



INTERNATIONAL
HELLENIC
UNIVERSITY

Student Handbook 2025-2026

MSc in Energy Building Design



University Center for
International Programmes of Studies

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THE INTERNATIONAL HELLENIC UNIVERSITY

Introduction

The International Hellenic University (IHU) is Greece's first public university where all programmes are taught in English, according to Law 4485/2017 and 4610/2019. IHU offers postgraduate degrees from two Schools: Humanities, Social Sciences & Economics, and Science & Technology.

Our Mission

Our strategic mission is threefold:

- Provide research and education that meets the needs of the international community
- Enhance understanding of the economic, socio-political and technological issues facing the societies we serve, through teaching and research of the highest academic standard
- Create a truly international and diverse student and faculty community to foster greater understanding between cultures and nations.

Academic Management

The General Assembly of the School of Science and Technology is responsible for all academic and administrative matters. It is responsible for drafting and submitting proposals for postgraduate study programmes, appointing advisory committees, examination committees, the award of postgraduate degrees, selection or examination of prospective postgraduate students and for any other matter foreseen in the respective legislation. In the case of interdepartmental Postgraduate Study Programmes, the Special Interdepartmental Committee (S.I.C.) has the same powers as the General Assembly and is comprised of members of the corresponding General Assemblies.

A Programme Coordinating Committee is responsible for monitoring and coordinating the operation of each respective postgraduate programme. It reports to the General Assembly of the School.

The Programme Director, assisted and deputized by the Assistant Director, is responsible for promoting the effective implementation of the postgraduate study programme. The Programme Director reports to the General Assembly of the School on all issues regarding the effective operation of the programme.

Please note that in addition, all students participate in the evaluation of their courses and programme by completing and submitting the respective Course Evaluation Forms and the IHU Exit Questionnaire.

PART I: The MSc in Energy Building Design Programme

Aims and Objectives

The International Hellenic University (IHU) MSc in Energy Building Design programme is designed to train leaders in Energy Building Design in both the private and public sector. The programme allows executives with managerial responsibilities and global aspirations to continue their career while earning a reputable degree at IHU. Upon completion of the MSc in Energy Building Design programme, students will gain:

- A thorough and comprehensive grasp of the technical principles and applications of Energy Building Design, together with enduring managerial and conceptual skills
- A focus on technical knowledge across various industry sectors
- Excellent opportunities for networking
- A genuinely international, multicultural perspective with a global focus
- A highly flexible qualification suitable for a wide range of career opportunities in the Energy sector
- An appreciation of contemporary industry issues and challenges in the modern society demands from Energy Building Design experts.

The IHU MSc in Energy Building Design programme promotes learning and teaching characterised by a diversity of resources and teaching styles and techniques, which recognise that the University operates in an ever-changing environment. Teaching and learning methods should assist the development of these skills, by encouraging not merely the capacity for abstract reasoning, but also the students' capacities for independent and self-motivated learning, problem-solving skills, and some of the knowledge and skills which are common to employment in many fields.

The traditional lecture supported by PowerPoint presentations and lecture notes continues to be the principal method of delivery. All classes will also be supported by comprehensive e-learning material.

Lecturing emphasises interactive activities, making use of the University facilities. The methods chosen reflect the needs of the students, the aims and target learning outcomes of the programme or the individual course, and the resources available. Learning, teaching and assessment methods are regularly reviewed. Theory, understanding and information are imparted through problem solving and class discussions. Students also learn through reading relevant literature. Coursework and assignments (individual and in small groups) develop the ability of students to solve problems. Projects allow the students to study a subject in some depth, working more independently where possible. Group projects are also used, which help develop team-working skills. Teaching and learning methods include the opportunity for students to apply their knowledge and expertise to problems beyond those generally encountered. Higher skills are fostered and encouraged. Students are expected to spend at least an equivalent amount of time working on their own, going through their notes and studying suggested textbooks and specialist readings as well as making use of the support provided through e-learning materials.

The programme is also available in Distance Learning Mode. The Distance Learning teaching methods involve:

- Face-to-face or classroom-based learning: Students might be required to be physically present at the University for a weekend at the beginning of each semester.
- Synchronous learning: Student will have to attend remotely the classes which will be held regularly during each semester, generally on weekday afternoons (about 2-4 times per week depending on the mode, always after 17:00), or Saturday mornings.
- Asynchronous learning: Students will use online learning resources and will be assessed through a variety of diagnostic tools and formative assessment techniques.
- Summative assessment: Students will be required to be physically present at the University for the final exams at the end of each semester.

Programme Structure

Full-time

The MSc in Energy Building Design (full-time) is a programme comprised of three semesters. It is taught mainly on weekdays over three-hour or four-hour teaching periods. The first two semesters cover the core and elective courses of the programme. The third period is taken up with work on the Master's dissertation.

Description		Hours	Credits
8 Core Courses	(30 hours each)	240	48
2 Elective Courses *	(30 hours each)	60	12
Master Dissertation			30
Total Taught Hours and Credits		300	90

* The elective courses chosen must total at least 12 credits in order to amass the required overall total of 90 credits for the award of this postgraduate degree.

The Core Curriculum and Electives

The MSc in Energy Building Design core courses offer a thorough grounding in key functional areas within the Energy Building Design sector. The core courses in the first term provide the required technical and managerial education for all graduates. The core and elective courses establish the required technical, management and legal skills that will lead to the desired specialisation. The core courses enable students to acquire practical concepts and skills directly relevant to their careers. With regards to the elective courses, students can choose elective courses from those offered by the programme totalling at least 12 credits.

Core Courses

Term	Core Courses	Hours	Credits
I	Quantitative Methods	30	6
I	Energy Design for Buildings	30	6
I	Project Finance	30	6
I	Project Management	30	6
I	Heating, Ventilation and Air Conditioning	30	6
2	Efficient Refurbishment of Buildings	30	6
2	Building Integrated Renewable Energy Systems	30	6
2	Building Energy Performance Simulation and Analysis	30	6

Elective Courses*

Term	Elective Courses*	Hours	Credits
2	Energy Transmission and Storage	30	6
2	Green Design and Planning for Hot Climates	30	6
2	Smart Cities	30	6
2	Environmental Hazard Management	30	6
2	Forecasting Methods	30	6
2	Environmental Impact Assessment	30	6

* Some of the elective courses may not be offered in a particular year, depending entirely on sufficient student demand. Students (full-timers) will be asked to submit their elective preferences from a pool of available courses during the 1st semester of their studies. The courses assignment will be based on students' preferences and the minimum number of students required for a course to be offered. For more information about the courses, students are strongly encouraged to contact their mentor and/or the academic associates/academic faculty members.

Supporting/Laboratory Classes

Term	Core/Elective Courses	Hours	Credits
2	Environmental Impact Assessment (E)	9	-

DISSERTATION

Semester	Credits
3	30

Programme Timetable for full-time students

Term	Calendar	MSc Activities
I	13/10/2025 – 23/01/2026	5 Core Courses
I	26/01/2026 – 30/01/2026	Reading
I	02/02/2026 – 13/02/2026	Assessment
2	16/02/2026 – 29/05/2026	3 Core + 2 Elective Courses
2	01/06/2026 – 05/06/2026	Reading
2	08/06/2026 – 19/06/2026	Assessment
3	19/06/2026 – 15/01/2027	Dissertation
3	20/02/2027	Dissertation Presentation

* Timetable is indicative and subject to changes.

** The Christmas Break will be from 24/12/2025 to 06/01/2026.

Resit exams for the first term are scheduled to take place from 29/06/2026 – 10/07/2026.

Resit exams for the second term are scheduled to take place from 07/09/2026 – 18/09/2026.

Part-time

The programme may also be followed in a part-time mode. The **first year** includes two teaching periods during which five core courses are offered. There is also a third period in which students may already begin preparation for the master dissertation. In the **second year**, students are taught over two teaching periods the remaining three core courses and two elective courses. There is a third term, at the end of which the master dissertation should be completed.

The Core Curriculum and Electives

YEAR 1

Core Courses

Term	Core Courses	Hours	Credits
1	Energy Design for Buildings	30	6
1	Heating, Ventilation and Air Conditioning	30	6
2	Efficient Refurbishment of Buildings	30	6
2	Building Integrated Renewable Energy Systems	30	6
2	Building Energy Performance Simulation and Analysis	30	6

YEAR 2

Core Courses

Term	Core Courses	Hours	Credits
3	Quantitative Methods	30	6
3	Project Finance	30	6
3	Project Management	30	6

Elective Courses*

Students select courses totalling at least 12 credits from the electives list below:

Term	Elective Courses*	Hours	Credits
4	Energy Transmission and Storage	30	6
4	Green Design and Planning for Hot Climates	30	6
4	Smart Cities	30	6
4	Environmental Hazard Management	30	6
4	Modelling and Simulation of Building Integrated Solar Energy Systems	30	6
4	Forecasting Methods	30	6
4	Environmental Impact Assessment	30	6

* Some of the elective courses may not be offered in a particular year, depending entirely on student demand. Students (part-timers) will be asked to submit their elective preferences from a pool of available courses during

the 4th semester of their studies. The courses assignment will be based on students' preferences and the minimum number of students required for a course to be offered. For more information about the courses, students are strongly encouraged to contact their mentor and/or the academic associates/academic faculty members.

Supporting/Laboratory Classes

Term	Core/Elective Courses	Hours	Credits
4	Environmental Impact Assessment (E)	9	-

DISSERTATION

Semester	Credits
5	30

Programme Timetable for part-time students

YEAR I *

Term	Calendar	MSc Activities
I	13/10/2025 – 23/01/2026	2 Core Courses
I	26/01/2026 – 30/01/2026	Reading
I	02/02/2026 – 13/02/2026	Assessment
2	16/02/2026 – 29/05/2026	3 Core Courses
2	01/06/2026 – 05/06/2026	Reading
2	08/06/2026 – 19/06/2026	Assessment

* Timetable is indicative and subject to changes.

YEAR 2 *

Term	Calendar	MSc Activities
3	October 2026 – January 2027	3 Core Courses
3	January 2027	Reading
3	Beginning of February 2027	Assessment
4	February 2027 – June 2027	2 Elective Courses
4	June 2027	Reading
4	June 2027	Assessment
5	June 2027 – January 2028	Dissertation
5	February 2028	Dissertation Presentation

Core Course Details

Please note with respect to the reading lists given below, students may be referred to additional readings during lectures. As part of their studies and in order to broaden their knowledge, students should also consult relevant academic journals and websites. For more information or updates students are kindly requested to contact the instructor(s) and/or their mentor.

Quantitative Methods

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
Course Assessment: Exam & Coursework

Aims

The QM course will initiate students into the basic concepts related to Descriptive Statistics, Regression Analysis and Statistical Inference. In particular, the set of topics that will be examined are: linear correlation and regression, sampling, random variables, the Normal distribution, parameter estimation including confidence intervals, hypothesis testing, statistical inference and statistical applications in the real world.

Basic objectives of the course are to edify students with theoretical and practical issues of the statistical/econometric analysis and at the same time to familiarize students with the usage of modern computer software which is used widely in the business sector. Within the course lectures, examples connected to real issues will be provided, aiming at assimilating constructively all the investigated topics.

Learning Outcomes

On successful completion of the course, students will:

- Implement a set of statistical/econometric techniques.
- Solve problems related to business issues.
- Perform informed decision making based on real data.
- Make usage of information technology.
- Construct theoretically meaningful econometric specifications.
- Perform a reasonable statistical inference.
- Perform critical analysis and logical reasoning for a business issue.
- Develop self-learning skills and to enhance their creativity.

Content

- Basics of linear regression model: Two variable model.
- Why Ordinary Least Squares (OLS)?
- Assumptions of the multiple regression model.
- Regression functional forms/Dummy variable regression.
- Model selection in practice.
- Consequences of heteroscedasticity, serial correlation, and multicollinearity

Reading

- Gujarati and Porter (2014). Essentials of Econometrics, 4 th ed., McGraw-Hill, New York.
- Gujarati, D. (2011). Econometrics by Example. Palgrave Macmillan, New York
- Lind, D.A., W.G. Marchal and S.A. Wathen (2012). Statistical Techniques in Business and Economics, 15th edition, McGraw-Hill, New York.

Energy Design for Buildings

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
Course Assessment: Exam & Coursework

Aims

The aim of this course is the understanding of the building's design principles and approach so that it can achieve high energy performance, whilst ensuring high indoor environmental quality standards. This includes the integration of architectural design principles, HVAC systems, automation and controls, but also the adaptation of the building to the local climate, topology and operational and habitual conditions. Furthermore, the aspects of energy renovation, rehabilitation as well as building's environmental evaluation and certification are of importance.

Learning Outcomes

The main objects of the course are:

- Adaptation of the building to the local climate and topology.
- Thermal protection of the building's envelope and exploitation of its heat capacity.
- Openings' dimensioning, solar gains , thermal and cooling loads.
- Optimization of ventilation, natural cooling and sun protection as a means of reducing energy requirements.
- Alternative heating and cooling capabilities, with the integration of renewable energy systems at the building envelope, emphasizing on passive systems.
- Potential and application of automation and control systems.
- Simulation tools of the energy performance of the buildings. Energy audits and energy upgrade of the existing building stock.
- Rating systems implementation, building's and construction materials certification schemes for integrate buildings' environmental evaluation and management.

Content

- Climate integrated design: site location, microclimate and related considerations
 - Basic design principles
 - Climatic conditions and microclimate
 - Functional and typological background
 - Integrated design
- Design principles: architectural and energy efficient design
 - F/V ratio
 - Orientation and spaces
 - Built environment
 - Specific demands (envelope, aesthetics, uses)
- Orientation, solar gains and solar protection
 - Ventilation and wind protection
 - Sun path and diagrams
 - Shading study with Google SketchUp
- Passive and low energy design principles and techniques
 - Passive and active solar systems for heating and cooling
 - Integrated solar systems
 - Vertical and horizontal green/vegetation integration
- The envelope: thermal insulation and thermal storage
 - Thermal insulation principles and calculation
 - Insulation materials and construction practices
 - Thermal bridges and special issues
- Indoor Environmental Quality: Thermal Comfort and Indoor Air Quality
 - Thermal comfort parameters and standards
 - Indoor air quality parameters and standards
 - The building envelope and its impact on well being
- Energy performance of buildings: fundamentals, energy balance and its implementation.
 - Nearly Zero Energy Buildings: regulations, standards and their implementation

- Determination of energy balance and its calculative approach
- Energy efficient integration of HVAC and DHW systems in the building envelope, BAC and TBM
- HVAC and DHW systems' integration
- Building Automation and Controls / Technical Building Management systems

Project Finance

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
 Course Assessment: Exam & Coursework

Aims

The aim of this course is to provide students the basis for an understanding of finance within the context of technical principles that apply specifically to energy projects. This course offers up-to-date information and compelling insights into the finance of energy by addressing three areas of finance in an energy context: financing, investment appraisal and asset valuation. The presentation is focused on developed markets, such as those of US and Europe, but reference is also made to emerging markets and the Greek markets.

Learning Outcomes

On successful completion of the course, students will:

- Understand the key issues affecting corporate finance decisions.
- Read key financial arithmetic.
- Prepare a capital budget.
- Identify the suitable sources of finance in order to create the optimal finance mix for their energy project.
- Evaluate capital investment projects using different methodologies.
- Appreciate the various perspectives of the various parties involved in complex transactions.
- Real-life practice through carefully selected case studies.

Content

- Value
- Value of Bonds and value of Common Stocks
- Investment Criteria
- Risk
- Risk and Return
- Risk and the Cost of Capital
- Best Practices in Capital Budgeting
- Project Analysis
- Agency Problems and Investment

Reading

- Damodaran, A. (2015) Applied corporate finance. 4th edn. Hoboken, NJ, United States: John Wiley & Sons.
- Ross, S.A., Westerfield, R.W. and Jordan, B.D. (2016) Essentials of corporate finance. United States: McGraw Hill Higher Education.
- Brealey, R.A., Myers S.C., Allen F. (2020). Principles of corporate finance, 13th edition. McGraw-Hill Higher Education.

Project Management

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
 Course Assessment: Exam & Coursework

Aims

The aim of this course is to provide students the basis for an understanding of finance and accounting within the context of technical principles that apply specifically to energy projects. This course offers up-to-date information and compelling insights into the finance of energy by addressing three areas of finance in an energy context: financing, investment appraisal and asset valuation. The presentation is focused on developed markets, such as those of US and Europe, but reference is also made to emerging markets and the Greek markets.

Learning Outcomes

On successful completion of the course, students will:

- Ensure the clear definition and authorization of a new project.
- Plan and organize a project quickly and efficiently.
- Develop short, accurate project schedules.
- Estimate and successfully manage project costs.
- Identify project risks and develop manageable responses.
- Use metrics to track a project's status and detect problems early.
- Control a project and prevent scope creep.
- Participate on key stakeholder team.
- Develop an effective project plan.
- Decompose complex projects using hierarchy diagramming.
- Apply responsibility allocation matrices to project teams.
- Control project uncertainties using stochastic estimating techniques.
- Use the earned-value management method to track project status.
- Apply to control changes to the project management plan.
- Exploit lead-lag times to gain schedule compression.
- Crash/fast-track the critical path.
- Apply techniques for identifying and quantifying project risks.
- Include risk resolution points in the project schedule.
- Effectively bring a project to closure and capture knowledge for future projects.

Content

- Introduction to Project Management.
- Project Stakeholders.
- Scope management.
- Coursework.
- The Project Life Cycle.
- Integration management.
- Scheduling Techniques: Critical Path Method (CPM).
- Risk Management.
- Probability Impact Matrix.
- Responsibility Assignment Matrix.
- The Pyramid Game.
- Earned Value Management.
- “Crashing” projects.
- Scheduling Techniques: Program.
- Evaluation & Review Technique (PERT)
- OpenProj Software Tool.
- MS Project Software Tool.

Reading

- The Fast Forward MBA in Project Management, Fourth Edition by Eric Verzuh (Hoboken, NJ: John Wiley & Sons, 2011).

- A Guide to the Project Management Body of Knowledge, Fourth Edition (Newton Square, PA: PMI. Inc., 2008).

Heating, Ventilation and Air Conditioning

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
 Course Assessment: Exam & Coursework

Aims

The course will explore the fundamentals of heating, ventilating, and air- conditioning (HVAC) systems. Topics include discussion of psychrometrics, air conditioning processes, thermal comfort, indoor air quality and outdoor design conditions. Emphasis will be placed on the calculation of heating and cooling load in order to size suitable HVAC equipment, estimate energy consumption of the HVAC equipment, and control HVAC equipment. Both manual and computer methods will be used. As a student in this program you will focus on: Fundamentals of heating, ventilation and air conditioning, hot water systems and refrigeration principles, Industry standardized design practices for residential heating.

Learning Outcomes

Learning outcomes of the course cover fundamentals of heating, ventilation and air conditioning, hot water systems and refrigeration principles, Industry standardized design practices for residential heating.

Content

The course explores the fundamentals of heating, ventilating, and air- conditioning (HVAC) systems. Topics include discussion of psychrometrics, air conditioning processes, thermal comfort, indoor air quality and outdoor design conditions. Emphasis will be placed on the calculation of heating and cooling load in order to size suitable HVAC equipment, estimate energy consumption of the HVAC equipment, and control HVAC equipment. Both manual and computer methods will be used.

Reading

- HVAC systems design handbook / Roger W. Haines, Michael E. Myers.
- Handbook of energy efficiency and renewable energy/ edited by Frank Kreith, D. Yogi Goswami.

Efficient Refurbishment of Buildings

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
 Course Assessment: Exam & Coursework

Aims

The course will introduce the student to the challenges in addressing the future of sustainable housing development. It will enhance the understanding of sustainable housing development from macro to micro scales and in the same-time develop the necessary qualitative and quantitative analytical skills pertaining to sustainable housing design. It will establish a thorough knowledge of examples and trends in temperate climate housing design, housing policy, energy self-sufficiency and construction technologies as well as a theoretical holistic framework for Zero-Carbon housing design that can be used to produce strategies for future development.

Learning Outcomes

On successful completion of the course, students will be able to:

- Understand the background of energy efficient design of buildings.
- Identify the role and the impact of the parameters determining the energy performance of buildings.
- Understand the role of the climate and the urban microclimate, as well as of other physical parameters.
- Understand the interaction between architectural design, HVAC systems, RES systems, operational patterns and the users' behaviour.
- Implement passive and low energy design tools.
- Learn in depth the impact of regulatory and normative framework with emphasis on European guidelines and standards.

- Implement solutions for improving the buildings' energy performance in parallel with their indoor environmental quality conditions.
- Implement refurbishment projects on the scale of a neighbourhood.

Content

- Climate change, mitigation and adaptation policies in the built environment.
- Urban microclimate and energy behavior of buildings.
- State of the art building materials: cool materials, smart glazings, etc.
- Bioclimatic refurbishment on a settlement's level.
- Zero energy, zero energy balance, zero emission and passive buildings.
- Efficiency, effectiveness and feasibility of energy performance.
- Optimization of energy systems in the design of buildings.
- Monitoring and evaluation of buildings and settlements.
- Energy strategies, policies and measures to achieve sustainability in the building sector.
- Case studies.

Reading

- Building, Energy and the Environment, (Kosmopoulos P., ed.), 2008, University Studio Press, Thessaloniki.
- Energy Performance of Buildings - Energy Efficiency and Built Environment in Temperate Climates (Santamouris M., Boemi S.-N., Irulegi O, eds.), 2015, Springer Verlag, London.
- SouthZEB Educational Material on Toward Near Zero Energy Buildings in South European Countries, SouthZEB project, 2015.

Building Integrated Renewable Energy Systems

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
 Course Assessment: Exam & Coursework

Aims

This course aims to introduce the students to the theory and practice of integrating renewable energy technologies in the built environment. This includes a wide range of related practical skills such as the ability to assess the potential of sites and the initial cost of installing renewable energy generation and distribution systems. Students will acquire the necessary theoretical and practical skills for using renewable energy technologies in buildings that utilize: Solar, Bio-energy, Geothermal and Wind energy.

Learning Outcomes

This course aims to introduce the students to the theory and practice of integrating renewable energy technologies in the built environment. This includes a wide range of related practical skills such as the ability to assess the potential of sites and the initial cost of installing renewable energy generation and distribution systems. Students will acquire the necessary theoretical and practical skills for using renewable energy technologies in buildings that utilize: Solar, Bio-energy, Geothermal and Wind energy.

Content

This course aims to introduce the students to the theory and practice of integrating renewable energy technologies in the built environment. This includes a wide range of related practical skills such as the ability to assess the potential of sites and the initial cost of installing renewable energy generation and distribution systems. Students will acquire the necessary theoretical and practical skills for using renewable energy technologies in buildings that utilize: Solar, Bio-energy, Geothermal and Wind energy.

Reading

- Boyle G. (2004) Renewable Energy, OUP Oxford, 2nd Edition.
- Duffie J., Beckman W., (2006) Solar Engineering of Thermal Processes, Wiley, 3rd Edition.
- Wenham S. et al. (2007) Applied Photovoltaics, Routledge, 2nd Edition.
- Yang J., Brandon P., Sidwell A.C., (2005) Smart and Sustainable Built Environment, Wiley Blackwell.

Building Energy Performance Simulation and Analysis

Credit Allocation:	30 Hours, 6 Credits
Course Assessment:	Exam & Coursework

Aims

The course links' legislation with the technical understanding required to demonstrate the compliance of a building design/approach. It provides an overview of relevant regulations and assessment tools like BREEAM (BRE Environmental Assessment Method), EPBD (EU Directive on the Energy Performance of Buildings), and others. The focus will be on building regulation compliance assessment, Energy Performance Certificates, Display Energy Certificates (for public buildings) and Sustainable Homes (for domestic buildings).

Elective Course Details

Please note with respect to the reading lists given below, students may be referred to additional readings during lectures. As part of their studies and in order to broaden their knowledge, students should also consult relevant academic journals and websites. For more information or updates students are kindly requested to contact the instructor(s) and/or their mentor.

Environmental Hazard Management

Teaching Hours and Credit Allocation:	30 Hours, 6 Credits
Course Assessment:	Exam & Coursework

Aims

The aim of the course is to examine a variety of environmental hazards and their risks and potential impacts. In the context of the course, interactions and interrelationships between nature, human agents, social, economic and political factors are examined through theory and case studies. The course also focuses on technologies and tools used for the management of environmental hazards as well as applications.

Learning Outcomes

The Environmental Hazard Management course equips students with a comprehensive understanding of environmental risks and their management strategies. By the end of the course, students will be able to identify and assess various environmental hazards, including chemical, biological, physical, and ecological risks. They will gain proficiency in analyzing the impact of these hazards on human health, ecosystems, and economies. Students will also develop skills in applying hazard assessment methodologies, creating risk management plans, and implementing mitigation measures to reduce environmental harm. Furthermore, they will be prepared to engage in policy development and ensure compliance with environmental regulations, promoting sustainable practices in hazard management. Through case studies and practical scenarios, students will enhance their ability to make informed decisions in managing environmental hazards effectively.

Reading

Environmental Hazards Assessing Risk and Reducing Disaster 3rd Ed., Keith Smith, Routledge, 6th Edition, 2013.

Energy Transmission and Storage

Teaching Hours and Credit Allocation:	30 Hours, 6 Credits
Course Assessment:	Exam & Coursework

Aims

The aim of this course is to broaden and expand knowledge of modern energy transmission and storage. More specifically, this course introduces the concept of energy transmission in a variable environment in terms of energy supply and demand. Finally, modern techniques for energy storage (electricity and other forms) are presented.

Learning Outcomes

On completing the course students will:

- Develop knowledge of the technology behind current electrical, natural gas and hydrogen networks.
- Develop an understanding of energy transmission in variable and congested network.
- Learn to provide power flow control to balance supply and demand.
- Acquire management skills in energy storage and network disturbances.

Content

- Electrical networks.
- Natural gas networks and future hydrogen networks including the technical opportunities, constraints and economics.
- Energy demand and supply variation in electrical networks.
- Electrical energy transmission in a variable environment and congestion management.
- Power flow control. Balancing supply and demand.
- Natural gas networks.
- Technologies and prospects for hydrogen transmission.
- Energy storage for electrical networks and other forms of energy (gas, electrochemical).
- Managing energy networks in the face of uncertainty and in distributed generation.

Forecasting Methods

Teaching Hours and Credit Allocation:	30 Hours, 6 Credits
Course Assessment:	Exam & Coursework

Aims

The increased exposure of energy markets to free competition is a stylized fact for every fast-growing economy on the globe. Incremental competition undeniably increases the risk/uncertainty for every market participant (energy producers, energy utilities, etc.). In a risky environment, it is of an imperative importance for all market participants to make optimal decisions. Therefore, effective model building and precise forecasting for a target variable (energy prices, energy demand) have become a significant comparative advantage for extracting meaningful information from the available data. The course examines in-depth modern model building approaches and forecasting techniques, which are widely used in the energy sector. Topics which are examined include: exploring data patterns, moving averages and exponential smoothing, time-series decomposition, forecasting via dynamic regression models and cointegrated models. Additional topics include AR models, ARIMA models (Box-Jenkins method), univariate and multivariate GARCH models, state space models, non-linear models, long-term forecasting and forecasting evaluation. Provided that the orientation of the course is applied, emphasis will be given on the effective usage of powerful forecasting software and as a result several classes will take place on a lab. The skills developed in the course will be useful for managers and practitioners in maximizing the effectiveness of policies and business decisions. The student may apply into positions, which call for general data analysis and forecasting and monitoring market trends.

Learning Outcomes

Students will become familiar with the empirical literature on the applied energy literature and how the latter has evolved the last years. Specialized econometric software will be part of the module and students will get acquainted with this.

Content

- Univariate Time Series Modelling: AR, MA, ACF, PACF, ARMA.
- VAR Models: Block Significance, Impulse Response Functions, Variance Decomposition.
- Stationarity and Unit Root Testing.
- Cointegration: Engle Granger, Johansen.
- GARCH models.

Reading

- Enders, W. (2010) Applied Econometric Time Series, Wiley.
- Chevallier, J. & F. Ielpo (2013) The economics of commodity markets, Wiley.
- Dieblod, F.X. (2015) Forecasting, Department of Economics, University of Pennsylvania. <http://www.ssc.upenn.edu/~fdiebold/Textbooks.html>.
- Brooks C. (2008) Introductory Econometrics for Finance, Cambridge University Press.
- Greene W.H. (2008) Econometric Analysis, Pearson.
- Hamilton J.D. (1994) Time Series Analysis, Princeton University Press.
- Verbeek, M. (2012) A Guide to Modern Econometrics, Wiley.

Green Design and Planning for Hot Climates

Teaching Hours and Credit Allocation: 30 Hours, 6 Credits
Course Assessment: Exam & Coursework

Aims

The objective of this course is to provide an understanding of the organisation and energy supply and demand in an urban environment. The course will present modern cities as an energy system that needs to be accurately modelled and optimised.

Learning Outcomes

The course will make it possible for participants to:

- Familiarise themselves with the growth in energy demand in urban environments.
- Understand cities and cities infrastructures as dynamic, complex systems that require dynamic resource allocation to sustain its operation.
- Model, analyse and finally optimise an urban environment as a dynamic energy system.
- Explore the possibilities of sustainable energy allocation in an urban environment through selected case studies.

Content

- Urbanisation and growth in energy demand.
- Cities as dynamic systems.
- Characterising city infrastructures.
- Complex systems and networks.
- Energy supply, conversion and demands in cities.
- Resource flows and city sustainability.
- Modelling, analysis and optimisation of cities from an energy systems perspective.
- Transport modelling; land use interactions and energy demands.
- Case studies.

Reading

- Meir, I. A. 1992. Urban space evolution in the desert - The case of Beer-Sheva, Building & Environment, 27(1) :1-11.
- Pearlmutter D., I. A. Meir. 1995. Assessing the climatic implications of lightweight housing in a peripheral arid region. Building & Environment, 30(3) :441-451.
- Meir, I. A., D. Pearlmutter, Y. Etzion. 1995. On the microclimatic behavior of two semi-enclosed attached courtyards in a hot dry region. Building & Environment, 30(4) :563-572.
- Pearlmutter D., Y. Etzion, E. Erell, I. A. Meir, H. Di. 1996. Refining the use of evaporation in an experimental down-draft cool tower. Energy & Buildings, 23(3) :191-197.

- Etzion Y., D. Pearlmutter, E. Erell, I. A. Meir. 1997. Adaptive architecture: integrating low-energy technologies for climate control in the desert. *Automation in Construction*, 6(5-6) :417-425.
- Meir, I. A. 2000. Integrative approach to the design of sustainable desert architecture – a case study. *Open House International*, special issue on Environmentally Responsive Architecture, 25(3) :47-57.
- Tang R. , I. A. Meir, Y. Etzion. 2003. An analysis of absorbed radiation by domed and vaulted roofs as compared with flat roofs. *Energy & Buildings*, 35(6) :539-548.
- Peeters A. , I. A. Meir. 2003. More than a hole in the ground? Fusing object and context in subterranean architecture. *Open House International*, 28(3) :34-48.
- Tang R., I. A. Meir, Y. Etzion. 2003. Thermal behavior of buildings with curved roofs as compared with buildings with flat roofs. *Solar Energy*, 74(4) :273-286.
- Tang R. , Y. Etzion , I. A. Meir. 2004. Estimates of clear night sky emissivity in Negev Highlands, Israel. *Energy Conversion & Management*, 45(11-12) :1831-1843.
- Tang, R., I.A. Meir, T. Wu. 2006. Thermal performance of non air-conditioned buildings with vaulted roofs in comparison with flat roofs. *Building & Environment*, 41(3) :268-276.
- Meir, I.A., Y. Garb, Dixin Jiao, A. Cicelsky 2009. Post Occupancy Evaluation (POE): An inevitable step toward sustainability. *Advances in Building Energy Research* 3(1): 189-220. Invited paper.
- Meir, I.A. , D. Pearlmutter 2010. Building for climate change: Planning and design considerations in time of climatic uncertainty. *Corrosion Engineering Science and Technology*. 45(1): 70-75 .
- Meir, I.A., I. Stavi 2011. Evolution of spontaneous shelter and settlements of the Negev Bedouin. *Journal of Nomadic Peoples* 15(2): 33-52.
- Meir I.A., A. Peeters, D. Pearlmutter, S. Halassa, Y. Garb, J.M. Davis 2012. Green Building Standards in MENA: An assessment of regional constraints, needs and trends. *Advances in Building Energy Research* 6(2): 173-211.
- Meir, I.A. , Y. Avni, A. Peeters , S. Meir 2013. A disaster waiting to happen. On the dynamic relations between geological processes and development in a desert environment. *Landscape & Urban Planning* 113: 19-29.
- Meir, I.A. 2013. Constraints to assets, waste to resources: integrating green technologies in a novel pilot project for drylands. *Int. J. Sustainable Energy* 34(3-4): 154-165.
- Gabay, H., I.A. Meir, M. Schwartz, E. Werzberger 2014. Green building of public offices in Israel: A cost-benefit analysis. *Energy and Buildings*. 76: 558-564.
- Cicelsky, A., I.A. Meir 2014. Parametric analysis of environmentally responsive strategies for building envelopes specific for hot hyperarid regions. *Journal of Sustainable Cities and Society* 13: 279-302.
- Meir I.A . 2015. Green technologies in planning and design vis-à-vis climatic uncertainty. *Encyclopedia of Energy Engineering and Technology* (2nd Edition). Invited entry. Taylor & Francis. pp.796-803. DOI: 10.1081/E-EEE2-120051347.
- Pearlmutter D., N. Huberman, E. Gal , I.A. Meir (2015) Optimizing structural roof form for life-cycle energy efficiency. *Energy and Buildings* 104: 336-349.

Environmental Impact Assessment

Teaching Hours and Credit Allocation:	30 Hours, 6 Credits
Supporting/Laboratory Classes:	9 Hours, 0 Credits
Course Assessment:	Interim & Final Exam

Aims

The primary objective of this course is to provide students with an understanding of the policies, procedures and techniques of environmental impact assessment. The course offers the theoretical and practical knowledge to use a range of techniques to assess the impacts of new or existing projects on the environment. It provides students with an understanding of how one goes about assessing environmental impacts and of the techniques

that you can apply in various situations. It introduces students to environmental impact assessment issues such as understanding how laws work, quantitative and qualitative reasoning, interpreting graphs and tables, critical thinking and reading. Topics include an overview of environmental impact assessment; selection of scientific, engineering, and socioeconomic factors in environmental impact assessment; identification of quantitative and qualitative environmental evaluation criteria; application of traditional and other techniques for assessing impacts of predicted changes in environmental quality; approaches for identifying, measuring, predicting, and mitigating environmental impacts; modelling techniques employed in environmental impact assessment; environmental standards and the environmental impact assessment process; and methodologies for incorporating environmental impact assessment into management decision making. Students learn to prepare an environmental impact assessment, review and critically analyse an environmental impact statement. The course considers the operation of EIA procedures in Greece and in other, mainly European, countries and examines the relevant legal framework in Greece and other European countries.

Learning Outcomes

On completing the course the students will be able to:

- Follow and manage the different steps of the EIA process.
- Determine the appropriate techniques to apply for the assessment of various environmental impacts.
- Critically evaluate the quality of an Environmental Impact Statement.
- Develop a stakeholder consultation strategy.

Content

- The EIA process.
- History of EIA.
- Screening.
- Scoping.
- Alternatives in EIA.
- Impact prediction.
- Mitigation measures.
- Preparing EIA reports.
- Quality and Review of EIA reports.
- Consultation and participation.
- EIA and decision-making.
- Monitoring and auditing.
- The future for EIA.
- Practitioner views of EIA.
- Stakeholders' roles in EIA processes.

Reading

The following reference books are recommended:

- Assessment, Institute for Environmental Management &. (2004). Guidelines for Environmental Impact Assessment. Lincoln: IEMA.
- Glasson, J., Therivel, R., & Chadwick, A. (2005). Introduction to Environmental Impact Assessment (3rd ed.). London: UCL Press.
- Holder, J., & McGillivray, D. (2007). Taking Stock of Environmental Assessment- law policy and practice. Abingdon: Routledge Cavendish.
- Jain, R., Urban, L., Stacey, G., & Balbach, H. (2002). Environmental Assessment (2nd ed.): McGraw-Hill.
- Layzer, J. (2005). Environmental case: translating values into policy (2nd edition). Washington DC: CQ Press.
- Morris, P., & Therivel, R. (2009). Methods of Environmental Impact Assessment (Vol. 3rd edition). London: UCL Press.
- Noble, B. (2006). Introduction to Environmental Impact Assessment: a guide to principles and practice. Oxford: OUP.

- Reinke, D., & Swartz, C. (1999). The NEPA Reference Guide (Batelle Press).
- Wood, C. (2003). Environmental Impact Assessment: A Comparative Review (2nd ed.). Harlow: Longman.

Smart Cities

Teaching Hours and Credit Allocation: 30 Hours, 6 Credit
 Course Assessment: Exam & Coursework

Aims

The aim of this course is to introduce students to the important role of cities on communities. The twenty-first century is called the 'Century of the City' and the technological developments play a significant role towards this direction. Cities and Communities have the potential to protect and ensure quality of life, offer income and employment, and provide hubs for innovation and economic growth. At the same time, they consume resources and energy, produce pollution and waste, affect the climate, and they express prosperity, poverty, and vulnerability simultaneously in complex ways. The health and well-being of people are profoundly influenced by the built environment and those migrating from, living in, or migrating to these settings. Increasing urbanization and population density, along with rising marginalization and inequalities, currently characterize many emerging, consolidating, and at times fragmenting built environments. Attention to identifying risks and vulnerabilities, and promoting resilience, often relied upon enhancing social capital, can enable human communities to function well.

Learning Outcomes

- The course will provide an understanding of the various elements of a smart city and address specific topics related to infrastructure, energy, water, transportation, policy and governance and public/social services. Case studies will be used to analyse the strategies, the risks and benefits for the citizens and the difficulties to overcome.

The Master's Dissertation

Credit Allocation:	30 Credits
Course Assessment:	Written report

As a part of the MSc programme, students work on a project on a subject relating to their academic interests. The Master's dissertation provides a good opportunity to apply theory and concepts learned in different courses to a real-world problem or challenge.

The Master's dissertation tests their ability to apply a certain methodology and approach, to analyse a given problem and to demonstrate reasonably original research work. Students are supervised throughout their projects by a member of the academic faculty. The supervision is delivered through face-to-face meetings at the University, via teleconferencing and through the e-learning platform of the University. Students are encouraged to have regular meetings with their supervisor. Supervisors assist students in their research work by acting as consultants and counselors in matters of research process and practice: students are expected to become the experts in the topic they selected for research and take responsibility for their work.

A student may undertake a dissertation once he/she has been examined in all the courses of the first and second semester of the Programme.

The student applies to the Coordinating Committee providing a title and the name of the supervisor, a member of the academic staff, following the academic's consent. A preliminary outline of the research is also provided.

The postgraduate student is obliged, depending on the progress of the dissertation, to inform the supervisor of any issue related to it.

The study and writing of the thesis must be completed within the time provided for it, i.e. before the beginning of the examination period of the semester. Otherwise, a new evaluation date is set, at least three (3) months later.

Submission of the thesis should take place at least one (1) month before the postgraduate thesis examination period, in order for the members of the committee to have sufficient time to study and submit observations. The thesis is judged by public presentation and examination, at the request of the student and the consent of the supervisor, or is returned, noting the reasons for referral and the possibility of resubmission within a specified period of at least three month.

After the presentation, the thesis is evaluated by the committee in terms of research, scientific methodology for obtaining the results and conclusions, presentation of a literature review and usefulness of the findings, taking into account the written and oral presentation and the answers of the student to the questions during the examination. Then, the supervisor submits to the Secretariat the examination report, which includes the grade of each examiner, with a rating scale from zero (0) to ten (10), and any remarks.

The grade of the thesis is equal to the average of the three grades. To qualify for a Master's degree, a student must achieve a minimum grade of 5.00 in the Dissertation.

For students who fail the dissertation, the committee sets a new evaluation date, at least three (3) months after the first submission. Students are allowed to resubmit their dissertation only once.

PART II: REGULATIONS & POLICIES

I. Admissions Policy - Entry requirements

The Department of Science and Technology in March, every year, publishes an invitation for postgraduate students for the winter semester of the following academic year. The invitation is published at the website of the Department and is communicated in every possible way. The above invitation shall stipulate:

- i. The entrance qualifications required of candidates for the PPS
- ii. The documentation required for registration on the PPS
- iii. The final date for submission of documentation
- iv. The address and the Directions for the submission of documentation.

Candidate selection is carried out by decision of the GA of the School, in accordance with the evaluation and selection criteria. The final list of successful applicants and any runners up shall be approved by the GA

Applicants, must submit to the Secretariat of the Department, via the submission system, according to the relevant call of interest, the following documents:

- Application
- Copy of degrees (University degree, other postgraduate degree, etc.)
- Copy of the transcript of grades all years of undergraduate as well as any postgraduate studies.
- English language knowledge documented with a relevant certificate, corresponding at least to the State Certificate of Language Learning Level B2 or other certificate proving good knowledge of English. Holders of an undergraduate or postgraduate degree at a Foreign University in English are exempt from this obligation.
- At least two (2) recommendation letters. Letters must be signed by faculty members of the candidate's university or by academics from other educational institutions that are familiar with the candidate's academic background. In case of candidates with significant professional experience, they can also submit letters from people in their professional field.
- A detailed curriculum vitae.
- Any other information that, in the opinion of the candidates, would contribute to their more complete evaluation, such as certificates of participation in summer schools, conferences, student exchange programs, IKY scholarships. or other recognized institutions, prizes in competitions, presentations of papers in scientific conferences, proof of participation in research projects, scientific publications, certificates of professional experience, etc.
- A copy of ID or passport.
- Two (2) recent passport size photographs.

Students who need a small number of courses to receive their degree can also apply, and if accepted, they have the right to enroll in the programme only if they present a certificate of completion of studies by the final date of registration.

If successful, the candidate is notified by the University by registered post that he/she must confirm or otherwise his/her acceptance of the offer of the place on the PPS. In order to secure his/her place on the programme, the successful candidate must make the respective deposit payment within the prescribed deadline in order to register on the programme. The candidate, in order to secure his/her position, must within the above deadlines submit to the Secretariat of the Department all legal documents, to pay the advance of the students' financial participation if provided, in any case before the start of the program, and enroll in the program. In addition, registration is validated by submitting a copy of the undergraduate degree (if not already submitted) or by a certificate from the secretariat of the educational institution of the candidate, in order to fulfill all required obligations. The same applies to the proof of English language proficiency, which the candidate must submit until the date of registration in the PPS.

If offered a place on the course, candidates must normally state whether they accept or reject it within 30 days. Candidate registration takes place on the Induction Day at the start of the 1st semester.

2. Tuition Fees

- 2.1 IHU full-time and part-time postgraduate students pay for their participation on the MSc programme, total fees amounting to 2.600€.
- 2.2 Deposits: Upon acceptance on a postgraduate programme of study at the IHU, you will be asked to pay a non-refundable deposit of 500€ to secure your place. This amount will count towards the first instalment of your tuition fees. The deposit can be paid by bank transfer or bank draft.
- 2.3 Tuition fees are paid in two instalments for full-time students and in four instalments for part-time students. The first day of each academic semester is set as the final date for payment. Proof of payment of the first fee instalment must be submitted by or upon registration of the student on Induction Day.
- 2.4 No extension is provided for tuition fee payment and no different arrangement is permitted for payment of the first fee instalment. Exceptionally, a special arrangement for subsequent fee payments may be foreseen by decision of the General Assembly of the School following the respective request by the student provided there are exceptional reasons.
- 2.5 Examination and coursework marks for students in arrears regarding the payment of fees will not be disclosed by the School. These students will not be permitted to proceed to the next semester of studies if payment has not been made according to the payment schedule, unless there are exceptional circumstances that have been communicated to and approved by the General Assembly of the School.
- 2.6 In the final instance, students who have not paid the full tuition fees by the end of the programme will not be allowed to receive their degree until they have fulfilled this obligation within a deadline to be set by the General Assembly of the School.

3. Student identity

- 3.1 Registration on an IHU postgraduate programme confers the identity of student on the candidate. This identity expires upon receiving one's degree or upon expulsion from the university.
- 3.2 Students may use IHU facilities and services in the pursuit of their educational work, according to the stipulations of respective School decisions.
- 3.3 After the first enrolment, students must renew their enrolment in each academic semester within the prescribed deadlines, as announced by the Department Secretariat, until the end of their studies at the Programme.
- 3.4 Students who do not renew their registration are automatically deprived of the student status and are deleted from the student registration system.
- 3.5 For the renewal of registration in the Programme, students must, during the previous academic semester of study, have met all the requirements and conditions of this regulation.
- 3.6 The Secretariat of the Department communicates with students mainly through e-mail and secondarily with electronic announcements on the relevant website of the Programme.

4. Mentor scheme

Academic mentoring has been established by the University in order to provide students with advice on a range of academic matters, such as assessing the current level of knowledge provided and

identifying any impediments to the learning process that may be present, with the overall objective of enhancing open, continuous and direct communication between students and the faculty.

5. Programme Duration

- 5.1. The programme will commence in October 2024 and end in January 2026.
- 5.2. The duration of studies in order to acquire a postgraduate degree is 3 semesters (comprising taught courses during the 1st and 2nd semesters, while the 3rd semester is dedicated to the Dissertation).
- 5.3. Examinations and assessed work will take place throughout the course.
- 5.4. The maximum period for completion of the study programme is four (4) semesters for full-time students and six (6) semesters for part-time students.

6. Assessment

- 6.1 The programme is taught and assessed in English. Student assessment on each course is supervised by the course leader.
- 6.2 Performance is assessed on a 1-10 scale.
- 6.3 To complete the programme successfully, students must pass all courses, achieving an average grade on each course and its assessment components (coursework and examination) of at least 5.00.
- 6.4 Teachers are obliged to issue the results of the exams and the final grades, by submitting the final grades to the Secretariat of the Department within twenty (20) days from the day of the exam.

7. Assessment Regulations

The rules governing the calculation of course and overall degree marks are as follows:

- 7.1 To qualify for the MSc Programme degree, a student must acquire a total of 90 credits.
- 7.2 All courses must be passed individually.
- 7.3 Credits and marks are awarded for all courses successfully completed and passed.
- 7.4 It is compulsory to complete all coursework and exam components and no course mark can be awarded until these are completed.
- 7.5 Final evaluation in the courses is done with written or oral final exams, intermediate written or oral exams ("progress"), written assignments, exercises or a combination of the above at the discretion of the teacher, who determines the manner of calculating the final grade which is announced during the first week of courses. Students with disabilities, dyslexia, etc. receive special treatment, in order to ensure compliance with the principle of equal treatment.
- 7.6 Evaluation of students' performance is done by the teachers for each course with the scale from zero (0) to ten (10) as follows: "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), "Pass" from five (5) to six and forty nine (6.49).
- 7.7 In order for the student to succeed in both the course exams and the written assignment, he/she must have obtained a grade of at least five (5). The student who fails in one of the courses is re-examined during the respective re-examination period.
- 7.8 If the postgraduate student fails in the examination of a course, in accordance to the Regulations of Postgraduate Studies, he/she can request to be examined by a three-member academic committee of the School with the same or related subject matter with the examined course. The three-member committee is appointed by the Provisional Department Assembly, based on the current legislation. The teacher of the course is excluded from the committee.

- 7.9 In exceptional cases, such as inability of the student to take part in the examinations or to deliver work for serious reasons due to force majeure, at the discretion of the Department, a special examination date or a new deadline may be set for the delivery of the student's work without a penalty, following decision of the Director of the Programme
- 7.10 To calculate the overall degree mark, course marks are combined using weightings in line with the relative credit values of courses, set out in the table below.

Assessment matrix of courses, hours, credits and weightings

Course title Core Courses	Taught Hours	Credits	Assessment weightings* used to calculate course mark		Course weights
			C/W	Exam	
Quantitative Methods	30	6	30%	70%	6.66%
Energy Design for Buildings	30	6	30%	70%	6.66%
Project Finance	30	6	30%	70%	6.66%
Project Management	30	6	30%	70%	6.66%
Heating, Ventilation and Air Conditioning	30	6	30%	70%	6.66%
Efficient Refurbishment of Buildings	30	6	30%	70%	6.66%
Building Integrated Renewable Energy Systems	30	6	30%	70%	6.66%
Building Energy Performance Simulation and Analysis	30	6	30%	70%	6.66%
Core Total		48			
Elective Courses					
Elective 1	30	6	30%	70%	6.66%
Elective 2	30	6	30%	70%	6.66%
Electives Total		12			
Master's Dissertation		30			33.3%
Degree Total		90			100%

* Coursework may consist of a short exam, an invigilated test, a group or individual assignment. Weights might change, subject to the appropriate decision taken by the course instructor, based on academic criteria.

To qualify for the Master's Degree, a student must acquire a total of 90 credits.

Credits and marks are awarded for all successfully completed and passed courses.

8. Re-examination of Failed Courses

- 8.1 In order for the student to succeed in both the course exams and the written assignment, he/she must have obtained a grade of at least five (5). The student who fails in one of the courses is re-examined during the respective re-examination period.
- 8.2 If the postgraduate student fails in the examination of a course, in accordance to the Regulations of Postgraduate Studies, he/she can request to be examined by a three-member academic committee of the School with the same or related subject matter with the examined course. The three-member committee is appointed by the Provisional Department Assembly, based on the current legislation. The teacher of the course is excluded from the committee.
- 8.3 In exceptional cases, such as inability of the student to take part in the examinations or to deliver work for serious reasons due to force majeure, at the discretion of the Department, a special examination date or a new deadline may be set for the delivery of the student's work without a penalty, following decision of the Director of the Programme
- 8.4 Re-sit provisions will apply to all failed courses under the following provisions:
 - The re-sit method and date shall be prescribed by the Course Office in accordance with the course regulations. The content of the re-assessed component will be decided by the Course Leader;

9. Coursework Submission

- 9.1 Coursework must be submitted via online submission to the E-learning platform at <https://elearn-ucips.ihu.gr/> (this constitutes your receipt of submission).
- 9.2 **The deadline for all coursework is at 17:00 (5pm) on the submission date, unless otherwise indicated by the lecturer.** Students are required to retain a copy of all coursework submitted.

10. Class Attendance and Timely Arrivals

- 10.1 Students are expected to attend (be physically present or attend remotely in distance learning mode) all lectures and all other scheduled activities.
- 10.2 In the case of unavoidable absences, written proof of the medical or other serious personal or professional reason justifying that absence must be submitted.
- 10.3 Attendance of lessons is obligatory. Postgraduate students are required to attend the lectures, workshops and any activities provided by the instructor for each course. Any absence from class should be adequately justified. Unjustified absences may not exceed 20% of the total teaching hours. In case of exceeding this limit, it is considered that the student has not attended the course and, consequently, cannot be evaluated in it, and therefore is considered to have failed.
- 10.4 Late arrival/remote connection to a lecture or class is unacceptable and the lecturer has the right to refuse admission. In any case, every effort should be made to ensure that entrance does not interrupt the lecturer or distract the class.
- 10.5 Lectures normally include breaks. Lectures are carefully prepared and timed and any delay in restarting may cause it to over-run. The lecturer has the right to refuse readmission to anyone returning late.
- 10.6 Distance learning students:
 - 10.6.1 Are expected to have their cameras on during lectures, for purposes connected with the normal educational procedure during the class.
 - 10.6.2 Should inform the instructor preferably via chat in case of any necessary short disconnection during the lecture in order not to interrupt the lecturer or distract the class.

- 10.6.3 Should collect their questions during the lecture and submit them to the instructor via the zoom software ("raise hand" tool) or ask him/her directly during Q&A sessions arranged by the instructor.

11. Good Conduct

- 11.1 Students must use university facilities and equipment properly and with due care, to avoid damage or malfunction, and otherwise shall bear the responsibility for replacing damaged items.
- 11.2 Students shall behave with respect towards the teaching staff and administrative personnel of the University, as well as towards their fellow students, and shall not cause problems with disorderly behaviour.
- 11.3 Mobile phones should be turned off during lectures. Phones ringing during a lecture are not only intrusive but also extremely offensive.
- 11.4 Students wishing to make audio-recordings during course tuition must obtain the lecturer's written permission.
- 11.5 The general presence and behavior of the student is a prerequisite for the continuation of studies.
- 11.6 Expulsion of a student may be carried out upon the recommendation of the Coordinating Committee, following a hearing, with a decision of the Provisional Department Assembly, for the following reasons:
- a) Following application from a student.
 - b) Due to a disciplinary offence, as described by the current legislation.
 - c) Failure to successfully complete a total of ten (10) courses within the maximum time allowed
 - d) Failure to submit or successfully complete the Master's Dissertation within the maximum time frame or rejection for a second time.
 - e) Unjustified exceeding of the approved suspension time.
 - f) Failure to renew registration.
 - g) Exceeding the limit of absences in two (2) or more courses.
 - h) Neglect duties and obligations arising from the Curriculum and this Regulation.

Students are granted the right to apply for an informal appeal in accordance with the Code of Administrative Procedure, as applicable. Cases of plagiarism are detected by a special software that investigates and detects plagiarism and the relevant sanctions are dealt with according to the current legislation. In case of expulsion of a postgraduate student, the paid tuition fees are not refunded, while the student is provided with a certificate of successful attendance for completed and passed courses upon request.

12. Students' Complaints Procedure

- 12.1 Students who wish to make a complaint concerning the quality of an academic programme, any related service or member of the academic or administrative staff should first do so at the local level, by raising the issue with the individual, department or service provider directly involved. Issues of concern may often be resolved more quickly and effectively at this stage.
- 12.2 If a student decides to make a complaint, this will be taken seriously, and confidentiality will be respected. Investigations will be carried out thoroughly and the issue determined fairly by someone who is not directly involved in the complaint. It should be noted, however, that complaint resolution may not be possible without revealing the identity of the complainant to the subject of the complaint and anonymous complaints will not be investigated. Allegations which are found to be unsubstantiated or malicious will be dismissed.

13. Appeal Committee

- 13.1 Students are entitled to submit an appeal to an Appeal Committee with respect to any decision concerning their status at the University. A student submitting an appeal is invited to exercise his/her right to be heard, according to Article 6 of the Greek Administrative Procedure Code.
- 13.2 The Appeal Committee examines any appeals against decisions of the General Assembly of the School according to Article 24 of the Greek Administrative Code of Procedure.

14. Postponement of studies

- 14.1 Students may temporarily suspend their studies for a period not exceeding two consecutive academic semesters, following an application and approval by the Provisional Department Assembly and a relevant suggestion by the Coordinating Committee S.E. relating to family and personal reasons which will be duly proved. Suspension applications submitted three (3) weeks after the start of the course are not considered. The Provisional Department Assembly may approve the suspension of studies of a student, starting from the beginning of the academic semester for which the application is submitted. The semesters of suspension from studies are not counted in the maximum duration of study for obtaining the Postgraduate Degree. Upon expiration of the suspension, the student immediately continues their studies without application and the student's name appears in the attendance form. If during the period of suspension of a student, the program and/or the duration of studies is modified, then the student will follow a study program with the duration that was valid at the time of enrollment and will attend courses according to the correspondences between new and old courses for which the Provisional Department Assembly is responsible. Unjustified exceeding of the approved suspension time implies the immediate expulsion of the candidate from the Programme. In case of re-attendance or final withdrawal, the already paid financial participation of the students is not refunded.

15. Bibliographies and References Format

Bibliographies and references are to be arranged in a single list at the end of the area of work and presented in alphabetical order according to the surname of the first author. In the case of identical family names, alphabetise next by the forename or first initial of the author. In the case of two or more references by the same author, the name is given for the first entry, and an eight-space line (the underscore key struck eight times) takes its place in subsequent entries. The entries are then arranged chronologically with most recent submissions first. Please note that you are solely responsible for ensuring accuracy and format consistency in the bibliography and references section of any papers you write.

Some examples:

Book Citation:

Dunning, J. H. (1993) *Multinational Enterprises and the Global Economy*. Addison-Wesley, Reading, United Kingdom.

Caves, R. E. (1982) *Multinational Enterprise and Economic Analysis*. Cambridge University Press, New York, NY, USA.

Tip: Don't forget to give the name of the publisher in full, along with their location (city, state [for USA you show the abbreviation of the state], and country).

Edited Book Citation:

Kindleberger, C. P. (ed.) (1970) *The International Corporation*. MIT Press, Cambridge, MA, USA.

Szegedi, Z., Marer, P., and Waisvisz, P. (eds.) (1999) *Vállalati Esettanulmányok, 2. Kötet*. AULA Publishing Co., Budapest, Hungary

Chapter in a Book Citation:

Aliber, R. Z. (1970) A Theory of Foreign Direct Investment. In *The International Corporation*, Kindleberger, C. P. (editor), MIT Press, Cambridge, MA, USA.

Journal Article Citation:

Anderson, E. and Gatignon, H. (1986) Modes of Foreign Entry: A Transaction Cost Analysis and Propositions. *Journal of International Business Studies*, Fall, pp. 1-26.

Tip: Don't forget to include the page numbers on which the article appears. Also, remember that you italicize the title of the journal but not the title of the article.

Working Paper Citation:

Bellas, C. J., Bochniarz, Z., Jermakowicz, W. W., Meller, M., and Toft, D. (1994) *Foreign Privatization in Poland*. Center for Social & Economic Research (CASE), Warsaw, Poland, Working Paper, October.

Rojec, M., Jermakowicz, W. W., Illes, M., and Zemplinerova, A. (1995) *Foreign Acquisition Strategies in the Central European Privatization Process*. Center for International Cooperation and Development (CICD), Ljubljana, Slovenia, Working Paper.

Tip: Don't forget to include the name of the institution / organization and list the city and country where it is based (located) as noted in the publication.

Two or More Authors Citation:

Anderson, E., and Gatignon, H. (1986) Modes of Foreign Entry: A Transaction Cost Analysis and Propositions. *Journal of International Business Studies*, Fall, pp. 1-26.

Rojec, M., Jermakowicz, W. W., Illes, M., and Zemplinerova, A. (1995) *Foreign Acquisition Strategies in the Central European Privatization Process*. Center for International Cooperation and Development (CICD), Ljubljana, Slovenia, Working Paper.

Works by the Same Author Citation (that appear after one another):

Vernon, R. (1983) Organizing and Institutional Responses to International Risk. In Herring, R. (ed.), *Managing International Risk*, Cambridge University Press, New York, NY, USA, pp. 191-216.

_____ (1966) International Investment and International Trade in the Product Cycle. *Quarterly Journal of Economics*, No 80, pp. 190-207.

Works by the Same Author & Same Year Citation (that appear after one another):

Guyon, J. (1996a) *Lindahl to Succeed Barnevik as Chief Executive of ABB*. The Wall Street Journal Europe (WSJE), 11-12 October.

Guyon, J. (1996b) *At ABB, Globalization Isn't Just a Buzzword: It's a Corporate Culture*. The Wall Street Journal Europe (WSJE), 1 October.

Tip: Remember that you place the letter after the year in respect of the order in which these appear in your text. Hence, 'a' comes before 'b' and so forth.

Newspaper / Magazine Article Citation:

Rapoport, C. (1992) *How Barnevik Makes ABB Work*. Fortune, 29 June, pp. 24-27.

Roth, T. (1995) *Europe's Labors: Integrating the East, Reinventing the West Are One and the Same*. The Wall Street Journal Europe (WSJE), 30 June/1 July.

EIU (1999) *Business Eastern Europe*, Economist Intelligence Unit (EIU), 22 February.

Tip: Almost all newspaper/magazine articles have an author, so make sure that you properly cite him/her. Also, the title of the article is not italicised while the source publication is italicised.

Internet Citation:

Czech Invest (1998) <http://www.czechinvest.org/>.

Renault (2001) <http://www.renault.com>.

Tip: You only need to show the primary source (main site) of any Internet site and the year in which you accessed the web site.

Company Annual Report Citation:

Renault (1999) *1998 Renault Financial Report*. Boulogne-Billancourt Cedex, France.

Generali Budapest Biztosító Rt. (1993-97) *Company Annual Reports 1992-96* (Hungarian/German language editions). Budapest, Hungary.

Tip: For Annual Reports the year of publication is almost always the year after the reported year. For example, a 1998 Financial Report is published in 1999.

Example of a Bibliography (listed in alphabetical and chronological order):

Bibliography:

Aliber, R. Z. (1970) A Theory of Foreign Direct Investment. In *The International Corporation*, Kindleberger, C. P. (editor), MIT Press, Cambridge, MA, USA.

Anderson, E. and Gatignon, H. (1986) Modes of Foreign Entry: A Transaction Cost Analysis and Propositions. *Journal of International Business Studies*, Fall, pp. 1-26.

Bellas, C. J., Bochniarz, Z., Jermakowicz, W. W., Meller, M., and Toft, D. (1994) *Foreign Privatization in Poland*. Center for Social & Economic Research (CASE), Warsaw, Poland, Working Paper, October.

Caves, R. E. (1982) *Multinational Enterprise and Economic Analysis*. Cambridge University Press, New York, NY, USA.

Czech Invest (1998) <http://www.czechinvest.org/>.

Dunning, J. H. (1993) *Multinational Enterprises and the Global Economy*. Addison-Wesley, Reading, United Kingdom.

EIU (1999) *Business Eastern Europe*, Economist Intelligence Unit (EIU), 22 February.

Kindleberger, C. P. (ed.) (1970) *The International Corporation*. MIT Press, Cambridge, MA, USA.

Rapoport, C. (1992) *How Barnevik Makes ABB Work*. *Fortune*, 29 June, pp. 24-27.

Renault (1999) *1998 Renault Financial Report*. Boulogne-Billancourt Cedex, France.

Roth, T. (1995) *Europe's Labors: Integrating the East, Reinventing the West Are One and the Same*. *The Wall Street Journal Europe (WSJE)*, 30 June/1 July.

Vernon, R. (1983) Organizing and Institutional Responses to International Risk. In Herring, R. (ed.), *Managing International Risk*, Cambridge University Press, New York, NY, USA, pp. 191-216.

(1966) International Investment and International Trade in the Product Cycle. *Quarterly Journal of Economics*, No 80, pp. 190-207.

Tip: Pay attention to detail and get your sources (facts) right!!!

16. Plagiarism – Fraudulent Coursework - Malpractice

16.1 Plagiarism is the passing off of the ideas or words of someone else as though they were your own. It applies equally to the work of other students as to published sources. In addition, auto-plagiarism takes place when a student presents any prior writing of his or her own work, from another course or school, as entirely fresh work for course credit. This is also considered plagiarism.

16.2 Fraudulent or fabricated coursework is defined as work such as reports of laboratory or practical work that are untrue and/or fabricated, submitted to satisfy the requirements of a University Assessment in whole or in part.

16.3 Malpractice in University Assessments occurs when a candidate attempts to mislead or deceive the examiners concerning the work submitted for assessment. This includes colluding with others (including other students) in the preparation, editing or submission of work.

16.4 PENALTIES

The University takes a serious view of plagiarism, fraudulent, fabrication and malpractice and will act to ensure that students found in breach of its guidelines are dealt with severely. This action may lead to penalties according to current legislation. All work is marked on the assumption that it is the work of the student: the words, diagrams, computer programmes, ideas and arguments should be their own. However, much coursework will be based on what students have read and heard and it is important that you show where, and how, your work is indebted to those other sources.

Range of Penalties:

The range of penalties is described by the current legislation. When determining the penalty for a plagiarized, fraudulent, fabricated piece of work or other malpractice the following points should be taken into consideration that affects the severity of the penalty imposed:

- Severity of the offence (percentage of plagiarised work)
- The student's explanation and response to the allegation
- Maintenance of the principles of equal treatment and proportionality

17. Academic Misconduct

17.1 The University takes very seriously any form of cheating in examinations or other forms of assessment, including plagiarism (see above), impersonation, collusion and disruption.

17.2 Cases of suspected academic misconduct will be reported to the course office and academic staff and, where misconduct is established, a range of penalties may be recommended to the General Assembly, which body will decide on the penalty to impose. Its decision will reflect the severity of the offence and intent and may also result, in extreme circumstances, in expulsion from the University.

18. Examination Regulations

18.1 Students must bring an ID Card (e.g., passport, police ID, student pass, etc.) with them to all examinations. Admission to an examination without the ID card is prohibited.

18.2 Students must ensure that they arrive early enough to find the room in which they are sitting the examination. If they arrive up to half an hour late for their examination, they will normally be permitted to sit their exam. No extra time will be given, and students must finish together with all others taking the same paper. Only in the case of exceptional circumstances delaying their attendance and beyond their control will the full allotted time be allowed for the paper.

18.3 Students will normally be permitted to enter the examination room approximately 10-15 minutes before the start of the examination and only after permission has been given by the invigilator.

18.4 Students are not permitted to take any coat or bag or personal belongings (other than those needed for an examination) to the examination desk. Before entering the room, an invigilator will announce where belongings should be placed. Possession of a mobile phone, walkman, pager, personal organiser or any electronic device (other than those specifically allowed for an examination) is strictly prohibited whilst sitting an examination. Mobile phones must be switched off and placed in the student's coat/bag. Failure to do so may result in disciplinary action. Belongings should be kept to a minimum. Possessions are left at students' own risk.

18.5 Upon entering the examination room, talking is strictly prohibited. During the examination, students must fully comply with the invigilator's instructions and requests. Failure to comply may result in expulsion from the exams and corresponding penalties imposed by the School General Assembly.

- 18.6 Once students have found their desk, they must await the invigilator's instruction. They will be asked to fill in their details on the front of the answer booklets. At this time, they must place their ID card, face up, on their desk in order for an invigilator to confirm their identity. The invigilator will give permission to start reading the question paper. It is in students' own interest to read the instructions on the question paper carefully.
- 18.7 Students are required to supply their own pens, pencils, etc., at each examination. Where permission is given, students must supply their own hard-copy dictionary and calculator. Electronic dictionaries are not permitted. Students must comply with all instructions given by an invigilator before, during and after the examination.
- 18.8 If a student has a query, he/she should raise a hand and an invigilator will approach them. Students must not vacate the desk for the duration of the examination without the express permission of an invigilator. Failure to comply is an examination offence and may result in the examination script not being marked.
- 18.9 Students are not permitted to leave the examination room during the first half hour or the last 15 minutes of the examination. If they wish to leave the room at any other time during the exam, they should raise their hand and an invigilator will respond to their request. When allowed to leave, students should leave the room as quickly and quietly as possible with due consideration to their fellow students who may still be working. If students are given permission to temporarily leave the room, they will be accompanied by an invigilator. During this time, they will not attempt to contact any other person or consult any material relating to the examination.
- 18.10 When the invigilator announces the end of the examination, all students must stop writing. The front of each answer booklet must be fully completed, and the flap must be sealed securely. Students must not leave their desk until the script has been collected by an invigilator. A copy of the exam paper may only be taken if permission has been given to do so.

19. Extenuating circumstances

- 19.1 Students unable to attend an examination or to submit a piece of coursework at a set time due to illness, bereavement, business travel abroad or any other personal circumstance must produce documentary evidence testifying the reason for their absence (**medical documents must be stamped by the Medical Association before submitted or issued by public hospitals**). Students need to fill in a special Extenuating Circumstances Form (available on the E-learning platform at <https://elearn-ucips.ihu.gr/>) and submit it to the Course Office within 10 days of the examination. This will be considered by a competent committee appointed by the General Assembly of the School, which will decide whether to accept the reason and allow the student to take the examination as a first attempt (or allowable re-sit) or reject it and count the absence as a failure. In exceptional circumstances, and following approval by the General Assembly of the School, a special examination date may be set for the student or a new deadline given for submission of the paper
- 19.2 **Special Examination Arrangements** Students with a physical or learning disability are given extra examination time or sit their examinations at an alternative venue along with any special provisions available. In order for students to apply for such special arrangements, they must provide the Course Office with current certification (from a responsible official state institution) detailing their condition well ahead of the exam period. The Course Office will decide on the special examination provisions to be made.

20. Dissertation Supervision and Submission

- 20.1 A student may undertake a dissertation once he/she has been examined in all the courses of the first and second semester of the Programme.

- 20.2 The student applies to the Coordinating Committee providing a title and the name of the supervisor, a member of the academic staff, following the academic's consent. A preliminary outline of the research is also provided.
- 20.3 Students may search for a supervisor and identify the dissertation subject during the second semester (full-time) or the expected last semester (part-time) and before the end of the semester. The research outline must specify the topic to be analyzed, the methodology of the scientific approach, as well as the literature to be used. The research proposal is accepted by the supervisor based on the relevance of the topic with the subject of the Programme, the expected scientific contribution and elements of originality in terms of the approach of the subject under investigation. The relevant proposal is signed by the supervisor.
- 20.4 After the evaluation of the application, the Coordinating Committee, makes a suggestion to the Provisional Department Assembly for the final decision. By decision of the Provisional Department Assembly, the supervisor is appointed and a Three Member Examination Committee is formed for the final examination and approval of the thesis, following a relevant proposal of the supervisor. The three-member committee consists of the Supervising Professor and two (2) additional members whose subject matter is similar or relevant to the scientific area of the Postgraduate Thesis and are academic staff.
- 20.5 The subject of the dissertation is registered in a special list for theses that is kept in the Secretariat of the Programme. In this list the name of the candidate, the supervisor's name and the names of the members of the committee are included as well as the date of submission either successful or not.
- 20.6 The postgraduate student is obliged, depending on the progress of the dissertation, to inform the supervisor of any issue related to it.
- 20.7 The study and writing of the thesis must be completed within the time provided for it, i.e. before the beginning of the examination period of the semester. Otherwise, a new evaluation date is set, at least three (3) months later.
- 20.8 When the thesis is completed, with the sufficient number of words and content, it is submitted in electronic copy (doc or docx or pdf) to the Secretariat of the Programme, with the consent of the supervisor that it meets the requirements, after checking the suitability of the content and the case of plagiarism. Plagiarism is detected with the use of a software provided by the Department. In case of plagiarism, the supervisor informs the President of the Department and the current legislation is implemented. Then, the Secretariat forwards the thesis to the members of three-member committee.
- 20.9 Submission of the thesis should take place at least one (1) month before the postgraduate thesis examination period, in order for the members of the committee to have sufficient time to study and submit observations. The thesis is judged by public presentation and examination, at the request of the student and the consent of the supervisor, or is returned, noting the reasons for referral and the possibility of resubmission within a specified period of at least three month.
- 20.10 The presentations of the theses are made on dates set by the Provisional Department Assembly following a proposal of the director of the Programme, in collaboration with the Secretariat of the Department. The invitation and announcement for the public presentation of the thesis is addressed by the Director of the Programme and includes information about the place and time.
- 20.11 During the presentation, the student presents to the Committee the main points of the dissertation, with its conclusions. The presentation may not exceed twenty (20) minutes. The members of the Committee then ask the student questions, whose total duration may not exceed thirty (30) minutes, so that the members of the committee, as well as the other attendees, form a clear opinion of the student's object of work and ability to support it.
- 20.12 After the presentation, the thesis is evaluated by the committee in terms of research, scientific methodology for obtaining the results and conclusions, presentation of a literature review and usefulness of the findings, taking into account the written and oral presentation and the answers of the student to the questions during the examination. Then, the supervisor submits to the Secretariat the examination report, which includes the grade of each examiner, with a rating scale from zero (0)

to ten (10), and any remarks. The grade of the thesis is equal to the average of the three grades, taking into account any violation of submission deadlines. To qualify for a Master's degree, a student must achieve a minimum grade of 5.00 in the Dissertation.

- 20.13 It is not possible to change the subject of a student's thesis, except by decision of the Provisional Department Assembly, following proposal from the supervisor. Changing the subject of a thesis is in no way a reason for extending the relevant deadlines.
- 20.14 In exceptional cases, for an important reason, it is possible to replace the supervisor or a member of the Three-Member Committee, upon the recommendation of the Coordinating Committee and decision of the Provisional Department Assembly. Such reasons may be educational leave, retirement, resignation or other serious personal reasons. The replacement of a member or members of the Three-Member Committee is in no way a reason for extending the relevant deadlines.
- 20.15 After the successful evaluation of the dissertations and their correction based on any comments of the Three-Member Examination Committee, with the consent of the supervisor, the students upload the final version of their dissertation on the digital repository of the International Hellenic University, which is managed by the University Library. Upon submission of the dissertation, the Library issues a Certificate of Master's Dissertation Submission for the student, which he/she submits to the Secretariat as part of their obligations for the completion of studies, according to the relevant article. Exceptionally, and for reasons that are specifically documented, following a decision of the Provisional Department Assembly, a part of the thesis containing unpublished data, may not be posted in the repository of the International Hellenic University.
- 20.16 The submission requirements for dissertations are:

1. Dissertations must be submitted via online submission to the E-learning platform at <https://elearn-ucips.ihu.gr/> (this constitutes receipt of submission). The deadline is 17:00 (5pm) on the submission date.

- 20.17 The International Hellenic University has adopted an **Open Access Policy** from 10/02/2015 (<https://repository.ihu.edu.gr/xmlui/page/openaccess-policy-en>). In brief, Open Access (OA) literature is digital, online, free of charge, and free of most copyright and licensing restrictions.

Along with this policy, the IHU Library proceeded with the creation of an Institutional Repository (<https://repository.ihu.edu.gr/xmlui/> the online archive), where all scholarly material can be submitted, kept and managed.

Part of the collection consists of the Master's dissertations and PhD theses. **Students are required to submit their dissertations and theses to the repository making them accessible to the wider academic community.**

The dissertations are submitted to the repository in pdf form and therefore content alterations are not possible.

This process is part of the dissertation/thesis submission workflow and is intended to ensure the content accuracy and quality of the dissertation/thesis submitted.

Students are strongly advised to carefully read the terms of submission before submitting their work <https://repository.ihu.edu.gr/xmlui/page/terms-en>.

- 20.18 Students are kindly requested to follow the procedure described below, after the submission of their dissertation:
1. Correct their dissertation according to the relevant comments of the Committee (if any, sent by the Course Office) in collaboration with their supervisor.
 2. Upload the **final version** of their dissertation on the IHU Repository (<https://repository.ihu.edu.gr/xmlui/?locale-attribute=en>).
 - Students are requested to submit the **final version** of their dissertations making them accessible to the wider academic community. As the pdf file is the **final version**, content

alterations are not possible. Students are strongly advised to carefully read the terms of submission before submitting their work <https://repository.ihu.edu.gr/xmlui/page/terms-en>. For a quick guide please follow the link: <https://repository.ihu.edu.gr/xmlui/page/submission-quick-guide-en>.

- If further assistance is needed with the submission process to the Institutional Repository students must contact the Library at +30 2310 807560, library@ihu.edu.gr.
- 2. Students have to submit to the Course Office:
 - The “Electronic Master’s Dissertation Release” form, filled and signed by them. The form will be provided by the Course Office.
 - The “Certificate of Master’s Dissertation Submission” form, confirming that they have submitted their dissertation on the IHU Repository and have returned any borrowed material, signed by the Library. The form will be provided by the Course Office.

21. Re-examination of Failed Dissertation

For students who fail the dissertation, the committee sets a new evaluation date, at least three (3) months after the first submission. Students are allowed to re submit their dissertation only once.

22. General Assembly

- 22.1 The General Assembly of the Department ascertains the successful completion of studies, in order for a student to receive the MSc degree.

23. Degree Classification

- 23.1 The award of the degree shall be calculated on the basis of the overall aggregate of the course marks weighted according to their credit value. The classification shall be determined as follows:

Distinction will be awarded if:

The weighted average mark across all courses and the dissertation is 8.50 or above

Merit will be awarded if:

The weighted average mark across all courses and the dissertation is between 6.50 – 8.49 inclusive.

Pass will be awarded if:

The weighted average mark across all courses and the dissertation is between 5.00 – 6.49 inclusive

Fail. A student fails to meet the requirements for the award of a degree if:

The average mark of any course or the dissertation is below 5.00 after one re-sit examination or assessment.

PART III: UNIVERSITY FACILITIES

IHU UCIPS Library & Information Centre

All information about the library's collection, services and operation is online [here](#).

Available electronic resources are listed below:

1. **Book Catalog:** The book catalog is an informative tool for you to see the availability of printed books (no VPN is needed). Those marked as "on shelf" are available for loan. You can come to the library and borrow them or consult them in the reading room. Note though that you can borrow up to five books. Browse the catalog [here](#).
2. **E-resources:** You can use all our subscriptions remotely. This includes e-books, e-journals, and databases. To be able to have access to the electronic resources you will need to install VPN successfully. All resources needing VPN are marked accordingly. Instructions on how to install VPN you have been given by the IT Dept. Should you have any trouble with your log in credentials or any other technical issue please contact the IT Dept.
 - a. **E-books:** To find e-books (IHU subscriptions only) browse [here](#). Note that e-books are categorized in tabs by academic discipline. You can find a few more ebooks [here](#). Instructions for the right use of *EbookCentral* platform can be found [here](#). You can also find e-books through the *Heal-link* database (see below information on Heal-link).
 - b. **Databases:** All databases are available [here](#). To remotely access databases it is necessary that you have activated the VPN previously. All databases have a brief description, so you can select the ones that most fit you. Note that there are some databases that are addressed to specific user groups.
 - c. **Heal-link:** [Heal-link](#) stands for *Hellenic Academic Libraries link*. It's the consortium of all academic libraries in Greece providing access to more than 32.500 e-journals, 185.000 e-books and 13 databases. Entering Heal-link you can use [Heal-links's unified search engine](#) to search for journals, articles and e-books. Also, you can find all available databases with a brief description [here](#). Should you want to browse Heal-link's website follow this path: Heal-link home [page](#) > electronic resources > a) unified search engine, b) e-journals (by title, discipline, and publisher/provider), c) e-books, d) bibliographic and full text databases/reference material.
 - d. **Institutional repository:** [IHU Repository](#) is the institutional repository that holds all master's theses so far. Use it to browse all past dissertations and to upload yours when it's time. The repository is accessed openly, meaning that you don't need to use the VPN.

ICT Services

Computer laboratories are available for student use and for teaching purposes on the University campus. The facilities provided are primarily PC-based computing and internet working, reflecting the mix of Information & Communication Technologies (ICT) available in the business community. The main PC labs have PCs with Windows 10, connected to the University campus area network and to the Internet, which gives users access to electronic mail, conferencing facilities, and library, academic and business information worldwide. There is also wireless (WiFi) access to the University network covering the entire campus, as well as universal access to/from other Universities through the global EduRoam network. An extensive range of software includes a variety of generic PC software such as word processing, spreadsheet and business graphics, as well as more specialized software such as statistical packages, software development frameworks, simulation packages, CAD software and business management software. Furthermore, fully equipped distance learning rooms are available to cover online courses and seminars. The facilities, together with the IT Department, are designed to provide full IT support for students, backed up with all the help and advice they may require.

Student Portal

The Student Portal has been designed to allow students find everything they need in one place. Students can reach the portal at: <https://students.ihu.edu.gr/>

Alumni Network

As an alumnus of IHU, you are invited to be a part of an active network that helps you to stay in touch with each other and feel part of the School after your graduation. The network is designed to facilitate your connections and to enhance global communication for both social and business opportunities.

Staying in contact with the IHU has a number of benefits, including:

- Individual career advising
- Lifelong support on career issues
- National and International networking opportunities
- Continued learning and career advising
- Access to online services
- Access to library resources
- Participation in various events including career fairs, reunions, social gatherings, symposiums and conferences

You become a member of the Alumni Network automatically upon graduation and membership is free of charge. **Upon your graduation, you are eligible to become a member of “International Hellenic University Alumni” group at LinkedIn.**

We envisage that many alumni will maintain close links with the School and will be welcomed back to act as advisors or mentors, to work with us on recruitment both in Greece and abroad, providing invaluable help at University Fairs, and offering current students job briefings, mock interviews and advice on business research projects.

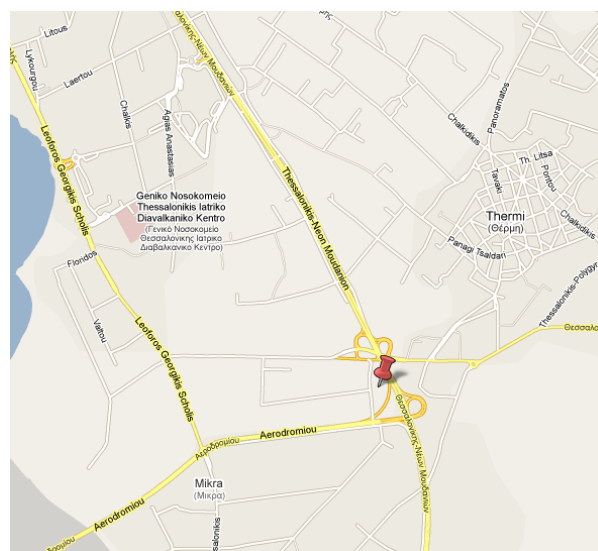
Contact Information

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Contact

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School Staff Directory

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