

## Curriculum

- The MSc in Data Science Programme comprises two (2) semesters of courses and one (1) semester for preparing the postgraduate thesis for full-time students, and four (4) semesters of courses and one (1) semester for preparing the postgraduate thesis for part-time students. All courses are delivered in English. By decision of the Provisional Assembly of the School (P.A.S.) a faculty member of the Department may be appointed as the Scientific Coordinator for each course. Ninety (90) European credit units (ECTS) are required to obtain the master's degree, which are accumulated with the participation of postgraduate students in all activities of the programme, as described in the following table.

### CORE COURSES (TOTAL 30 ECTS)

A	Programming for Data Science	6
A	Data Science for Business: Theory and Practice	6
A	Statistical Methods for Data Science	6
A	Machine Learning Principles and Concepts	6
A	Advanced Database Systems	6
Total		30

### COMPULSORY COURSES

B	Time Series Forecasting	6
B	Advanced Machine Learning	6
B	Data Mining	6

### ELECTIVE COURSES (two of the following)

B	Natural Language Processing and Text Mining	6
B	Exploratory Data Analysis and Visualization	6
B	Information Retrieval	6
B	Big Data and Cloud Computing	6
B	Knowledge Management in the Web	6
B	Multimedia Data Analysis	6
B	Social Media and Online Community Management	6
B	Consulting Project	6
Total		30
C	Dissertation	30
Total		30
Grand Total Semesters (A+B+C)		90

- The redistribution of courses in the part-time programme is made by decisions of P.A.S. and reference to the Postgraduate Studies Regulation.

3. By decision of the competent bodies and reference to the Postgraduate Studies Regulation, a modification of the curriculum may be made.

#### **Announcement and Admission Procedure**

1. The Department of Science and Technology every year, after March 1st, on a date set by the P.A.S., announces postgraduate student positions through an open procedure (call for expression of interest) for the admission of graduates to the Postgraduate Programme during the Winter Semester of the next academic year. The call is posted on the websites of the Department and the University and is made known in any appropriate way. The above call for interest shall specify:
  - a) The necessary qualifications of candidates for admission to the Postgraduate Programme.
  - b) The necessary supporting documents for the registration of candidates in the Postgraduate Programme.
  - c) The deadline for submission of supporting documents.
  - d) The address and manner of submission of supporting documents.
2. The deadline for applying to the Postgraduate Programme starts from the day following the publication of the call referred to in paragraph 1 of this article and ends on a date specified in the call for expression of interest.
3. The selection of candidates in the Postgraduate Programme is made by decision of the P.A.S., according to the criteria for evaluating applications and selecting candidates. The final list of successful candidates and any runners-up is validated by the P.A.S.
4. In case of a positive answer, the candidate is informed in writing by the Secretariat of the Department that s/he is obliged to notify the acceptance or rejection of the offer for participation in the Postgraduate Programme. The candidate, in order to secure her/his position, must within specified deadlines submit to the Secretariat of the Department all legal supporting documents, pay the advance payment of the students' financial participation, if applicable, in any case before the start of the programme, and proceed to the registration in the programme. In addition, registration is validated by presenting a copy of the undergraduate degree (if it has not already been submitted) or by a certificate from the Secretariat of the candidate's educational institution, for the fulfillment of all required obligations. The same applies to the proof of knowledge of the English language, which the candidate must possess until the date of enrollment in the Postgraduate Programme.
5. In case a successful candidate does not register for the Postgraduate Programme within the set deadline, the next runner-up takes the position.

#### **Categories of candidates - Admission requirements - Supporting documents - Number of students admitted.**

1. The Postgraduate Programme "Data Science" is addressed to holders of a title of the first cycle of studies of Greek or equivalent foreign institutions, with a subject that is the same or related to the subject of the programme. Postgraduate Diploma is not awarded to a student whose first cycle degree from a foreign institution has not been recognized by the Hellenic National Academic Recognition and Information Center (Hellenic NARIC-"D.O.A.T.A.P.").

The Postgraduate Programme admits, after selection, graduates of Greek Universities and Technological Educational Institutions or foreign recognized Higher Education Institutions, specializing in Technology and Sciences or other related specialties such as Graduates of Departments of Polytechnic Schools, Graduates of Departments of Technological Direction, Graduates of Departments of Mathematics and Physics.

Exceptionally, graduates of other specialisms who demonstrate an appropriate level of knowledge in the subject of the Postgraduate Programme may be admitted.

2. Students who owe a small number of courses to obtain the degree, if accepted, have the right to enroll in the Postgraduate Programme only if they submit a certificate of completion of studies by the deadline set for their registration. Those interested in participating in the Postgraduate Programme must submit, in the manner indicated in the relevant call for interest, to the Secretariat of the Department the following supporting documents:
  - (a) Application form.
  - b) Copy of all diplomas (degree/diploma, other Postgraduate Programme degree, etc.).
  - c) Copy of transcripts of all years of undergraduate studies as well as any postgraduate

studies.

- d) English language proficiency, documented by a relevant certificate, equivalent at least to the State Certificate of Language Proficiency Level B2 or other certificate of very good knowledge. Holders of an undergraduate or postgraduate degree from a foreign university in English are exempted from this obligation.
  - e) At least two (2) letters of recommendation. The letters must be signed by faculty members of the candidate's educational institution or by faculty members of other educational institutions who are familiar with the candidate's scientific training. In the case of candidates with significant professional experience, candidates may also provide letters from people in their professional field.
  - f) Curriculum vitae.
  - g) Any other information that, in the opinion of the candidates, would contribute to their fuller evaluation, such as certificates of participation in summer schools, conferences, student exchange programmes, scholarships of I.K.Y. or other recognized institutions, prizes in competitions, presentations of papers in scientific conferences, evidence of participation in research programmes, scientific publications, certificates of professional experience, etc.
  - h) Photocopy of Identity Card or Passport.
  - i) Two (2) recent photographs
3. Candidates of the above categories, if they cannot meet the conditions under which they are admitted, or if they voluntarily withdraw from the Programme at any time after the acceptance of their application and their acceptance of their place in the Programme, are not entitled to request a refund of the advance they paid for the participation Programme, if they have attended any hours of course(s). In any case, after the beginning of the academic year, 20% of the advance payment is withheld as administrative costs.
  4. The maximum number of students admitted is one hundred and twenty (120) per programme start. The maximum number of students per instructor is set at six (6).

#### **Application Evaluation - Student Selection Criteria**

1. The selection of students admitted to the MSc Programme is made by a three-member Postgraduate Student Selection Committee (P.S.S.C.). The P.S.S.C. consists of the Director of Postgraduate Studies and two (2) faculty members who have undertaken postgraduate work and is formed by decision of the P.A.S.
2. The Secretariat of the Department forwards to the P.S.S.C. all applications with the accompanying material. The P.S.S.C. undertakes the evaluation of candidate postgraduate students. The P.S.S.C. examines the respective applications and the documents submitted, draws up a complete list of those who have applied, checks the formal qualifications, rejects candidates who do not meet the criteria decided by the P.A.S. and ranks the candidates by hierarchical order of selection, considering all criteria listed in this Regulation. Subsequently, the P.S.S.C. forwards to the P.A.S. a detailed proposal with the explanatory memorandum for the classification of the candidates.
3. As part of the assessment, the P.S.S.C. may decide to interview all or some candidates and/or, with the agreement of the P.A.S., to conduct additional (internal) examinations for all or some candidates, specifying the syllabus and time of the examinations.
4. Any objections of candidate postgraduate students are submitted to the Secretariat of the Department within five (5) working days from the date of announcement of the results. The P.A.S. appoints an Appeals Committee consisting of three (3) faculty members, in order to examine the objections and then make recommendations for them.
5. After the finalization of the results, the successful candidates are informed by the Secretariat of the Department and are invited to respond in writing, within a deadline set by the Director of Postgraduate Studies in cooperation with the Secretariat of the Department, whether they accept their admission to the Postgraduate Programme, accepting at the same time the terms of its operation. Failure by a selected candidate to reply within the above deadline shall be tantamount to refusal of acceptance. If there are successful candidates who will not accept participation in the Postgraduate Programme, the Secretariat informs the runners-up in order of evaluation from the relevant list.
6. The Postgraduate Programme is addressed to high-level candidates whose selection is made considering the following qualitative and quantitative criteria:
  - a) The grade and type of diploma/degree of the candidate and the performance in

undergraduate courses directly related to the Postgraduate Programme with a weight factor of 50%. The minimum grade of the Undergraduate Degree/Diploma must be or be equivalent to grade six (6) on the scale 0-10. In case the candidate has not yet graduated, then the average grade in the courses successfully completed as well as their number are considered.

- b) Performance in a diploma or degree dissertation, when this is required for graduation, with a weight factor of 10%.
- c) The existence of other postgraduate degrees, related to the Postgraduate Programme, with a weight factor of 10%.
- d) The research activity (other than the dissertation) of the candidate, which is evidenced by publications, with a weight factor of 10%.
- e) The professional activity of the candidate (at an appropriate level), relevant to the scientific area of the Postgraduate Programme, with a weight factor of 5%.
- f) Letters of recommendation, with a weight factor of 5%.
- g) The personal interview, if required by the P.S.S.C. with a weight factor of 5%. In this case, five (5) points are deducted from the weight factor of the diploma/degree grade.
- h) Performance in the examinations, if required by the P.S.S.C. with a weight factor of 10%. In this case, ten (10) points are deducted from the weight factor of the diploma/degree grade.
- i) Additional data and specific qualifications included in the application form (scholarships, awards, participation in research programmes, etc.) with a weighting factor of 5%.
- j) The candidate's language proficiency with a weight factor of 5%.

Courses related to the subject of the MSc Programme are considered to deal with topics such as Probability and Statistics, Programming, Data Structures and Data Databases, Algorithms, Knowledge Mining, Information Retrieval and the World Wide Web, Machine Learning, Big Data, Parallel and Distributed Data Processing.

7. Based on the performance of the candidates in the above criteria, the total score of each candidate on the scale 0-100 is determined. The above selection criteria, as well as the way of applying these criteria (weighting factors, etc.) or supplementary criteria, may be redefined by a relevant decision of the P.A.S.
8. The members of the categories "E.E.P". as well as "E.DI.P". and "E.T.E.P." who serve at the International Hellenic University and meet the requirements for the selection of students, may, upon their application, enroll as supernumeraries and only one per year in the Postgraduate Programme.
9. The final list of successful candidates is validated by the P.A.S.

#### **Student status – Enrolment in the Postgraduate Studies Programme – Renewal of Registration**

1. The student status is acquired upon enrollment in the Postgraduate Programme of the International Hellenic University and is lost upon receipt of the Postgraduate Diploma or its deletion.
2. Students are entitled to make use of the facilities and infrastructure with which the International Hellenic University is equipped for the fulfillment of its educational work according to the definitions of the decisions of the Administrative Committee, the Internal Rules of Operation of the International Hellenic University, and the current Rules of Operation of the specific Postgraduate Programme.
3. The initial enrollment in the Postgraduate Programme of the Department takes place at the beginning of the academic semester, following a relevant decision of the P.A.S. and an announcement by the Secretariat of the Department.
4. During the initial registration, Postgraduate Students submit, in addition to the supporting documents submitted with their application, the following:
  - a) Declaration of Personal Data (form from the Secretariat).
  - b) Birth Certificate (applies to male students who wish to postpone military service).
  - c) Candidates who were graduates at the time of their selection must submit an additional certificate of completion of studies from the corresponding Department Secretariat.
  - d) Candidates who did not hold a language certificate at the time of their selection must

submit this certificate.

5. In case of not submitting any of the necessary certificates, registration in the programme is not possible. Regarding the above language certificate, it is possible to submit it no later than one (1) month, with the consent of the Director of the Postgraduate Programme.
6. The failure of the interested party to complete the initial registration within the prescribed deadlines is equivalent to refusal to accept the offered place in the Postgraduate Programme.
7. If there are vacancies, they are offered to the candidates next in the runners-up list, from the relevant evaluation list.
8. Following the initial registration, the Secretariat of the Department creates the individual file (Postgraduate Student Card) in electronic form, the content of which has been determined by the P.A.S. and the Institution. In this card, additional to other information, all courses which are the student's obligation to the Postgraduate Programme are recorded.
9. The Department safeguards the personal nature of the data contained in the Student Cards of the Postgraduate Programme and may not transfer them to any third party (natural or legal person) for any reason, with the exception of relevant provisions of the law and to the competent authorities only. The Department may process part or all of these data for statistical purposes and for the improvement of the services provided in accordance with the applicable provisions.
10. After the first registration, postgraduate students must renew their registration in each academic semester within the deadlines, as announced by the Secretariat of the Department, until the end of their studies at the Postgraduate Programme.
11. A student who has not renewed his registration is automatically deprived of his student status and is deleted from the registers of the Postgraduate Programme.
12. To renew the enrollment in the Postgraduate Programme, the student must, during the previous academic semester of study, have fulfilled all the requirements and conditions of this regulation.
13. The Secretariat of the Department communicates with students mainly via e-mail and secondarily through electronic announcements posted on the relevant website of the Postgraduate Programme.

#### **Duration and Terms of Study**

1. The MSc Programme is provided as a full-time and part-time programme.
  - a) The full-time programme is addressed to candidates who do not work, have little or no working experience and are willing to attend an intensive programme of courses delivered mainly in the afternoon and lasting at least three (3) semesters, including the time of preparation and evaluation of the postgraduate dissertation. The maximum allowed duration of full-time studies is set at four (4) academic semesters. Exceeding the maximum time allowed entails the loss of the status of postgraduate student of the Postgraduate Programme by decision of the P.A.S., upon the relevant recommendation of the Steering Committee (S.C.).
  - b) The part-time programme is mainly addressed to students who are proven to work. The maximum duration of part-time studies is set at six (6) academic semesters. Part-time attendance is also provided for non-working postgraduate students who are unable to meet the minimum requirements of the full-time programme for particularly serious cases, personal or family. In order to be included in part-time studies, an application is required from the interested parties to the Secretariat, accompanied by the necessary supporting documents. Admission to a part-time study status is made by decision of the P.A.S. upon the recommendation of the S.C. Exceeding the maximum allowed time of part-time study entails the loss of the status of postgraduate student of the Postgraduate Programme by decision of the P.A.S., following a relevant recommendation of the S.C.
  - c) For the rest, students of both programme categories receive equivalent diplomas.
2. Extension of studies, beyond the maximum duration, by one semester is provided only in exceptional and duly justified cases (e.g., illness, serious family reasons), upon the relevant recommendation of the S.C. and a reasoned decision of the P.A.S.
3. Postgraduate students have all the rights, benefits and facilities provided for students of the first cycle of studies except for the right to free textbooks. Also, the Institution provides all the necessary facilities to postgraduate students with disabilities or other

special educational needs, so that they have easy access to the teaching areas (classrooms and laboratories) and examinations. There is also an oral examination in special cases (disability and/or special educational needs). following a decision of the P.A.S., which is based on the necessary supporting documents that must be submitted to the Secretariat of the Department by the applicant student.

4. Postgraduate students may participate in research projects and be remunerated for their participation. Postgraduate students remuneration may be granted from programmes providing specialized scientific and technological services or other fees, in accordance with the applicable provisions. In addition, the Department encourages the participation of postgraduate students in funded research programmes, as well as external funding from various Institutions (I.K.Y., etc.)
5. For participating to the Postgraduate Programme there is a attendance fee, according to what is described in the relevant article of this regulation.
6. Postgraduate students of the Postgraduate Programme are obliged to:
  - a) To attend regularly and continuously the courses they have chosen in each semester of their studies.
  - b) Submit within the prescribed deadlines the required exercises, homework, etc. for each course and the postgraduate dissertation, indicating any use of third-party work in the appropriate way.
  - c) Attend seminar courses and/or individual study/foundation courses, which may not be subject to examination or correspond to ECTS credits, but are considered necessary for their training.
  - d) Attend the prescribed examinations.
  - e) To keep up the deadlines announced by the Secretariat for the various issues related to the operation of the Postgraduate Programme.
  - f) Use for their communication with the Department the email provided by the Institution.
  - g) To respect and abide by the decisions of the collegiate bodies (S.C. of the Postgraduate Programme, P.A.S., Administration, etc.) as well as academic ethics.

Non-observance of the above, without serious and substantiated justification, is the basis for imposing a penalty ranging from the rejection of a request to the expulsion from the Postgraduate Programme.

#### **Academic Calendar - Timetable**

1. Upon enrollment in the Postgraduate Programme, the postgraduate student receives from the Secretariat the annual Academic Calendar of the Programme, which includes the start and end dates of teaching periods, examination periods, holidays, etc., drawn up under the responsibility of the competent bodies. The P.A.S., upon the recommendation of the S.C., may modify the start and end dates of the courses for reasons of more effective operation of the programme.
2. At the beginning of each period, the Secretariat announces the timetable for the period, which includes the days and hours of delivering the courses, the dates of other events or obligations, etc. The Timetable is prepared with the assistance of the Secretariat of the Department in collaboration with the Director of the Postgraduate Programme.

#### **Suspension of Studies - Expulsion**

1. Each student of the Postgraduate Programme may temporarily suspend his/her studies for a period of not more than two consecutive academic semesters, upon his/her request and approval by the P.A.S., given the relevant recommendation of the S.C., for cases of inability to attend due to reasons related to his/her family and personal situation and which will be duly proven. Applications for suspension submitted after three (3) weeks from the beginning of the course are not examined. The P.A.S. may approve the suspension of a postgraduate student's studies, starting from the starting date of the academic semester for which the application is submitted. The semesters of suspension of student status are not counted in the maximum duration of studies for the acquisition of the Postgraduate Diploma. After the end of the suspension, the student immediately continues his/her studies without application and his/hre name appears in the attendance registers. If, during the period of suspension of a postgraduate student's studies, the programme and/or duration of studies of the Postgraduate Programme is

modified, then the student will follow a programme of study with the duration that was applicable at the time of enrollment in the Postgraduate Programme and will attend courses according to the correspondences between new and old courses, for which the P.A.S. is responsible. Unjustified exceeding of the approved suspension period entails the immediate expulsion of the candidate from the Postgraduate Programme. In case of re-attendance or permanent withdrawal, the already paid financial participation of the students is not refunded.

2. The general presence and behavior of the student during his/her postgraduate studies is a prerequisite for continuing attendance.
3. A student may be expelled from the Postgraduate Programme upon the recommendation of the C.C>, following a call for a hearing, with a reasoned decision of the P.A.S., which is validated by the Administrative Committee of the IHU, for the following reasons:
  - a) At the request of the student.
  - b) Due to disciplinary misconduct, as described by the applicable legislation.
  - c) Failure to successfully take the exams in a total of ten (10) courses within the maximum time allowed,
  - d) Failure to complete or successfully examine the Diploma Thesis within the maximum time period provided or rejection for a second time.
  - (e) Unjustified exceeding of the authorised suspension period.
  - f) Non-renewal of registration.
  - g) Exceeding the limit of absences in two (2) or more courses.
  - h) Neglect of duties and obligations arising from the Curriculum and this Regulation.

Students are granted the right to appeal for remedy in accordance with the Code of Administrative Procedure, as applicable. Cases of plagiarism are detected objectively using specialized software that investigates and detects plagiarism and the relevant sanctions are dealt with under the current legislation. In case of expulsion of the postgraduate student, paid fees are not refunded, while a certificate of successful attendance of the courses where s/he received a passing grade is provided upon request.

#### **Teaching Staff - Conduct of Educational Work**

1. The teaching of courses/educational exercises in the Postgraduate Programme and the supervision of diploma theses can be undertaken by:
  - a) Faculty members or retired faculty members of the relevant Department or faculty members of other Departments of the same or another Institution, members of "E.E.P.", "E.D.I.P.", and "E.T.E.P." of the relevant Department, instructors in accordance with Presidential Decree 407/1980 (Government Gazette / 112 A), or article 19 of Law 1404/1983 (A' 173) or par. 7 of article 29 of law 4009/2011 or researchers from research centers of article 13A of law 4310/2014 (A' 258), including research centers of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens or new recruitments/contracts.
  - b) By decision of the P.A.S., which is taken upon the recommendation of the Director of the Postgraduate Programme, distinguished scientists who have a position or qualifications as professors or researchers in a research center, artists, or scientists of recognized prestige with specialized knowledge or relevant experience in the subject of the Postgraduate Programme, are invited according to the educational needs of the Postgraduate Programme.
2. All lecturers must hold a doctoral degree, unless their subject is of exceptional and indisputable specificity for which it is not possible or usual to hold a doctoral degree.

The P.A.S. may assign non-autonomous teaching of part of a course or seminar or laboratory to non-holders of a doctoral degree under the supervision of another faculty member teaching in the Postgraduate Programme, provided that the proportion of teachers defined by the applicable legislation is complied with, and that the assignments do not exceed a total of ten percent (10%) of the total teaching hours of courses, seminars or workshops, respectively, of the Postgraduate Programme.
3. Practice exercises (in the context of a specific course of the Programme) may be assigned, in addition to the above, to PhD candidates with topics relevant to the Postgraduate Programme.
4. The assignment of the teaching of the courses and practice exercises of the courses of

the programme is assigned by P.A.S.

5. In case these assignments are made to external collaborators who are not members of the Teaching Staff of the International Hellenic University or other HEIs, a specially reasoned decision of the P.A.S. is required, following a proposal by the Director of the Postgraduate Programme or a relevant faculty evaluation committee. The justification should include extensive CVs of the external partners.
6. In the case of assignment of teaching to emeritus professors or retired faculty members or faculty members of other Departments of the relevant Department or other Universities, the current provisions apply.
7. For each postgraduate student, an Advisor Professor (mentor) is appointed by the P.A.S., belonging to the faculty members of the Department or the other instructors of the Postgraduate Programme, who supervises his/her studies and research progress in accordance with the provisions of the present Postgraduate Studies Regulation. Indicatively, it is mentioned that the Advisor Professor monitors the progress of the student, advises him/her on academic, organizational or administrative issues and can inform S.C. on issues concerning the postgraduate student. The postgraduate student may inform the Advisor Professor about the progress of his/her studies and in particular about the courses in which he/she enrolls each semester.
8. The remuneration of instructors is determined by decision of the P.A.S. in accordance with the current legislation.
9. The person responsible for teaching a course in the Postgraduate Programme must:
  - a) At the beginning of each period, and in any case before starting teaching the course, provide students with a description of the course, suggested bibliography and articles (taking into account the existing description of the course - syllabus), the way the course is examined, the way the final grade is calculated, the way of submitting exercises and assignments through the electronic platform and how they are graded, including any penalties in cases of late submission.
  - b) Keep the relevant course website up to date with relevant material.
  - c) To ensure the weekly schedule of teaching hours in order to cover the material provided, In this context, it is the teacher's responsibility to make up for lectures that for various reasons did not take place.
  - d) To teach in English, combining the characteristics of teaching with attendance with the characteristics of distance teaching, as provided by the current legal framework, and the full utilization of the potential of relevant modern technologies.
  - e) To ensure the correlation of the theoretical part of teaching with its practice, where possible. This effort is reinforced using case studies, guest speakers recognized for their experience and expertise, or by a combination of both.
  - g) To adhere faithfully and accurately to the programme and the timetable of the lectures of the course as well as the date of its examination.
  - h) To assume the duties of Supervising Professor of Postgraduate Diploma Thesis, and/or member of the three-member Examination Committee of Postgraduate Theses, and/or Advisor Professor to Postgraduate Students.
  - i) To maintain office hours of at least two hours per week, which will allow the unhindered communication of postgraduate students with him/her, on issues related to their studies and the specific course.
  - j) To participate in the procedures concerning the evaluation of the course and him/her, in accordance with the provisions of the Institution and/or the P.A.S. and the applicable legislation.
  - k) To cooperate with the Scientific Coordinator of the course assigned to him, if appointed, the Director of the Postgraduate Programme and the S.C., respecting and observing the decisions of the collective bodies (S.C., P.A.S., Administrative Committee), as well as academic ethics.



1. The start and end dates of the courses of the Postgraduate Programme are determined according to the annually defined Academic Calendar of the Institution, which are announced timely by the Secretariat of the Postgraduate Programme. The courses are taught according to the timetable announced timely by the Secretariat of the Department. Attendance may include lectures, seminars, special lectures, labs, individual and/or group projects, oral and/or written examinations.
2. The teaching of each postgraduate course lasts thirteen (13) weeks. The teaching hours of each course are at least thirty (30) during a semester. In addition to these hours, and in order to meet the needs of labs, seminars, practical exercises, etc., additional hours may be added, following a reasoned decision of the P.A.S. upon the recommendation of the S.C. Instructors may use synchronous and asynchronous training methodologies within the framework of the current legislation.
3. Attendance of postgraduate courses is compulsory. Postgraduate students are obliged to attend the lectures, labs, and any activities determined by the instructor for each course. Any absence from a lesson should be adequately justified. Unexcused absences may not exceed 20% of the total teaching hours. If this limit is exceeded, it is considered that the student has not attended the course and, consequently, cannot be examined in it, being considered a failure.
4. The examination periods are scheduled after the end of the courses and last two (2) weeks. Before their start, a week precedes for make-up lectures and individual study. The resit examination periods are scheduled, for the winter semester after the end of the examination period of the spring semester, and for the spring semester in September of the following academic year and in any case before the beginning of the teaching period of the winter semester.
5. The final evaluation in the individual courses of the Programme of each postgraduate student is made through written or oral final exams, intermediate written or oral examinations ("midterm exams"), preparation of written assignments, exercises, or a combination of the above at the discretion of the instructor, who also determines the method of calculating the final grade announced during the first week of courses. Proven special cases of students (disabled, cases of dyslexia, etc.) receive special treatment to ensure compliance with the principle of equal treatment.
6. The evaluation of students' performance is carried out by the instructor independently for each course on the scale from zero (0) to ten (10) with characterization: "Excellent" from eight and fifty (8.50) to ten (10), "Very Good" from six and fifty (6.50) to eight and forty-nine (8.49), "Good" from five (5) to six and forty-nine (6.49).
7. For the student to succeed in both the course examinations and the written assignment, s/he must have obtained a grade of at least five (5). The student who fails in any of the courses is re-examined during the respective resit examination period. If a student fails the resit examination, s/he is entitled to repeat it or, if it is an elective course, to replace it with another of the corresponding semester.
8. If the postgraduate student fails the examination of a course or courses, so that, according to the provisions of the Postgraduate Studies Regulation, s/he is considered not to have successfully completed the programme, s/h may be examined, upon his/her request, by a three-member committee of faculty members of the School who have the same or related subject matter as the examined course and are appointed by the P.A.S., based on current legislation. The teacher in charge of the examination is excluded from the committee.
9. In exceptional cases, such as the student's inability to take part in the examinations or to deliver an assignment for serious reasons of force majeure, at the discretion of the Department, a special examination date may be set for the student or a new deadline may be given for the delivery of the work without penalty, following a decision of the Director of the Postgraduate Programme.
10. Instructors are obliged to issue the results of the examinations and calculate the final grades, by submitting a certified official document with the final grade to the Secretariat of the Department within twenty (20) days from the day of the examination.

#### **Course and Faculty Evaluation**

1. The evaluation of courses and teachers is carried out in accordance with the current standards of the International Hellenic University under the responsibility of the Quality Assurance Unit. and the OMEA. of the Department.
2. The evaluation of teachers and courses takes place before the completion of the course by the students who attend them with anonymous questionnaires, which they fill out on

a voluntary basis with objective and academic judgment, on dates set by the M).Di.P. The evaluation of teachers by postgraduate students is based on criteria related (indicatively) to their knowledge and ability to transmit them to students, the level of their preparation, the use of the most modern and internationally established - for high-level postgraduate studies - bibliography and their willingness to answer students' questions, the observance of teaching hours and the academic calendar, etc.

3. When the processing is completed, and in any case after the submission of the course grades, the teachers are informed of the results of the evaluation that concern them.

#### **Postgraduate Thesis**

1. If the student has been examined in all courses of the first and second semester of the Postgraduate Programme, he/she can be included in the process of preparing a postgraduate dissertation.
2. The process of pursuing the Master's Thesis by a postgraduate student is initiated by applying to the S.C., in which the proposed title of the postgraduate thesis and the proposed supervising professor is indicated among the instructors of the Department, with the agreement of the latter. A preliminary outline of research for the preparation of the Master's Thesis must be attached to the application.
3. The search for a supervisor and the determination of the subject should be done by the student during the second semester of studies (full-time studies) or the expected last semester of courses (part-time studies) and before its end. The research outline must specify the topic to be analyzed, the methodology of its scientific approach, as well as the bibliography to be used. The acceptance of the postgraduate student's research proposal by the supervisor is based on the criteria of the relevance of the subject to the subject of the Postgraduate Programme, the expected scientific contribution, and the originality in the approach of the specific subject under investigation. and must be evidenced by the signature of the supervisor on the relevant proposal.
4. The S.C., after the evaluation of the application, proposes to the P.A.S. for the final decision. By decision of the P.A.S., the supervisor of the thesis is appointed, and a three-member Examination Committee (T.E.C). is formed for the final examination and approval of the dissertation, following a relevant proposal by the supervisor. The T.E.C. consists of the Supervising Professor and two (2) additional members, whose specialty is the same or relevant to the scientific area of the Postgraduate Diploma Thesis and are members of Academic Staff or researchers of grades A, B and C, or instructors of the Postgraduate Programme who hold a Ph.D. Degree.
5. The subject of the postgraduate thesis is included in a special catalogue of postgraduate theses kept at the Secretariat of the Postgraduate Programme. This list must include the names of the candidate, the supervisor and the two other members of T.E.C., the date of approval of the subject by the P.A.S. and the date of conclusion of the procedure, either by acceptance or rejection of the thesis.
6. The postgraduate student is obliged, depending on the progress of the preparation of his postgraduate thesis, to inform the supervisor about any issue.
7. The study and writing of the postgraduate thesis should be completed within the time provided for it, i.e., before the beginning of the examination period of the semester of its preparation. Otherwise, a new evaluation date is set, at least three (3) months later.
8. When the postgraduate thesis is completed, must have a scientifically sufficient number of words and content, and it is submitted in electronic copy (doc or docx or pdf file) to the Secretariat of the Postgraduate Programme, with the agreement of the supervisor that it meets the requirements to be admitted for judgment, after checking the suitability of the content and the case of plagiarism. For the latter, the supervisor uses relevant checker tools provided by the Department. In case of plagiarism, the supervisor informs the Head of the Department in order to implement the applicable legislation. The Secretariat then forwards the Master's thesis to the members of the T.E.C.
9. The submission of the postgraduate dissertation to the T.E.C. should take place at least one (1) month before the examination period of postgraduate dissertations, in order for its members to have sufficient time for the study and submission of comments. The postgraduate thesis is judged by public presentation and examination, upon request of the postgraduate student and the agreement of the supervisor, or referred back, noting the particular reasons for referral and, where appropriate, the possibility of resubmitting it within a specific deadline, at least three (3) months later.
10. The presentations of the postgraduate diploma theses take place on dates set by the

P.A.S., following a proposal by the Director of the Postgraduate Programme, in collaboration with the Secretariat of the Department. The invitation and announcement for the public presentation of the postgraduate theses is addressed by the Director of the Postgraduate Programme and includes information about the place and time where it will take place.

11. During the public presentation, the postgraduate student presents to the T.E.C. the main points of his Master's thesis, with its conclusions. The presentation cannot exceed twenty (20) minutes. Then, the members of the T.E.C. submit questions to the student, the total duration of which may not exceed thirty (30) minutes, so that the members of the T.E.C., as well as the rest of the attendees, can form a clear perception of the subject of the work and the student's ability to defend it.
12. After the completion of the public presentation, the postgraduate thesis is evaluated by the T.E.C. in terms of its research work, the scientific methodology for obtaining the results and conclusions, the presentation of a literature review and the usefulness of the findings, considering the manner of written and oral presentation and the answers of the postgraduate student to the questions during the examination. Then, the supervising professor submits to the Secretariat of the Postgraduate Programme the examination report, which includes the grade of each examiner, with a score scale from zero (0) to ten (10), and any comments. The grade of the dissertation is equal to the average of the three grades, taking into account any violation of submission deadlines. The passing grade is at least five (5).
13. In the case of non-passing grade, the T.E.C. sets a new evaluation date, at least three (3) months after the first examination. If the Master's thesis is rejected for a second time, the postgraduate student is expelled from the Postgraduate Programme.
14. It is not possible to change the subject of the student's postgraduate dissertation, except by decision of the P.A.S., after a reasoned recommendation of the supervisor. The change of subject of a postgraduate thesis is in no way a reason to extend the relevant deadlines.
15. In exceptional cases, if there is an objective impossibility or an important reason, it is possible to replace the supervisor or member of the T.E.C., upon the recommendation of the S.C. and a decision of the P.A.S. Indicative reasons for replacement are cases of sabbatical leave, retirement, resignation or for other serious personal reasons. The replacement of a member or members of the T.E.C. is in no way a reason for extending the relevant deadlines.
16. After the successful evaluation of the dissertations and their correction based on any comments of the T.E.C., after the agreement of the supervisor, students upload their dissertation to the digital repository of IHU, which is managed by the Central Library of the University. Upon submission of the postgraduate dissertation, the Library issues the postgraduate student with a relevant certificate, which he submits to the Secretariat as part of his obligations for the completion of studies, as defined in the relevant article. Exceptionally, and for reasons specifically substantiated, following a decision of the P.A.S., parts of postgraduate dissertations containing non-publishable facts and data may not be uploaded to the digital repository of IHU.

#### **Final Master's Degree Grade**

1. In order to calculate the grade of the Postgraduate Diploma, the grade of each course of the first and second semester as well as the diploma thesis is multiplied by the corresponding number of credits and the sum of the individual products is divided by the number of credits required to receive the Diploma.
2. The grade of the Master's Degree is calculated with an accuracy of two decimal places. The scale of distribution of grades for the qualification of the degree is: "Excellent" (8.50 - 10.00), "Very Good" (6.50 - 8.49) and "Good" (6.00 - 6.49).

#### **Requirements for the award of a Master's Degree**

1. To become a holder of the Postgraduate Diploma, a student of the programme must fully satisfy all the obligations according to this regulation, such as:
  - a) Successful examination in ten (10) semester courses, as defined in the curriculum (60 ECTS)
  - b) Successful presentation and examination of the Master's Thesis (30 ECTS)
  - c) Certificate of submission of a copy of the Master's Thesis.

- d) Payment of tuition fees.
  - e) Conditions set by the Institution, such as, for example, unreturned books to the Library.
2. The verification of the completion of the prerequisites is carried out by the Secretariat of the Department, which declares graduates for each graduation period.

#### **Postgraduate Diploma Title – Diploma Supplement**

1. The title of the MSc is a public document and is issued by the Secretariat of the Department. Its type is defined by decision of the relevant Decision Bodies and signed by the Rector of IHU and the Head of the Department. Indicatively, the Diploma references the Department and the title of the Master's Programme., the date of completion of studies, the date of issue of the MSc, the graduation protocol number, the details of the postgraduate student, the grade (numerically) and the evaluation rating (categories: "Good", "Very Good", "Excellent").
2. In addition to the title of the MSc, a Diploma Supplement is granted. The Diploma Supplement is an explanatory document that does not replace the official degree, or the transcript of records issued by HEIs. The Diploma Supplement is attached to the degree and provides information on the nature, level, general context of education, content and status of studies that have been successfully completed by the person named in the title. The Diploma Supplement is issued automatically and free of charge in Greek and English and must meet the requirements of authenticity required for the degree awarded.
3. The graduate of the programme may be granted, before the award, a certificate of successful attendance and completion of the Programme, for any legal use.

#### **Graduation Ritual**

The graduation ritual takes place in a special ceremony, in the presence of the University Authorities, the Head of the Department, the Director of the Postgraduate Programme and the members of the Academic Faculty. and the instructors of the Postgraduate Programme.

#### **Evaluation of the Programme.**

A basic obligation of all involved into the operation of the Postgraduate Programme is to ensure and continuously improve its educational quality. For this purpose, regular periodic evaluations are planned, in accordance with the applicable legislation and the procedures and criteria established by the Quality Assurance Unit of the Institution. In addition, after the completion of the Postgraduate Programme, graduates are asked to fill in an anonymous questionnaire (in printed or electronic form) related to the principles and philosophy of the postgraduate programme.

#### **Tuition Fees - Scholarships**

1. The students of the programme contribute financially to its operational costs by paying tuition fees determined by decision of the Administrative Committee, following a proposal by the P.A.S. and notified annually with the call for expression of interest for the submission of applications for participation in the Postgraduate Programme.
2. According to the current legislation, students of the Postgraduate Programme whose personal income, if they have their own income, and the family disposable equivalent income does not independently exceed one hundred percent (100%) and seventy percent (70%) of the national median disposable equivalent income, respectively, according to the most recent published data of the Hellenic Statistical Authority (ELSTAT), are exempt from tuition fees. This exemption is provided for participation in only one Postgraduate Programme. In any case, exempted students do not exceed thirty percent (30%) of the total number of students admitted to the Postgraduate Programme. If the beneficiaries exceed this percentage, they are selected in order of ranking, starting from those with the lowest income.
3. The application for exemption from tuition fees is submitted after the completion of the selection process of the students of the Postgraduate Programme. The financial status of a candidate is in no way a reason for not being selected for the Postgraduate Programme. Those who receive a scholarship from another source are not entitled to exemption from the tuition fee.
4. Third-country nationals are not entitled to exemption from tuition fees.
5. Tuition fees are paid in three instalments (advance payment and two instalments). The

final date for the payment of the two installments is the starting day of each academic semester. In particular, for the first academic semester it is stipulated that the payment of the first installment of the students' financial participation will be made upon their enrollment in the Postgraduate Programme.

6. There is no extension for the payment of the students' financial participation. A more specific arrangement for the payment of the students' financial participation may exceptionally be provided by decision of the P.A.S. if there are exceptional reasons and upon request of the student. Under no circumstances, however, a different arrangement can be planned regarding the payment of the first instalment of the students' financial participation.
7. Any student who has not paid the total amount of tuition fees until the completion of the Postgraduate Programme, is not entitled to be awarded the title of the Postgraduate Programme until s/he meets this obligation, within the deadline set by the P.A.S. following its decision.
8. The Programme may provide a number of scholarships or awards of excellence to students, according to a decision of the P.A.S., based on academic or other objective criteria, in accordance with the relevant legal framework, the Scholarship Award Regulation or relevant decisions of the P.A.S., as applicable. The scholarships may cover part or all of the students' financial participation. Under no circumstances, the amount of the scholarship cannot exceed the amount of the tuition fees.
9. Scholarships or awards of excellence are entered in the approved budget of the Programme. Any obligations to perform auxiliary teaching work and the rights of scholars are determined by decision of the P.A.S. The amount of the total scholarships of each intake of the Programme may not exceed 20% of the total gross income of the Postgraduate Programme derived from the financial participation of students.
10. By decision of the P.A.S. a scholarship may be granted to postgraduate students who have papers in recognized international conferences with a peer-reviewed system or have their papers accepted in recognized international peer-reviewed journals. The scholarship may cover part, or all of the conference registration costs or the journal publication fees.

#### **Other provisions**

The provisions of this Regulation shall also apply to students of older intakes, following relevant decisions of the P.A.S., in cases where they are more favourable than those in force in the year of their enrolment.

#### **Practical Training**

There is no Internship according to the Curriculum of the MSc.

#### **Mobility**

The International Hellenic University, since its establishment, aiming steadily at development and continuous improvement in the fields of teaching and research, has become one of the leading Greek public universities with international recognition.

One of the pillars of its certified internal quality assurance system is Internationalization, with the continuous enhancement of its international presence and the participation of students and staff in mobility programmes, as described in the current internal regulation of the IHU (art. 19, [Government Gazette 4889 B'/2020](#)).

##### *Erasmus+*

The participation of students in the [Erasmus+ Programme](#) of the Action Mobility of Students and Staff of Higher Education Institutions takes place through the following types of mobility:

- Student Mobility for Studies
- Student Mobility for Internships and After Placement
- Mobility of PhD Candidates (Doctoral Mobility)

For the participation of students in the above actions of the Programme, relevant notices are issued per campus, which are posted in announcements postings.

Students can move for studies from 2 to 12 months, or 24 months for 5-year programmes of study in mobility with physical presence, per cycle of studies, from the 1st year of study (The participation or not of students from the 1st year of study will depend on the selection criteria of the Erasmus

academic coordinators of the Departments). This period may additionally include an internship, if planned, and may be organised in different ways: either one activity after another or both at the same time. The combination follows the funding rules related to mobility for studies. <https://www.ihu.gr/monades/intprogrs#erasmus>