or practical training, the language of conduct of every educational activity, which may differ from Greek, and the allocation of credit units per educational activity.
9. USP may include educational activities that enhance interaction between teaching staff and students, such as participation in research teams, educational groups, writing publications and publishing academic or scientific journals, with a corresponding allocation of ECTS credits.
10. The degree requires the completion of 154 credits - 240 ECTS credits. Of these 148 credits - 234 ECTS correspond to courses that are compulsory for all students of the Department, and the remaining credits correspond to elective courses.

Article 8

Educational activities

1. A course, laboratory course, clinical practice or other educational activity is organised with the care of the Department as part of an USP. By decision of the Assembly of the Department, educational activities organised by other DUTH Departments may be included in the Department's USP either as compulsory or elective or free choice. The study programmes in DUTH Departments may include, with the recognition of their respective credits, educational activities of other Universities in Greece or abroad, following the signing of a special cooperation protocol by the Universities.
2. By decision of the Assembly, a Teaching coordinator is appointed for every educational activity. In the event of co-teaching, one of the teaching staff is appointed as Coordinator. The Coordinator of the educational activity is responsible for the smooth conduct of the educational activity (responsible for planning, posting the Outline on the University's electronic platforms, communication with students, etc.). In cases of co-teaching, the Coordinator of the course is also responsible for coordinating the teaching staff. Teaching hours are calculated for each teacher based on the Assembly's decision and in accordance with the provisions of the Outline of educational activity.
3. Students of the USP may choose to attend and be evaluated in courses (or other educational activities) of other study programmes of the same or another DUTH Department that are included in the university list, regardless of whether they have been included in their study programme, by decision of the Assembly of the Department. By decision of the Assembly of the Department, courses (or other educational activities) of other study programmes are counted towards the award of the degree. The maximum number of credits from successful evaluation in courses (or other educational activities) of other study programmes, corresponds to a maximum of ten percent (10%) of the total number of ECTS credits required for successful completion of the study programme.
4. Compulsory courses for each study programme shall not be less than thirty nine (39) teaching hours. In addition to the minimum teaching hours per course of the first passage, each member of the teaching staff may organise teaching in advanced classes and experiential learning in small groups of students, such as tutoring exercises and field exercises.
6. The free-selective courses (2 in total) are selected from the total number of selected, compulsory selective courses during the 7th semester of studies at the deadlines for submission of the relevant declarations.
7. Each student selects the optional or selective courses as provided for by the USP they attend. Optional or selective courses are provided only if they are selected by a minimum of twelve (12) students. The DUTH Senate, following a proposal of the Assembly of the Department, may in exceptional cases decide to provide a course that has been selected by fewer than 12 students. In the event that an elective course is not available due to the small number of students selecting it, these students may make a new selection of another elective course after the specified deadline for selecting courses. Following a reasoned recommendation from the teaching staff, Assembly of the Department may set a maximum number of students who can select and attend a specific optional or selective course.
8. Greek language teaching programmes for foreign students are organised at DUTH, to support their integration in the academic community.
9. USPs of the DUTH Departments organise and provide to foreign students courses in English with a total number of ECTS credits of at least 30 for the winter and at least 30 for the spring semester.

Article 9

Teaching work

1. The teaching work of USP is assigned, by decision of the Assembly of the Department, to the following categories of teachers:
 - a) Faculty Members, Laboratory Teaching Staff, Special Technical Staff, and Special Teaching Staff of the Department or other Departments of DUTH.
 - b) Professors Emeriti or retired faculty members of the Department of other Departments of DUTH or other Universities; c) faculty members of other universities in Greece or abroad or associated professors; d) adjunct professors and academic fellows, e) visiting professors or visiting researchers, f) post-doctoral fellows; g) doctoral candidates; j) graduate students, k) researchers and specialists operating scientists of research and technological bodies under Article 13A of Law 4310/2014 (Government Gazette, Series I, No 258) or other Greek or foreign research centres and institutes.
2. The academic year shall start on 1 September and end on 31 August of the following year.
3. The educational work of each academic year shall be structured into two teaching periods, the academic semesters (fall and spring), during which the compulsory and elective educational activities of the UCS are allocated. Each academic semester shall include the teaching period (semester) and the examination period. Any educational activities that take place outside the teaching semesters (e.g., internships) may be recognised by decision of the Assembly of the Department.
4. Each semester shall include at least thirteen (13) full weeks of teaching, in accordance with the academic calendar on the beginning and end of each semester, which is determined by decision of the Senate.
5. By decision of the Assembly of the Department, taken in June and updated no later than September 15th of each year, the allocation and assignment of the teaching work to the teaching staff, and the course timetable per academic semester is determined for both academic semesters of the following year, and teaching hours are allocated within the academic semester.
6. Every course shall be taught on the days and hours scheduled in the course timetable. If the number of lectures/workshops, etc., that took place in the context of a course is less than thirteen (13), the course shall be considered not to have been taught and shall not be examined, and any examination thereof shall be null and void and the grade shall not be calculated for the purpose of awarding the degree. In cases teaching hours of lectures/workshops etc. are lost due to coinciding with holidays or other emergencies, the members of the teaching staff shall inform the students in a timely manner and shall declare in writing to the Head of the course, the Sector Director and the Head of Department the days and hours they will be replaced, at hours that do not affect the course timetable, so that the entire curriculum as well as the hours corresponding to the thirteen full weeks of teaching are fully covered.
7. Classes are made in person. The educational process may be organised using distance learning methods in the following cases:
 - a) provision of teaching work to the USP by Professors from foreign institutions, other Greek Institutions or Associate Professors;
 - b) Organization of In-Depth Courses and Tutorial Exercises Beyond the Mandatory Teaching Hours per Course,
 - c) Following a decision by the Senate, which determines cases of force majeure or

extraordinary circumstances where in-person educational processes cannot be conducted, or the infrastructure of D.U.Th. cannot be used for the implementation of educational, research, and other activities, according to a decision of the Department (or another competent body).

i. The organization of the educational process using synchronous distance learning methods for cases (a) to (c) is carried out based on a decision by the Departmental Assembly, taking into account the specificities of the Department, its human resources, and its available infrastructure.

ii. Exceptionally, it is possible to conduct the educational process in person while simultaneously broadcasting the conducted teaching activities using electronic means, exclusively for students of other Departments of D.U.Th., provided that these students choose to attend courses and educational activities of other Departments of D.U.Th., under the condition that they are enrolled in a Department located in a different regional unit or city from that of the offering Department. In this case, the evaluation of students is conducted uniformly, regardless of the method of educational delivery and attendance. The organization of the educational process using synchronous distance learning methods is carried out based on a decision by the Departmental Assembly, taking into account the specificities of the Department, its human resources, and its available infrastructure.

8. The educational process in the context of classes in a DUTH USP shall be supported using digital media, developing suitable infrastructure and services. Modern educational approaches and technologies shall be used to improve teaching methods and enhance students' creativity.

9. The amphitheatres, classrooms, and the buildings and other infrastructure of DUTH shall support the Institution's educational process. DUTH infrastructure shall be available for carrying out educational work from 8:00 to 21:00. Care shall be given so that the course timetable includes a break for one hour between 12:00 and 16:00, to facilitate a lunch break for students.

10. Laboratory and research premises and infrastructure with laboratory equipment and modern computer systems shall operate in Schools and Departments, to meet the relevant educational and laboratory needs of the Departments.

11. The issues concerning educational visits are regulated in Annex 6 of the Internal Regulations of the DUTH.

Article 10

Conducting the educational process

1. The allocation and assignment of the teaching work to teaching staff, the course timetable per academic semester, and the allocation of the teaching hours during the academic semester shall be determined by decision of the Assembly of the Department. The course timetable shall be posted before the start of the semester on the Department's website and the students shall be informed by any appropriate means.

2. The course timetable includes the allocation of the teaching hours of the USP training activities to the five (5) business days of the week, the teaching staff, as well as the classrooms. The training activities of each semester are allocated to the five (5) business days of the week. In exceptional cases, and if absolutely necessary, it is allowed to hold training activities during the weekend.

3. Mandatory and optional teaching hours or selective classes during the same semester (or in the case of directions in the same direction) may not coincide with the course timetable.

4. The course timetable may be amended by decision of the Assembly of the Department. By decision of the Senate, following a reasoned recommendation of the Assembly of the

Department, the duration of the academic semester may be extended, if educational activities have not been carried out due to force majeure, in accordance with the study programme and the approved course timetable.

5. USP, taking into account the recommendations of the Sectors for assigning/allocating the teaching work to faculty members and other educational staff in general, may decide, depending on the teaching form of classes (lectures, workshops, seminars, tutorials, exercises, etc.) and especially in cases of classes, practical applications, laboratory exercises or clinical training of the study programme taught to a large number of students, to divide students into groups or teams, according to criteria set out by the Assembly of the Department. Similarly, the maximum number of students for each group or team is determined, as well as any other element of the educational process. Teaching staff that are so assigned/co-assigned may create, by decision of the relevant Sector, for the purposes of harmonising teaching and examinations in the various groups or teams of the same course, or laboratory training or clinical education, a committee for the course, coordinated by the faculty member appointed by the Department or the Assembly as Coordinator of the course.

6. The Coordinator of the course shall post the Outline of the course, the detailed plan of the activities in the 13 weeks and any other information or material he considers necessary on the eclass platform for students enrolled in the course at the start of the semester.

7. By decision of the Sector, approved by the Assembly of the Department, the number of mandatory classes, laboratory, clinical and other exercises and everything related to attending the training activities and their evaluation are determined. Similarly, attendance and participation of students in certain forms of educational work, such as seminars, workshops, tutorials, clinical or practical training, may be mandatory.

8. Student training (laboratory, clinical, practical, tutorial, etc.) within and outside the University shall be decided by the Assembly of the Department and included in its course timetable. By decision of the Assembly of the Department, the criteria and conditions for specific study programme actions which its students may attend at other Departments or University Hospitals in Greece may be determined, in accordance with the applicable legislation.

9. Bachelor's/ diploma thesis

9.1 Teaching staff of article 7 have the right to supervise bachelor's/diploma theses. By decision of the competent USP body, the supervision of bachelor's/diploma theses may also be assigned to teaching staff of Article 7 who have not been assigned any other teaching work in the USP.

9.2 The process and conditions for the writing and evaluating bachelor's or diploma theses shall be regulated by the Rules and Regulations of relevant USP.

9.3. Upon completion of the bachelor's/diploma thesis the student shall submit to the supervisor proof of check for plagiarism, stating the results of the check using the special plagiarism detection app (Turnitin). The student shall also send to the supervisor a statement that the bachelor's/diploma thesis is the product of his/her work and not the product of plagiarism, either in whole or in individual parts thereof.

9.4. Bachelor's/diploma theses are submitted exclusively in electronic form to the DUTH Library and the archive kept at the Department. The Secretariat of the Department shall appoint a person in charge of gathering all bachelor's/diploma theses in digital format. The Secretariat shall be responsible for maintaining the digital archive until the full development of the DUTH Central Repository.

9.4. Copying, plagiarism or falsifying the process of carrying out a bachelor's/diploma thesis is

a disciplinary offence. If the violation is discovered after graduation, the Assembly shall initiate procedures to revoke the degree/diploma.

9.5. The relevant Regulation (Annex 2) describes in detail all the procedures concerning the thesis/dissertation.

Article 11

Textbooks and Teaching materials

1. Undergraduate students are provided with textbooks in accordance with the provisions in force from time to time.
2. The list of textbooks shall be prepared each academic year by decision of the Assembly of the Department, following a recommendation from the Head of the course, and shall include, for each course, whether compulsory or optional, all proposed textbooks that cover the course in a satisfactory manner.
3. Students have the right to a free commission and to select one (1) textbook for each compulsory or elective course in their study programme that is required in order to receive the degree or diploma. If students choose more elective courses than those required to obtain their degree, the right to select and receive free textbooks does not apply to the additional courses they have chosen and been examined in, even if these courses are counted towards the degree.
4. Students may acquire free textbooks until the completion of the minimum number of semesters required to obtain a degree, plus four (4) semesters, or as set forth in the legislation in force from time to time, on the condition that they have not previously been supplied with a free textbook for the same course.
5. Textbook declarations for all courses are made through the Electronic Service for Integrated Textbook Management "EUDOXUS" (<https://eudoxus.gr/>). The deadline for declaring textbooks for each academic semester is determined by the Departmental Assembly and cannot exceed the period announced by the EUDOXUS service. In order for students to declare the textbooks they will receive, they must have an access account for the telematics services of D.U.Th. This account is provided to each student upon their enrollment in the first year of studies by the Department.

Article 12

Attending the educational process

1. Students shall attend classes, tutorials, exercises, laboratories, and educational activities in general in accordance with the Study Programme, course timetable, the DUTH Internal Regulation, the University Regulation for Study Programmes, and the USP Regulation.
2. Students fulfil their educational and examination obligations in accordance with their Study Programme, the Institutional Study Programme Regulations, the Internal Rules and Regulations of DUTH, the Institutional Examination Regulations, and the USP Rules and Regulations.

Article 13

Assessment of educational activities

The assessment of students may be conducted through written or oral examinations, mid-term progress examinations, written assignments, laboratory or clinical exercises, a combination of different evaluation methods or other evaluation methods that are consistent with the nature of each educational process. The integrity of the procedure as an assessment method must be

ensured during written or oral examinations. The member of teaching staff shall choose a method or combination of methods that they consider most suitable for evaluating students. The DUTH Examination Rules and Regulations and the Internal Rules and Regulations specify the relevant procedures.

Article 14

Exam Regulations

14.1 General

The examination procedure is defined in Article 56 of the Internal Regulation of D.U.Th. and Annex 7, titled "Examination Regulations of Democritus University of Thrace", of the same Regulation. Students participate in the examination process of each study program in accordance with the provisions of the Internal Regulation of D.U.Th. and the regulations of the present program.

14.2. Examination Supervisor

1. The term Examination Supervisor refers to the instructor assigned to teach a course during an academic semester and who is legally responsible for conducting the examination. Alternatively, a faculty member appointed by the Departmental Assembly may oversee the examination in cases of leave, retirement, or other exceptional circumstances. In co-teaching scenarios, the Course Coordinator is designated as the Examination Supervisor, as specified in the course assignment. The Examination Supervisor is responsible for organizing and ensuring the smooth, uninterrupted, and fair conduct of the examination.

2. The Examination Supervisor must arrive at the examination venue 15 minutes before the scheduled start, verify the adequacy of proctors, assess the examination conditions, and distribute the exam materials (e.g., question papers, answer sheets) to the proctors for distribution to students.

3. The Examination Supervisor must periodically visit all examination rooms to supervise the process and answer clarification questions from examinees. The time period during which clarification questions may be submitted is determined by the Examination Supervisor at the beginning of the exam. Questions and answers should be communicated publicly whenever possible, except when confidentiality regarding personal data must be maintained.

4. The Examination Supervisor is responsible for entering grades electronically into the D.U.Th. student record system (Universis) no later than the deadline set by the Departmental Assembly for grade submissions.

5. Once the grading process is completed and the official deadline has passed, modifications to submitted grades (corrections or additions) are not permitted. In exceptional cases only, a grade adjustment (correction or addition) for an examination period may be made with a justified decision by the Departmental Assembly, following a proposal by the responsible instructor. However, such modifications must not exceed four (4) months from the end of the respective examination period.

6. Before the publication of results, all instructors, examiners, proctors, and administrative staff must ensure the confidentiality of the results.

7. The Examination Officer, at the same time as the announcement of the results, announces the day and time when students can visit him/her for questions and queries on their papers. The Examiner shall provide explanations, at his/her discretion, for the correct answer to the questions. No paper may be shown to an examinee before the results are communicated.

8. An examination may be discontinued only for reasons that make it impossible to complete the examination process in an orderly and/or uninterrupted manner.

9. In exceptional cases (e.g. finding of extensive copying) and following a detailed recommendation by the examiner, the examination may be cancelled. The relevant decision is taken by the Departmental Assembly.

10. In case of an inability (e.g. illness) of the Examination Supervisor, he/she shall inform the Dean of the Faculty and the Secretariat of the Department in time and preferably electronically of his/her inability to attend the examinations, and in case there is no co-teacher, he/she shall appoint another faculty member, Lecturer, Lecturer, appointed lecturer to replace him/her, giving him/her relevant instructions. At the same time, he/she must deliver the subjects to the substitute in a timely and safe manner.

11. The written essays of the examinations, the papers and in general everything that has been used for the evaluation of the students is kept for twelve (12) months after the examination. After this time, the assessment material is no longer valid and shall be destroyed at the responsibility of the person in charge of the course/educational activity, unless criminal, disciplinary or any other administrative proceedings are pending.

13. Serious negligence in the performance of the duties of Examination Officers shall constitute disciplinary misconduct.

14.3 Proctors

1. The role of a Proctor may be fulfilled by faculty members (DEP), specialized teaching staff (EDIP, EEP, ETEP), all types of instructors (academic fellows, adjunct professors, etc.), postdoctoral researchers, seconded teachers from primary and secondary education, and PhD candidates. If the number of available proctors is insufficient, postgraduate students may be assigned auxiliary roles in undergraduate course examinations.

2. In case a proctor cannot attend the examinations or is going to be late, he/she must take care in time and at his/her own risk to find a replacement from among those included in the list of the Department's proctors and inform in writing or by e-mail the Examination Officer, as well as necessarily the Dean of the Faculty.

3. The invigilators must be present at the examination venue at least fifteen (15) minutes before the start of the examination and help students to settle down in the manner required by the reliability of the written examination process and indicated by the Examination Officer. The invigilators, acting at their discretion and in accordance with the instructions of the Examinations Officer, may, if they consider it appropriate for the smooth running of the examination, change at any time the arrangement and position of the examinees in the rooms.

4. The invigilators shall ensure the identification of the examinees, either on entering the room or on handing over the paper. Identification of the examinee shall be made by showing any official public document (e.g. student, civil, military or military identity card or passport, etc.) which must bear the photograph of the holder.

5. The invigilators during the examination shall be exclusively engaged in invigilation.

6. The invigilators shall inform the students of the start and end time of the examination after the distribution of the subjects and shall ensure that the above times are observed, and shall inform the students every one (1) hour, as well as thirty (30) and fifteen (15) minutes before the end of the examination.

14.4. Student Assessment Methods and Organization

1. The assessment of students may be carried out by means of written or oral examinations, mid-term progress examinations, written assignments, laboratory exercises, a combination of different assessment methods or other assessment methods that are appropriate to the nature of each educational process. When written or oral examinations are used as assessment methods, the integrity of the process must be ensured.

2. The lecturer of the course (or lecturers in the case of co-teaching) is responsible for the choice of the method and procedure for the assessment of students and for the final marking of the course and the issuing of the results.
3. The assessment methods, criteria and procedure (e.g. number of mid-term examinations, assignments, assessment of performance, weighting of individual examinations, etc.) are obligatorily indicated in the Course Outline and in the e-Class asynchronous education platform. In case of modification, the lecturer must update the Course Outline and the relevant information on the e-Class platform in due time.
4. If assessment is by final examinations, the examinations shall be conducted after the completion of the semesters for the curricula and by re-examination after the completion of the academic year.
5. Students may participate in the examination process of each study programme in accordance with the provisions of these Regulations and the Internal Regulations of the DUTH. During the re-examination period, students are entitled to be examined in courses and educational activities irrespective of the academic semester during which they are provided in accordance with the approved curriculum, if they have not been successfully assessed in them. In particular, students on programmes of study who have completed the period of regular attendance, which is the minimum number of semesters necessary for the award of the degree, shall be entitled to be examined during the examination period of both semesters.
6. If a student fails more than three (3) times in the same course, he/she may request, with an application to the Dean of the Faculty, to be evaluated by a three-member committee consisting of teaching staff of the same or another Department of the Faculty with the same or related subject matter as the course to be examined, in which the lecturer may not participate. If the Dean of the Faculty does not appoint the members of the committee referred to in the first subparagraph within one (1) month of the submission of the application, the student may request their appointment by the Dean of the Faculty. If no committee is appointed by any of the competent bodies within sixty (60) days of the submission of the request, the student shall submit the request to the Ministry of Education, Religious Affairs and Sports, which shall check with the Dean of the School for failure to implement the request. The evaluation by the three-member committee herein shall take place at any time during the academic year. If the student fails even in the examination by a three-member committee, he/she shall continue his/her studies in the normal way and the procedure of par. 6 of article 65 of the law. 4957/2022.
7. The syllabus of the course includes the syllabus announced to the students at the beginning of the semester, together with possible clarifications or modifications made during the course by the responsible lecturer.
8. If the assessment is by final examination, the examinations shall be conducted during the January and June examination periods and a re-examination after the end of the academic year.

14.5. Grading

1. For each independent educational activity (e.g. course, dissertation, etc.) included in a Programme of Studies, the assessment is assigned a numerical value (grade) ranging from zero (0) to ten (10). Any grade equal to or greater than 5,00 (five) is considered to be a promotion grade.
2. The final grade for each independent educational activity may be the result of either an overall final examination or a combination of individual assessments (of equal or different weighting). The final grade, as well as the individual assessments, may be the result of written

or oral examinations or practical exercises or the student's performance in the educational process, in particular the preparation and presentation of assignments, or a combination of the above. In the case of reports, practicals or assignments, in addition to the grade, a brief descriptive evaluation shall be given.

3. Independent educational activities in which the student did not receive a final promotional grade and attendance in these activities or part of them is not considered sufficient, he/she is obliged to repeat them in whole or in part.

4. The marks shall be submitted by the course supervisor within 20 days of the examination and in any case not later than 20 days after the end of the examination period (see Senate Decision 41/630/4 December 2008). If the course leader, due to the large number of papers, is unable to respond within 20 days, he/she shall submit a request to the Assembly for an extension of the time for the submission of marks and the Assembly shall decide on this.

14.6 Examination Eligibility

Students who are enrolled in the course and have fulfilled all obligations associated with its attendance (e.g. attendance of tutorials, laboratory exercises, etc.) are entitled to participate in the examinations. For students of the MSc Occupational Therapy:

a) only students who have included the corresponding course in the course declaration for the academic semester to which the current examination period corresponds are eligible to participate in the examinations,

(b) students who do not submit a declaration do not take part in the examinations and, if they do so inadvertently, their paper will not be marked.

(c) In the re-examination period, students are entitled to be examined in courses and educational activities irrespective of the academic semester during which they are provided in accordance with the approved curriculum if they have not been successfully assessed in them.

14.7 Final Exam Scheduling

1. The President or the Dean of the Faculty, in cooperation with the relevant Sectors, is responsible for the coordination of the examinations.

2. By decision of the Faculty Assembly, the final examination schedule and the schedule of examinations for the examination periods shall be established in accordance with the academic calendar determined by decision of the Senate.

3. During the preparation of the Examination Programme, care is taken to ensure that the distribution of the courses is rational (e.g. the examination of the compulsory courses of the semester is distributed evenly in the examination period, no empty days are left, etc.).

4. The Examination Schedule for the winter semester examination period is approved by the Department Assembly and announced to students no later than November 30, the spring semester examination no later than April 15, and the September re-examination no later than July 15. The examination schedule is posted on the Department's website immediately after its approval by the Departmental Assembly.

5. In exceptional cases and if there are reasons of necessity, the examination schedule may be approved or modified by a decision of the President of the Department, which is ratified by the Department Assembly.

6. The Examination Schedule shall be sent to all lecturers and invigilators at least fifteen (15) days before the beginning of each examination period. The Inspection Schedule shall take into account, inter alia, the number of students registered for each course, the capacity and specific characteristics of the rooms to be used and the number of available inspectors.

7. The Secretariat must inform the lecturer(s), invigilators and students of any extraordinary and force majeure changes in the days and times of examinations. It shall also inform the

lecturers and invigilators of any changes in the schedule of examinations.

8. The cancellation of the examination of a course and postponement of the examination date is possible in particularly serious cases, with a relevant decision taken by the Assembly of the Department, following the recommendation of the President of the Department. At the same time, the Departmental Assembly shall determine the conduct of the re-examination. In exceptional cases where there is insufficient time to convene the Assembly, the relevant decision to postpone the examination and the time of the re-examination shall be taken by the President of the Department, after consulting the lecturer.

14.8 Examination Procedure

1. At the beginning of the examination process, the invigilators call the examinees to complete silence and distribute the examination forms (forms with questions, adhesive labels if required) to each examinee.

2. The examinee(s) shall write his/her details on the paper and sign the attendance register when handing in the paper. If, during the examination, the student needs an additional form, the invigilator confirms that the first form has been used and initials the second form after checking that the examinee's details have been entered. The procedure shall be repeated for each additional form requested.

3. Before the start, during or upon delivery of the paper - under the responsibility of the invigilators - the person is identified by showing any official public document (student/political/military identity card or passport, etc.) which must bear the photograph of the holder.

4. Proctors move around the room and carry out their duties discreetly, seriously, responsibly and without noise. High-pitched remarks, comments or expressions of disparaging behaviour towards the examinee(s), other related behaviour is not permitted as it is not in line with academic ethics. The invigilators have a duty, acting at their discretion and in accordance with the instructions of the Examinations Officer, to take action if they find that candidates do not comply with the rules of the examination procedure.

5. The invigilators are responsible for ensuring that the examination time is observed. As soon as the time limit for the examination has elapsed, the invigilators must interrupt the examinees and collect the papers. When handing in their papers, candidates must sign an attendance sheet containing their full name and registration number.

6. During the process of receiving the papers, invigilators will ensure that the examinees have written their details on each examination form they have used. They shall then hand over, per examination room, to the examiner(s) in charge of the course the papers collected, after counting them and noting their total number on the list of examinees and comparing them with the total number of signatures obtained for that examination room from the examinee(s). The two numbers - per room - should coincide. In the event of a discrepancy between the counted papers and the number of signatures of the examinees, the invigilators shall immediately take all appropriate steps to ascertain the cause of the discrepancy by completing and signing a protocol.

7. The papers shall be placed in envelopes with the name of the course, the date of the examination, the names of the invigilators in the room and the total number of papers.

14.9 Student Responsibilities

1. Students must arrive on time for examinations. If a student arrives more than 15 minutes late, they will not be allowed to participate. Those arriving within 15 minutes of the start time are not entitled to an extension of the exam duration.

2. The earliest a student may submit their exam and leave is 30 minutes after the distribution

of exam papers unless otherwise specified by the Examination Supervisor.

3. Prohibited Actions:

- Students may not bring notes, books, mobile phones, or other electronic devices (e.g., smartwatches, tablets, headphones) unless explicitly allowed by the Examination Supervisor
- Leaving the exam room is prohibited except in cases of necessity, with approval from the Examination Supervisor and under proctor supervision. No student may remain alone in the exam room. The last two students must leave together. Exam papers must not be taken out of the exam room unless otherwise permitted by the Examination Supervisor. Any exchange of notes, items, collaboration, conversation, exposure of exam answers to others, or any attempt to cheat will result in immediate nullification of the exam paper and potential disciplinary action.
- Exceeding the designated exam duration is strictly prohibited.

4. The violation of the integrity of the examinations, even if it is detected afterwards, such as at the stage of correcting the paper, entails the initialing of the paper by the invigilator or the lecturer (depending on who detects the violation of integrity and at which stage of the procedure). Furthermore, they constitute a violation of these Regulations and, consequently, disciplinary misconduct.

5. The examination starts as soon as the distribution of the questions is completed. The end time of the examination is announced at the beginning of the procedure and after the examination forms have been delivered to all candidates.

6. Examinees must respect the lecturer(s) and invigilators and comply with their instructions. Protests, comments, insults, expressions of disparaging behaviour towards proctors and/or tutors or other related behaviour and actions are not in accordance with academic ethics and are not permitted.

14.10 Special Provisions

1. Oral examinations, mid-term progress examinations, written assignments, examinations in laboratory exercises and other assessment methods in general are scheduled and announced by all appropriate means in good time (at least 15 days in advance) to the students.

2. Oral examinations are conducted in groups of students in the presence of the Examination Supervisor and only if in special cases the examinee is a single person, the presence of a proctor is required.

3. Plagiarism: In any assignment, thesis/dissertation, students are required to indicate whether they are using the work and opinions of others. Plagiarism is considered to be copying someone else's work, as well as using someone else's work - published or not - without proper attribution. Any supporting material, even from the candidate's own studies, without proper citation, is considered a serious academic offence.

4. It is not allowed a) to present work that has been prepared collaboratively with other students as an individual creation, b) to submit, in whole or in part, work that has been prepared to fulfill specific teaching or research requirements in the past, but is resubmitted to fulfill other or new teaching or research requirements.

5. In courses that are examined by assignments, as well as in laboratory/term reports, copying or plagiarism will result in a grade of zero for the assignment or report, and constitutes a disciplinary offence. Any appropriate means will be used to detect copying, plagiarism.

14.11 Exams for Students in Vulnerable Groups

1. The DUTH and the Department must manage with particular sensitivity the needs of students who belong to vulnerable educational groups and potentially face problems of

integration in education or have disabilities or special educational needs.

2. The participation of students belonging to vulnerable groups is carried out in a climate of respect and acceptance of their specificity in accordance with the provisions of the legislation and the Internal Regulations of the DUTH (article 186).

3. With regard to the examinations of members of vulnerable groups, as a rule, they are held on the same day and time as those of other students. Due to special circumstances and depending on the severity of their difficulties, a different examination mode from that of other students may be set, possibly at a different date and time.

14. 12 Distance Exams

1. The academic and educational obligations of teachers, invigilators and examinees in face-to-face examinations shall apply and shall apply accordingly to their participation in examinations conducted through the use of distance education, provided that this mode of examination is expressly provided for by the legislation in force.

2. The instructions for participation in a distance examination are posted on the e-Class platform by the Examination Officer at least seven (7) days before the examination and the students are informed about how to register and all information related to the examination.

3. For the preparation of their participation in any kind of distance examination, students make sure that they have the necessary technical equipment. They take care of the characteristics of their equipment and their internet connection (computer, camera, microphone, scanner, etc.).

4. Before the examination, students must carefully read the instructions announced by the Examination Supervisor, follow them faithfully during the examination and be familiar with the way of submitting their answers (by carefully reading the relevant instructions), in order to avoid problems during the examination.

5. Examinees use only their institutional accounts/email addresses (username, password) to log in and participate in any kind of remote examinations.

6. Students must be in the designated virtual room at least fifteen (15) minutes before the scheduled time of the examination and respond to the proctors' instructions.

7. By attending a distance learning examination, students declare that:

- (a) consent to the examination procedure followed,
- b) participate in this process in compliance with all rules of academic ethics,
- (c) do not use inappropriate means for their answers to the examination; and
- d) accept the Foundation's personal data protection framework.

8. The invigilators and the Examination Supervisor must be connected to the virtual classrooms at least 15 minutes before the start of the examination and inform the students so that there is no delay in the start time of the examination.

9. During the remote examination, students must keep their computer cameras on during the entire examination and must be in an isolated and quiet place, which allows uninterrupted operation of the camera and microphone throughout the examination.

10. Students taking a distance examination accept by their participation that they may be asked to share the screen of the computer with which they are taking the examination at any time.

11. Students are required to monitor the flow of the examination in the system and the messages sent to them by the Examination Officer and the invigilators and to follow the relevant instructions. For any problem that occurs, students must inform the Examiner immediately by writing a message in the chat field.

12. The Examination Supervisor remains connected to the electronic examination system and

coordinates the conduct of the examination and may receive from the relevant electronic platform records on the presence and activity of the participants in the examination. The attendance records will provide information on the details of the candidates and their activity during their attendance at a particular examination, e.g. time of entry and exit from the online platform, time of disconnection, etc.

13. The Examiner and invigilators shall, if they deactivate microphones, if they deem it appropriate, in order to maintain silence during the examination (especially in rooms with many participants) and give instructions to all or specific participants, etc.

14. The Supervisor and the invigilators of the remote examination are not responsible for any technical problems that may arise during the examination on the part of the participants or, in general, for problems concerning the operation of the Internet or their equipment.

15. Prohibited:

a) the recording and further use (posting on websites) of the examination either by the students or by the examiners because it constitutes processing of personal data that should be in accordance with the General Data Protection Regulation.

b) the use of any electronic device other than those with which the student takes part in the examination without the consent of the Examination Supervisor.

c) leaving the virtual examination room without the consent of the examiner and/or invigilators.

d) removal from their computer only in exceptional circumstances, with the consent of the examiner and/or invigilators.

(e) any kind of cooperation between the participants or with other persons.

16. In case of a student's disconnection during the examination process of an examination, the examinee may submit a request for further examination by sending an e-mail to the Departmental Secretariat and to the Examination Officer within eight (8) hours at the latest. Within a period of three days, the applicant should arrange for the submission of documentary evidence proving that the cause of the disconnection was not due to his/her own action, but to events beyond his/her control (e.g. sudden power outage or internet connection failure due to the responsibility of the provider), and that he/she is not responsible for the disconnection (e.g. submission of a certificate from the energy or network provider), so that his/her withdrawal from the examination is not considered to be intentional.

Article 15

Recognition of courses

1. Students entering in Occupational Therapy Department may recognise courses that they can prove to have been taught and successfully examined in their Department of origin at a University in Greece, provided that these courses correspond to courses of the USP of the receiving Department, in accordance with the terms and conditions laid down in the relevant Department's Study Rules and Regulations. The above also applies to students who transfer in accordance with the applicable provisions in force.

2. Courses shall be recognised by decision of the Assembly of the Department in accordance with the previous paragraph. Students are exempt from sitting exams in courses of the study programme of the receiving Department, which were taught at the aforementioned Department of origin and, by virtue of the decision, may join for a different semester from that of their enrolment. For this purpose, the student submits an application along with the required supporting documents for the courses from which they seek exemption. In order for a student to be integrated in a semester other than that of his or her enrolment, the student

shall submit a relevant request immediately after their enrolment and for all courses and required documentation that substantiate a change in semesters. More specifically, the student shall submit a written application to the Secretariat of the Department along with a transcript of records certified by the Secretariat of the Department of origin, accompanied by a detailed syllabus of the courses taught and the laboratories they have been involved with. The application and the attached supporting documents shall be forwarded to the Coordinator of the course, who shall make a recommendation to the Assembly of the Department for recognition or non-recognition of the courses and/or exercises to the applicant student.

3. The details regarding the recognition of ECTS credits for Erasmus+ students are regulated under Article 63 of the Internal Regulation of D.U.Th. and in Annex 9, titled "Internal Regulation for the Erasmus+ Program of Democritus University of Thrace – Mobility of Individuals in Higher Education", of the same Regulation.

Article 16

Completion of Studies - Degree/Diploma Grade - Graduation Ceremony 16.1 General

The maximum duration of study in an undergraduate study programme with a minimum duration of eight (8) academic semesters for the awarding of a degree is the specified time, extended by an additional four (4) academic semesters. For a study programme whose minimum duration exceeds eight (8) academic semesters, the maximum duration of study is the minimum study time, increased by six (6) academic semesters. The Internal Rules and Regulations of DUTH specify the details and required supporting documents for exceptional cases of exceeding the maximum duration of study due to serious health reasons affecting the student, a first-degree relative by blood, a spouse, or a person with whom the student has entered into a cohabitation agreement or civil partnership. They also outline the procedure and conditions for temporary suspension of studies and part-time attendance.

16.2. Completing Studies

Students will have completed their studies and shall be awarded a certificate of study or a degree, when they have completed the minimum number of semesters required to obtain a degree or diploma, have been successfully examined in the courses provided for by the course of study in accordance with the terms and conditions set out therein, and have attained the required number credits. To obtain a degree, the student is required to study for 8 semesters and gather a total of at least 240 ECTS credits.

More specifically, a student at a USP shall meet the following conditions in order to obtain a degree:

- The student must have successfully completed the Compulsory Courses of the USP.
- The student must have successfully completed the Elective Courses of the USP.
- The student must have successfully completed any other educational activity of the USP (e.g. bachelor's thesis, diploma thesis, internship, etc.)

In order to obtain the degree, in addition to the above conditions, it is necessary to settle all outstanding issues with the University's Services and in particular:

- Any books that have been borrowed must be returned to the DUTH Library and the bachelor's/diploma thesis, if any, must be submitted in hard copy and digital format.
- In the event of accommodation at the University's dormitory, the room delivery procedure specified in the Student Halls Rules and Regulations must have been followed and the room key must have been returned.
- Any logistical equipment, books and other borrowed educational material must be returned to the laboratories of the Department/School or the University.

- The academic ID must be returned to the Department Secretariat.
- It should be ensured that there are no financial issues pending with any University Service (e.g. return of paid Erasmus grant, etc.).

16.3. Calculation of Degree Grade

The grade of the degree is calculated as an average of the weighted individual course score (AWCS), in accordance with the provisions of Ministerial Decision Φ141/B3/2166/1987 and Φ141/B3/2457/1988.

Based on its score, the degree/diploma grade is assigned the following distinction: "Good" means a grade from 5.00 to 6.49 (inclusive). "Very good" means a grade from 6.50 to 8.49 (inclusive). "Excellent" means a grade from 8.50 to 10.

16.4. Graduation Ceremony

i. To participate in the graduation ceremony, an application is submitted following an announcement - invitation from the Secretariat of each Department. The graduation ceremony takes place in accordance with the provisions in articles 221 and 224-226 of the DUTH Internal Rules and Regulations.

ii. Students must declare to the Secretariat whether they wish to take a religious or civil oath. The Department holds at least two graduation ceremonies per year: one after the January exam period and one after the September exam period.

16.5. Forms

All the forms issued by the UPS fully follow the corresponding standards of the Foundation.

Diploma Annex

The Department of Occupational Therapy issues the Diploma Supplement in Greek and English to the graduating students. The Diploma Supplement is an explanatory document, which does not replace the official degree, but is attached to it and follows the model developed by the European Commission, the Council of Europe and UNESCO/CEPES. The aim of the Diploma Supplement is to provide sufficient independent data to improve international "transparency" and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to give a description of the nature, level, background, content and status of studies successfully completed by the person named on the original of the qualification, to which the Annex is attached.

Article 17

Internship

In the UPS, students are required to carry out an Internship. The duration of the internship is 13 weeks and is carried out in the last semester of studies (H' semester) based on the provisions of the Internship Regulations of the DUTH and the applicable legislation.

Article 18

Student mobility

18.1 Erasmus+ Programme1. The Erasmus+ Programme offers students the opportunity to spend a period of their studies or to do an internship in one of the 26 countries of the European Union (except Greece) as well as in Iceland, Liechtenstein, Norway, Serbia, North Macedonia, Turkey, for a period of 2 to 12 months. In the Department of Occupational Therapy a faculty member is appointed as Erasmus+ Officer with the responsibility of supervising, organising and coordinating incoming and outgoing students at the level of the Academic Department.

2. The Erasmus+ mobility period is recognised as part of the studies through the award of ECTS credits.

3. The Erasmus+ Mobility Regulation which is part of the Internal Regulations of the DUTH

(Annex 9) contains all the relevant information on Erasmus+ mobility.

4. For the selection of undergraduate students to be moved by Erasmus+ the MSc in Occupational Therapy has established the following criteria (selection criteria):

Criteria	Points
Grades in relevant courses	Average GradeX 4
Language Proficiency Level:	B2 (Lower – Good Knowledge): 20 C1 (Advanced – Very Good): 25 C2 (Proficiency – Excellent): 30
Additional Criteria	
Motivation for Participation (stated in the application)	1-10
CV	1-10

18.2 Internal mobility

1. The internal mobility programme gives students the opportunity to spend a period of their studies in another HEI in Greece. The Department of Occupational Therapy appoints a faculty member, a member of the EEP, EHR or ETEP as the Internal Mobility Manager with the responsibility of supervising, organizing and coordinating incoming and outgoing students at the level of the Academic Department.

2. Participation in the internal mobility programme provides the possibility of recognition by the home department of the period of study in the curriculum of the host HEI. Mobile students who, during the period of their mobility, have been successfully assessed in educational activities of the host department's curriculum may apply for recognition of the corresponding educational activities (e.g. courses, seminars, workshops).

3. The Internal Mobility Regulation, which is part of the Internal Regulations of the DUTH (Annex 11), contains all relevant information on internal mobility.

18.3 Other types of mobility programmes

1. The students of the MSc may move through other mobility programmes following the decision of the Departmental Assembly and according to the terms and conditions of the respective programme.

18.4. Incoming students

1. In the UPS Occupational Therapy, courses in English are offered to incoming Erasmus+ students in the winter and spring semesters, which correspond to a total of at least 30 ECTS credits.

2. For incoming students, the minimum language proficiency level for Greek is B1 and for English B2.

3. Incoming students are additionally offered the course of Modern Greek Language, which is taught during the winter and spring semesters. Incoming students who successfully complete this course are credited with three (3) ECTS credits per semester. The relevant certificate of successful completion of the course is issued at the end of each semester by the lecturer of the course, in order for the students to present it to the Secretariat of the Department of Enrolment, in order for the ECTS credits to be credited and the grade/performance to be submitted, which is included in the final analytical grade awarded by each Secretariat after the end of the mobility of each incoming student.

3. Incoming students through programmes other than Erasmus+ and the Internal Mobility

Programme have the possibility to carry out part of their studies in the Department following the decision of the Assembly and according to the terms of the respective programme.

Article 19

Performance Awards- Scholarships

1. DUTH annually grants performance awards to the undergraduate student of each of its Faculties who during the previous academic year:

- a) successfully completed all the courses of the previous academic year provided for in the indicative curriculum of the Department he/she attends (all three examination periods of the year under review - January, June and September - are taken into account) and
- b) obtained the highest mark obtained by averaging the courses (including the diploma or thesis), without calculation of weighting factors.

2. The prize consists of the award of a special diploma at a ceremony taking place during the celebration of the Three Hierarchs. The names of the awarded students are announced on the website of the Faculty, the Department and the University.

3. The Internal Regulations of the DUTH (Appendix 25) contain all relevant information on performance awards.

19.2 Scholarships

The DUTH may grant scholarships to students of first cycle study programmes for the provision of teaching, research, scientific, administrative, technical and other supportive work for the activities of the Foundation. The cost of the scholarships may be charged to the budget of projects/programmes funded by national, private, international and own resources of article 230 of Law 4957/2022 in accordance with the current legislation, the Internal Regulations of the DUTH, the Regulations of the programme, the ELKE-DUTH, any special regulatory framework of the funding body and the decisions of the competent university administrative bodies.

Article 20

Academic/ Academic Advisor for Studies1.The Academic Advisor (ASA) is a member of the teaching staff who guides and supports students during their studies.

2. The ASA has an advisory role with regard to the student's academic progress, is available for emergency meetings to provide assistance and referral to specialists (such as the Counselling and Psychological Support Centre) in cases of personal problems affecting studies, monitors the student's progress and encourages him/her to achieve his/her professional goals to the best of his/her ability.

3. The Internal Regulations of the DUTH (Annex 17) describe in detail the responsibilities and everything related to the institution of the ASA.

Article 21

Rights and obligations of first cycle students

1. Undergraduate students are members of the academic community of DUTH and enjoy the right to knowledge, freedom of research and free expression of ideas within the framework of academic freedom and academic ethics.

The students of the MSc in Occupational Therapy

- a) enjoy the social and other benefits resulting from the status of a student in general and of DUTH in particular. Student status is acquired upon enrolment in the Department and is maintained until the student receives his/her degree. The student has the right to discontinue

his/her studies in accordance with current legislation. During the period of suspension of studies, student status is withdrawn and re-acquired upon a new application by the person concerned. He/she also has the right to apply for part-time study. The special regulations of the DUTH (Annex 10) apply to exceptional cases of exceeding the maximum duration of studies, interruption of studies and part-time studies.

b) freely express their views on educational and other issues, within the framework of academic freedom and with respect to the ethical rules of the DUTH.

c) evaluate the work of faculty members and other general educational, special and all categories of staff, the quality and effectiveness of the educational and other work, in accordance with the provisions of the law and the Regulations of the relevant Department and the Institution.

d) are informed by the Department of Occupational Therapy about the curriculum, their educational obligations, the rules and conditions for their uninterrupted study.

e) cooperate with the teaching staff for their educational and examination needs, on the days and times announced at the beginning of each semester.

f) submit applications to the administrative services of the relevant Department or Faculty or the Institution and are served in a timely and efficient manner.

g) make use of the facilities, infrastructure and means of the DUTH, in accordance with the regulations of the Foundation.

h) benefit from the social and other benefits resulting from the status of a student in general and of DUTH in particular.

i) submit reports and requests to the competent bodies of the Foundation on matters relating to their training.

j) are represented by their legally appointed representatives in the collective bodies and committees of the Foundation and are informed about the educational, research and administrative matters of the Foundation that concern them through their representatives.

k) are free to express themselves individually or collectively in the context of student associations. Matters relating to the way in which the organs of student associations are appointed, the meeting and the way in which their organs are convened, as well as any other matter relating to their organisation and functioning, shall be laid down in the statutes of the student association. The election of the organs of the student associations may be carried out electronically, provided that this is provided for in the statutes of the association.

l) participate in paid activities of the DUTH, under the terms and conditions set out in the relevant provisions of the law.

m) participate in international and European student exchange programmes (e.g. Erasmus+ studies, Erasmus+ placement), according to the criteria and procedure set by the competent body, the State Scholarship Foundation and the DUTH.

n) request, through a report to the Student Advocate, the investigation of cases concerning what they consider to be non-compliance with the provisions of the law or the Regulations, the Code of Conduct of the Institution, the Regulations of Studies, etc.

2. The students of DUTH have the following obligations and are obliged to:

a) respect other students, teachers and all staff of the Institution.

b) to be informed about the Internal Regulations of the DUTH and the individual operating regulations of the Institution that concern them and to apply them consistently and responsibly, acting in the exercise of their student duties and events in a lawful manner and always compatible with the operation of the Institution.

c) to fulfil their student duties with diligence and responsibility and in particular:

be aware of the curriculum they are following, the academic calendar, understand and be informed about the educational process they are following, through the e-class platform, the website of the Departments, the School and the DUTH itself, as well as through announcements.

(cb) to participate in the training activities in accordance with the terms and conditions of the training activities.

(cc) contribute to the smooth and effective functioning of any educational activity, refraining from any act or behaviour that could adversely affect the conduct of the activity.

(cd) to fulfil the tasks undertaken in the context of monitoring training activities.

(ge) comply with the guidelines and recommendations of the faculty or other competent bodies and services of the Institution.

(f) respect research ethics, in particular with regard to the protection of intellectual property rights

(cg) to participate smoothly and in accordance with the Foundation's regulations in the examinations, refraining from any act or conduct that could impede or endanger the smooth conduct of the examinations or disqualify them from participation, such as, but not limited to, copying or using inappropriate items or documents or media during the examination.

gh) to participate in the evaluation processes of the courses, structures and services of the Foundation by presenting their views in an objective, fair and impartial manner with a view to improving the Foundation's studies.

d) adhere to academic ethics and principles of academic conduct.

e) to respect and protect the facilities, surroundings and equipment of the University and to ensure the maintenance of cleanliness and orderliness of the University premises.

f) to show their academic identity card when requested by a member of the teaching, administrative and security staff in the context of the functions of the Institution.

g) participate in the activities of the Foundation.

h) to promote and advance the University through their academic, cultural and social activities.

i) refrain from acts that are inconsistent with the academic mission of the Foundation, or that impede the proper functioning of its institutions and services or academic freedom in research and teaching as well as the free expression and circulation of ideas

3. The DUTH takes special care for the exercise of the rights of students with disabilities and their equal integration in the University. In particular, it shall ensure that measures are taken to ensure access to the premises of the Institution, provide the necessary infrastructure and support, as well as the necessary conditions for their unhindered participation in the educational process and examinations. The education of students with disabilities and special educational needs or learning difficulties shall be regulated in accordance with the legislation in force and international good practice.

4. Students who come from other higher education institutions in Greece or other similar institutions abroad and are enrolled at DUTH as guest students, have the same rights and obligations as students of DUTH for the duration of their studies at the institution.

5. Article 185 of the Internal Regulations of the DUTH refers to social or other benefits and opportunities.

Article 22

Centre for Psychological Counselling Support1. The mission of the Centre for Psychological and Counselling Support (KEPSYSY - DUTH) is to provide psychological and counselling support services and the prevention of mental health problems to members of the university

community, especially to students of first, second and third cycle programmes. The KEPSYSY-DPTH provides psychological support and counselling services both in person and remotely using digital infrastructure. The services provided are free of charge.

2. The KEPSYSY-DMTH is based in Komotini but operates in cities where academic units of the DUTH operate, and provides psychological support and counselling services using digital infrastructure and services

3. The personal data collected and processed by KEPSYSY-DPTH are only those that are necessary for the specific and clearly defined purpose and the specific legal basis. In this context, the processing that takes place concerns the personal data that you provide, those served at KEPSYSY-DPTH, by filling out an application or by registering, such as:

- Identity data
- Communication data
- Health data

In those cases where consent is required, KEPSYSY-DPTH follows the procedures provided by law for obtaining it. Students reserve the right to withdraw their consent at any time. Personal data are collected in accordance with the GDPR and the applicable national legislation, either at the beginning of the relationship with KEPSYSY-DTF or afterwards and are processed on the legal basis of. The fulfilment of a duty in the public interest and the performance of a legal obligation.

Article 23

Student Advocate

1. The institution of the Student Advocate aims to:

- mediation between students and professors or administrative services of the institution.
- the observance of legality in the context of academic freedom.
- to tackle maladministration.
- safeguarding the proper functioning of the Foundation.

2. The Student Advocate, who heads the homonymous office without remuneration, may be a Professor or Professor Emeritus of DUTH and is appointed by the Senate, following a proposal by the Rector and the opinion of the Student Care Council.

3. The Student Advocate has no authority over student examinations and grades.

4. The Regulation of the Student Advocate, which is part of the Internal Regulations of the DUTH (Appendix 17), contains all the relevant information about the institution.

Article 24

Complaints and Objections Management Mechanism

1. In order to ensure the improvement of the quality of the services provided by the Academic Departments of the Democritus University of Thrace, procedures have been established that provide reliable, systematic and continuously improving, impartial recording and treatment of the malfunctions that the student encounters during his/her studies.

2. Students have the right to submit complaints or objections about any problems or in relation to the services provided. Students must, before submitting their complaint or objection, study the Guides and the general and specific Regulations of the Programmes of Studies they are studying, as well as the Internal Regulations of the Institution, in order to know their rights and obligations.

3. The Complaints and Objections Management Regulation, which is part of the Internal Regulations of the DUTH (Annex 26), details the relevant procedures.

Article 25

Student Groups

1. The establishment of student groups (or clubs) frames students' studies within the DUTH and provides them with the opportunity to engage in their extra-university activities (hobbies) alongside their studies, meeting their needs for expression and creativity. In addition, through their groups and activities, students have the opportunity to develop their communication with students from other Departments, as well as with other actors of the society, which facilitates their integration into the academic community and the local community.
2. Groups may cover a wide range of interests and activities, both relevant or related to their field of study and not (e.g. volunteering, social services, fine arts, photography, etc.)
3. The Regulation on the Organization and Operation of Student Groups, which is part of the Internal Regulations of the DUTH (Appendix 24) describes in detail the procedures for the establishment and operation of student groups.

Article 26

Disciplinary offences

1. The violation of the Internal Regulations of the Institution as well as any Regulation governing attendance of students and academic life in general constitutes disciplinary misconduct.

Indicative disciplinary offences are:

- a) the violation of the integrity of the examinations,
- b) plagiarism or concealment of the direct or indirect contribution of other persons to the subject of scientific work or research,
- c) the destruction of the property of the DUTH, movable or immovable, used by the DUTH or members of the university community,
- d) obstructing the proper functioning of the DUTH including both its educational, research or administrative operation and the operation of its unilateral and collective bodies and services, as well as the use of its facilities and equipment,
- e) the use of the covered or open spaces, facilities, infrastructure and equipment of the DUTH without the permission of its competent bodies,
- f) the use of the covered or open spaces, facilities, infrastructure and equipment of the DUTH for purposes that are not consistent with its mission, as well as the facilitation of third parties for the performance of this act,
- (g) culpable and in any manner whatsoever pollution of the covered or open areas of the institution, including noise pollution,
- h) the use of prohibited substances, which fall under the law. 4139/2013 (A' 74), within the DUTH and any contribution to the trafficking of such substances,
- i) the commission of any misdemeanour or felony if it is related to the student status.

2. The disciplinary sanctions that may be imposed on a student are:

- (a) a written reprimand,
- (b) a ban on sitting examinations in one or more subjects for one or more examination periods,
- (c) a temporary or permanent ban on the use of equipment or facilities of the institution,
- (d) temporary suspension of student status from one (1) to twenty-four (24) months; and
- (e) permanent deletion

3. Articles 187-197 of the Internal Regulations of the Aristotle University of Thessaloniki refer to the relevant procedures in detail.

Article 27

Operation of the Department

27.1. Assembly of the Department.

1. The operation of the Assembly of the Department is regulated by the provisions of Chapter 5 of the Internal Regulations of the DUTH.
2. The Assembly of the Department meets regularly at least once a month. It shall also meet in extraordinary session whenever the President of the Department deems it necessary.
3. The Assembly shall be constituted in accordance with the applicable legislation.

27.2. Committees

In the Department /PPS there will be indicative committees such as:

- Curriculum Committee
- Internal Evaluation Group (IEG)
- Internship Committee, Internship Objections Committee
- Student Affairs Committee
- Erasmus+ Commission

27.3. The School Library

The Library of the Faculty of Physical Education, Sports Science, Sports and Occupational Therapy operates according to the Library and Information Centre Regulations of the DUTH, as incorporated in the Internal Regulations of the DUTH, Annex 15.

27.4. Secretariat of the Department

1. The Secretariat of the Department of Occupational Therapy provides administrative support to the Department in its responsibilities arising from the current institutional framework. It provides administrative and secretarial support and handles all matters relating to the work of the Department.
2. The Secretariat of the Department accepts students on days and times that are posted on the Department's website and on the notice board. The Secretariat strictly applies the legislation on the protection of natural persons with regard to the processing of personal data (Law 4624/2019 "Personal Data Protection Authority").
- 3 Applications for certificates can only be made through the e-registration platform (Universis) (<https://students.duth.gr>). Through the same platform, the student can monitor his/her card and consequently his/her progress. Applications are also submitted electronically through the KEP.
4. The Secretariat of the Department issues the following certificates:
 - Certificate of attendance, which confirms that the applicant is an active student.
 - A certificate of analytical grades, indicating the student's progress in the courses taught.
 - Certificate of completion of studies, for those who have fulfilled the obligations of the Programme of Studies, but have not been awarded the degree.
 - Copies of degrees and certificates concerning graduations (transcripts), etc.

27.5. Use of the Department's infrastructure

1. The educational activities of the MSc are carried out in the infrastructure of the School to which the Department belongs.

2. The teaching staff, administrative staff, other employees of the Department and students must protect the premises, infrastructure and equipment of the DUTH, take care of the maintenance of cleanliness and observe the safety rules.
3. The use of the facilities, infrastructure and equipment of the Department or the Institution, without the permission of the competent bodies, well as the use of the premises for purposes inconsistent with the mission of the University, is prohibited.
4. Students have the right to use the facilities, media and electronic services of the Department and the Institution within the framework of the activities of the MPA.
5. The laboratory infrastructure (computers, logistical infrastructure, equipment) must be used by students exclusively for the production of the Foundation's work.

Article 28

Modification of the UPS

The UPS of the Department of Occupational Therapy is revised according to the provisions of the Internal Quality Assurance System of the DUTH.

Article 29

Amendment of the Rules of Procedure

The amendment of these Regulations is possible after a decision of the Assembly of the Department and approval of the Senate.

Annex 1

Brief presentation of the UPS "Occupational Therapy"

Year 1							
A Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS
1. Basic principles of Occupational Therapy	3	2	-	2	5	4	6
2. Lifelong Activity in Occupational Therapy	3	2	-	2	5	4	6
3. Physiology and Neurophysiology – Basic Principles	3	-	-	0	3	3	6
4. Introduction to Psychology	3	-	-	0	3	3	6
5. Anatomy	3	1	-	1	4	4	6
SIX-MONTH TOTAL	15	5	0	5	20	18	
B Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS
1. Disability Citizens, National and International Approaches	3	-	-	0	3	3	6
2. Development in Occupational Therapy	3	-	-	0	3	3	6
3. Occupational Therapy and Organic Diseases	3	-	-	0	3	3	6
4. Motor Learning	3	1	-	1	4	4	6
5. Models and Frameworks of Reference in Occupational Therapy	3	2	-	2	5	4	6
SIX-MONTH TOTAL	15	3	0	3	18	17	
Year 2							
C Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS
1. Assistive Technology in Occupational Therapy	3	2	-	2	5	4	6
2. Movement Analysis in Occupational Therapy I	3	2	-	2	5	4	6
3. Assessment Methods in Occupational Therapy	3	2	-	2	5	4	6
4. Research Methods in Occupational Therapy	3	2	-	2	5	4	6
5. Neurology	3	-	-	0	3	3	6
SIX-MONTH TOTAL	15	8	0	8	23	19	
D Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS

1. Occupational therapy in adults with neuromuscular disorders	3	2	-	2	5	4	6
2. Movement Analysis In Occupational Therapy II	3	2	-	2	5	4	6
3. Contemporary Issues In Occupational Therapy	3	1	-	1	4	4	6
4. Occupational Therapy In Children And Adolescents With Neuromuscular Disorders	3	2	-	2	5	4	6
5. Nutrition And Physical Activity	3	-	-	0	3	3	6
SIX-MONTH TOTAL	15	7	0	7	22	19	

Year 3							
E Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS
1. Clinical Practice I	3	19	-	19	22	10	12
2. Occupational Therapy in Children and Adolescents with Developmental Disorders	3	-	-	0	3	3	6
3. Clinical Nutrition	3	-	-	0	3	3	6
4. Occupational therapy in elderly	3	-	-	0	3	3	6
SIX-MONTH TOTAL	12	19	0	19	31	19	
F Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS
1. Clinical Practice II	3	19	-	19	22	10	12
2. Alternative Therapeutic Techniques and Sustainability in Occupational Therapy	3	-	-	0	3	3	6
3. Activities Of Daily Living, Aids, Ergonomics and Principles of Universal Design Planning	3	2	-	2	5	4	6
4. Public Health-Rehabilitation Services Management	3	-	-	0	3	3	6
SIX-MONTH TOTAL	12	21	0	21	33	20	

Year 4							
G Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS
1. Counselling and Communication in Occupational Therapy	3	-	-	0	3	3	6
2. Groups in Occupational Therapy	3	2	-	2	5	4	6
3. Art in Occupational Therapy	3	2	-	2	5	4	6
4. Health of Psychology	3	0	-	0	3	3	6
5. Elective Course I	2-3	0-2	-	0-2	2-4	3	3

6. Elective Course II	2-3	0-2	-	0-2	2-4	3	3
6 ECTS in Elective Courses							
SIX-MONTH TOTAL	16-18	4-8	0	4-8	20-24	20	
H Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (MM)*	Units ECTS
1. Internship	...		-		14	20
2. Dissertation		-		7	10
XXX** ECTS in Elective Courses							
SIX-MONTH TOTAL	-	-	-	-	-	21	

	BM	ECTS
TOTAL CURRICULUM	153	240*

Elective courses

G Semester	THEORY (hours)	LAB (hours)	TUTORIALS (hours)	WORKSHOPS / TUTORIALS (Total hours)	TEACHING HOURS (Total)	TEACHING UNITS (BM)	Units ECTS
1. Information and Communication Technologies in Health	3	-	-	0	3	3	3
2. First Aid	2	2	-	2	4	3	3
3. Creativity in Occupational Therapy	2	2	-	2	4	3	3
4. Interdisciplinarity in Occupational Therapy	2	2	-	0	4	3	3
5. Bioethics	3	-	-	0	3	3	3
6. English Vocabulary in Occupational Therapy	3	-	-	0	3	3	3
7. Occupational Therapy in the Community – Occupational Justice	2	2	-	2	4	3	3
8. Musculoskeletal Disorders and Diseases	3	-	-	0	3	3	3
9. Splints and Assistive Devices	2	2		2	4	3	3

Annex 2 Regulation of Dissertation

Dissertation

The student in the 8th semester is required to prepare a Dissertation, the topic of which should be related to the subject of his/her studies and should utilize the knowledge acquired in the courses of the MPA and on a topic of his/her interest

The Dissertation is written in Greek or in English and should contain recognizable elements of originality and contribution to scientific knowledge.

1. Application - Submit a topic

The student, by the end of the 7th semester of study, submits to the Secretariat, by the deadlines specified, a Dissertation Topic Statement, signed by the student, the supervising professor and the two members of the Dissertation Evaluation Committee.

Students who do not submit the application within the time limits set by the Secretariat, postpone, at their own risk, by at least one academic semester, the start of the Dissertation.

2. Dissertation Supervision

The teaching staff has the right to supervise the thesis as provided for in the current legislation.

The Dissertation is prepared by the student and is the product of original scientific research. For this purpose, students shall sign a declaration of non-infringement of intellectual property.

It is not possible to change the topic of the student's Dissertation, except by decision of the Assembly, following the recommendation of the Student Affairs Committee, after a reasoned recommendation of the Supervising Professor.

In exceptional cases of loss, objective inability to perform supervisory duties or for an important reason, the replacement of the Supervisor or a member of the Committee of Three may be possible after a decision of the Assembly, following a recommendation of the Student Affairs Committee.

The Dissertation may take the form of a review study, a case study or a research paper. The structure of the thesis is determined by the Department's Dissertation Writing Guide.

The Dissertation is written in Greek and is accompanied by a short summary in English. After consultation with the supervisor, the thesis may be written in English and include an extended summary in Greek.

3. Presentation and completion of the Dissertation

After the completion of the Dissertation, the student submits to the Supervisor and the other two members copies of the final thesis and the proof of plagiarism check indicating the results of the check using the special plagiarism detection application (Turnitin). At the same time, the student sends to the Supervisor a statement that the Dissertation is a product of his/her work and not a product of plagiarism either in whole or in individual parts of it.

The Tripartite Committee, after studying the Dissertation, sets the date for the public support/evaluation of the Dissertation.

In order for the Dissertation to be approved, the student must support it before the Thesis Committee.

The presentation is made in a public procedure, during the examination period of January, June or September, before a three-member committee and the student may attend the final evaluation. The final assessment is completed with the presentation of the Dissertation. The presentation and evaluation of the Dissertation may also take place in cases where only two of the three members of the Tripartite Committee are present.

After the presentation-support, the Examination Committee submits its grade to the Secretariat together with the student's declaration that the Dissertation is a product of his/her work and not a product of plagiarism either in its entirety or in individual parts.

In the case of a negative evaluation, student has the opportunity, after improving his/her work according to the observations of the Committee, to present it again in the next examination period, and also has the right, in the next academic semester, to change the subject and the supervisor.

The Dissertations are submitted exclusively in electronic form to the DUTH Library and to the archive kept at the Department. The Department Secretariat appoints a person responsible for the collection of all theses in digital format. The Secretariat is responsible for maintaining the digital archive until the full development of the DUTH Central Repository.

Copying, plagiarizing or generally tampering with the process of conducting a thesis is a disciplinary offence. If the offence is found after graduation, the Assembly shall initiate procedures for the withdrawal of the degree/diploma.