



# **University of the Peloponnese**

*Department of Political Science and International  
Relations*

## **Regulation for Doctorate Studies**

**March 2018**

## **Article 1. General Principles**

The third circle of studies of the Department of Political Science and International Relations of the University of Peloponnese is organised and functions according to the provisions of law 4485/2017 and the applicable version of the general institutional framework. It aims at the development of original scientific research and leads to obtaining a Doctorate (PhD), which certifies the conduct of an original scientific research and the substantial contribution of its holder to the development of knowledge in the corresponding scientific field.

The third circle of studies is subject to the freedoms, the limitations and processes regarding the third circle of studies arising from the Institution and the Regulations of the University.

Corrections, improvements or clarifications of the present regulation can be done after the decisions of the departmental assembly and they are attached in the appendix temporarily and until they are integrated in the next modification or revision of the present regulation.

The revision of the present regulation is done according to the processes determined by paragraph 2 of the article 45 of Law 4485/2017 as amended and in force and the provisions of the organisation and regulation of the institution.

## **Article 1. Definitions**

Doctoral candidates are the students that attend the third circle of studies.

The “supervisor” is responsible for the scientific and methodological guidance of the doctoral candidate throughout the preparation of the doctorate thesis.

“Preparation of doctorate thesis” is all the scientific activity that the doctoral candidates undertake within the third circle of studies in the department of Political Science and International Relations in order to complete the composition of their doctorate thesis and until they are nominated as doctors.

“Doctorate thesis” is the outcome that results from the composition of the doctorate thesis.

“Doctors” (of Philosophy) are the holders of a doctorate.

The terms “interested”, “doctorate candidate”, “supervisor”, “doctor”, “scientist” are used without discrimination as to the sex or other racial, personal characteristic.

The use of the term “form” or ‘standard form” is not exclusive. For reasons of effective processing and saving resources the terminology may concern the submission of electronic forms or the electronic registration of information.

## **Article 1. Responsible bodies**

The administrative bodies of doctorate studies and their responsibilities are determined by the article 31 of law 4485/2017 as amended and in force.

### **Article 1. Procedure and criteria for the selection of doctorate candidates**

#### **1. Application period.**

A “call for expression of interest” is issued with the decision of the departmental assembly (from now on “assembly”) for conducting doctorate studies. It includes the following cases:

- α) Conducting doctorate studies after the expression of interest. The interested students contact the relevant Members of Teaching Research Staff and the proposal for a doctorate thesis is formed with their collaboration and assent. In the call, this case is activated provided there is a Member of Teaching Research Staff that is able and wishes to undertake the supervision of a doctorate thesis in the specific fields.
- β) Conducting doctorate thesis with assignment. The interested students submit an application form for conducting a specific thesis that has been suggested by a member of Teaching Research Staff and a selection process follows in order to select only one candidate for conducting the specific thesis. In the call, this case is activated provided that at least one position for conducting a thesis is proposed by a member of Teaching Research Staff.

The call is issued up to once per academic term. The deadline for submitting applications is three (3) calendar months with a deadline the end of the teaching period of the term during which it is published. The relevant dates come from the academic calendar of the university, are specified with a decision from the departmental Assembly and are mentioned in every call. The call sets a time limit only for the application period and not the ability or the period of time that the interested students can contact members of Teaching Research Staff for potential collaboration in conducting a doctorate thesis.

The process of submitting a file and the required documentation are mentioned clearly in the call. The call is published as it is required by the article 42 of Law 4485/2017 (A'114) as amended and in force. For cases (a) and (b) above, in each call and in accordance with the scientific fields, a list of the names of members of Teaching Research Staff with the number of doctorate candidates that they are willing to supervise within the call with maximum the number that remains until the maximum limit of doctorate candidates' supervision. The number is determined according to the available data when the call is published and is updated during the period that the call

is valid, if changes occur, with the permission of the member of Teaching Research Staff.

## ***2. Prerequisites for submission of application.***

The prerequisites for the submission of application for conducting a doctorate thesis are those that the article 38 of law 4485/2017 determines as amended and in force. All the applicants without exception must have Excellent knowledge of the English language.

All the interested students without exception submit an application file with the documentation according to what is required by the call. Extra data or documentation may be asked during the assessment of the candidate where appropriate.

## ***3. Selection process of doctorate candidates.***

The selection process of doctorate candidates is done as provided for in paragraph 3 of the article 37 of Law 4485/2017 as amended and in force.

The deadlines for the completion of the relevant processes in each call, are determined with a decision of the departmental assembly and are communicated on time through relevant announcements. In every case, the selection process of doctorate candidates is completed within the academic term during which the call is published, so that the beginning of the doctorate studies fits with the start of the teaching period of the next term.

## ***4. Exceptions***

The cases of applications for scholarship or funding for conducting a doctorate thesis through a competitive or similar process, such as invitation or call for applications for funding doctorate research by National, European or other International bodies or organizations are exempted from the above deadlines and submission and assessment processes.

In these cases, the interested students can contact the potential supervisor on their own initiative or vice versa, in order to claim funding or an exceptional or additional call of interest can be issued by the department on the initiative of the potential supervisor. In these cases, the potential supervisor is responsible to assess and select the candidate with whom he will collaborate in claiming funding.

# **Article 1. Supervision of Doctorate Candidates**

## ***1. Right to supervise***

The allocation of supervisors and the appointment of a three-member advisory committee of the doctorate candidate is done as prescribed in article 39 of law 4485/2017 as amended and in force.

## ***2. Doctorate theses with co-supervision.***

For the case of conducting doctorate theses with co-supervision is applied what is defined in subparagraph 3, of article 43, of law 4485/2017 as amended and in force.

In the prescribed Specific Cooperation Protocol (SCP) all the cases regarding the co-supervision that are not specifically dealt with or need clarifications regarding the present regulation.

## ***3. Maximum limit of supervision of doctorate candidates***

The maximum limit of supervision of doctorate candidates comes to five (5) doctorate candidates.

This limit can be exceeded for the supervision of up to two (2) doctorate candidates whose doctorate thesis is funded directly by a National or European or other funding program.

Furthermore, the limit can be exceeded only for the supervision of doctorate candidates with co-supervision.

# **Article 1. Conducting a doctorate thesis**

## ***1. Attendance of lessons of first and second circle of studies***

Doctorate candidates have the right to attend, without an examination, lessons of the first and second circle of studies that are relevant to the object of the thesis after their application. The supervisor can suggest the attendance of lessons of the first and second circle of studies if s/he thinks that they concern useful knowledge for conducting the doctorate thesis.

## ***2. Duration of Studies***

The minimum duration of doctorate studies as well as the maximum duration during which doctorate students enjoy their rights and benefits are determined by article 40 of law 4485/2017 as amended and in force.

After the expiry of the fifth academic year from the first registration the doctorate candidates submit within three (3) calendar months an explanatory well documented report in which they explain efficiently the reasons for which the completion of the thesis is pending. The explanatory report is assessed by the three-member advisory committee within two months from its submission. If the justification is rejected by majority vote the candidate is deleted without further notice. If the justification is accepted, with a decision of the departmental Assembly the doctorate candidate is given a deadline of about a calendar year from the day of the decision, in order to complete the writing of his/her doctorate thesis and to submit it for assessment. After this deadline passes if s/he has not submitted his/her completed thesis, s/he is deleted from the doctorate studies without further notice.

In each case, the maximum duration for the completion of a thesis is defined as seven (7) academic years including the academic year of the first registration.

### ***3. Language for writing the thesis***

The thesis can be conducted in a language different than the Greek one in the context of cultivating extroversion and promotion of the scientific work of the doctorate candidates and the department in the international scientific community. Taking into account that the department uses the Greek language as a main language and the importance that a doctorate thesis has for the scientific community and science in general, this choice should be done with the proper sense of responsibility.

In order to conduct a thesis in a language different than the Greek, the doctorate student should have a language certificate in the language of interest at C1 level (excellent) that is recognised by ASEP. Furthermore, one of the following should apply:

- a) The doctorate candidates should have a recognised degree of the first or second circle of studies that has been awarded by an institution with main language the language in which they wish to conduct the thesis.
- b) The doctorate candidates should have at least a peer reviewed scientific publication in the language that they wish to conduct the thesis, in a scientific journal that is published by a recognized publishing company.
- c) The thesis should be conducted with co-supervision with a supervisor from a foreign institution with main language the language that the thesis is going to be conducted.
- d) The thesis should be seen in the context of international collaboration, such as the direct funding of part or the entire research, by an international organization or body that is based outside Greece or a funding program of the European Union.

The three-member advising committee assesses the adequacy in terms of the prerequisites (a) and (b).

Furthermore, the language proficiency in the language in which the thesis will be conducted of 2/3 of the members of the advising committee should be proved, one of whom should necessarily be the supervisor.

The intention of the doctorate students to conduct their thesis in another language is stated at their first registration. The three-member advising committee recommends that the relevant request is accepted, or not and the departmental Assembly decides accordingly.

The selection of language can be modified once and up to the third year of studies during the annual renewal of registration of the doctorate student with a suggestion of the majority of the members of the three-member advising committee.

#### **4. Suspension of study**

Doctorate candidates have the right to ask for suspension of study up to twice in total. The three-member advisory committee judges the appropriateness of the suspension and makes a suggestion to the departmental Assembly which decides to approve or reject the request.

The suspension of study has a minimum duration up to the end of the term (t) in which it is asked for and it increases in integral multiples of one academic term after this period. The maximum duration of the suspension can be up to the end of the fourth in a row academic term *after* the term in which it is asked for (t+4).

*E.g. If the suspension is asked at any time during the Winter term 2018/2019, then the minimum duration of the suspension is up to the end of this term, as is determined by the academic calendar of the institution. The maximum duration is up to the end of the winter term in the academic year 2020/2021. Between these terms, the suspension lasts up to the end of any term in between, as it is determined by the academic calendar of the institution.*

The suspension period is added and is not counted in the minimum or maximum duration for conducting the thesis.

#### **5. Annual planning**

Three months after the first registration and in every annual renewal of his/her registration the doctorate candidate, in collaboration with the members of the three-member advising committee determine annual objectives that are expected to be achieved during the academic year and until the next registration renewal in the next academic year. This targeting may be general in order to be the reference point for the annual review of progress. It is registered through a special form in the candidate's file.

#### **6. Review of Progress**

The review of doctorate students' progress is done in every academic year, according to the procedure of par. 2 of article 40, of law 4485/2017 and the documentation of the procedure is done with the use of special forms of the department. The details for conducting the procedure (such as date, method, place and duration of presentations, etc) are determined every time with a decision of the departmental Assembly which is communicated on time to the interested parties.

In the context of the procedure the three-member advising committee decided if the progress that has been achieved is (a) "below the expectations", (b) "worthy of expectations" or (c) "above expectations". This judgement is of an advisory nature and is used in order that the members of the committee in collaboration with the doctorate candidate, determine realistically the objectives for conducting the thesis for every academic year aiming at its successful and timely completion.

The doctorate candidates that have progress “below the expectations” for two successive years, submit an explanatory report within a month after the monitoring of progress in which they explain adequately the reasons for which they are unable to make satisfactory progress in conducting their thesis.

The explanatory report is subsequently assessed within a month by the three-member advising committee. If the explanation is accepted on a majority vote, the doctorate student is given a deadline until the next annual monitoring of progress in order to achieve the objectives that the three-member committee determines. If the explanation is rejected on a majority vote, or the progress that was made is judged for a third successive year as “below expectations” the doctorate student is deleted without any further warning with a decision by the departmental Assembly.

### ***7. Duties of doctorate students***

The doctorate students are important members of the academic community of the department with employment projects, among others in the tertiary education in Greece and abroad. Therefore, it is important that doctorate students acquire experience of the function of a university department in a systematic way and in this way, they can broaden the education they acquire during the third circle of studies.

For this reason, doctorate candidates have the opportunity, in every academic year, to undertake separate tasks that reinforce their general scientific academic education, according to the article 45, paragraph 2 (f) of law 4485/2017 as amended and in force.

The duties are undertaken according to the year of studies as follows:

1. **Minimum obligatory duties** for all the doctorate students up to the fifth year from the first registration. They are analysed in the appendix.
2. **Additional optional duties for the first year of studies.** These duties are additional to the minimum obligatory duties. They can be undertaken by a doctorate candidate that is in the middle or has completed the first year of studies. They are divided into Academic (A) and Teaching (T) form and are analysed in the appendix.
3. **Additional optional duties for the second year of studies.** These duties are additional to the minimum obligatory duties. They can be undertaken in combination with the optional duties of the first year of studies by a doctorate student that is in the middle of or has completed the second year of studies. They are divided into Academic (A) and Teaching (T) form and are analysed in the appendix.
4. **Additional optional duties for the third or above year of studies.** These duties are additional to the minimum obligatory duties. They can be undertaken in combination with the optional duties of the first or second year of studies by a doctorate candidate that is in the middle or has completed the third year of studies. They are divided into Academic (A) and Teaching (T) form and are analysed in the appendix.



5.

The process of offer and demand of optional duties is done through standardized forms, whose processing and indexing is completed on time before the start of every academic term. The departmental Assembly subsequently suggests and decides about the distribution and nominal allocation of duties by category.

The assumption of duties is additional to the commitments resulting from the necessary dedication of the doctorate candidates in conducting their doctorate thesis and does not explain, in any case, the absence of satisfactory annual progress in conducting the thesis. The assumption of duties, is not, in any case, an indirect or direct criterion of thesis assessment.

The doctorate students can be compensated for assuming optional duties from the department's resources if there is such a possibility, with a decision of the relevant bodies, according to the specified procedures and the applicable in any case legal framework.

In any case, the assumption of duties must be done with the necessary parsimony and cannot overcome the four (4) distinct duties per doctorate student each year from those mentioned in the appendix, in addition to the obligatory ones. Doctorate candidates have the right to undertake optional duties up to the fifth academic year of studies in the third circle. This limit can be modified only with an adaptation of the present regulation.

In the end of the academic year a certificate for the performance of duties is granted for future use by the doctorate student except for the cases of article 3.8.

### **8. Status and title "Assistant Researcher" and "Associate Researcher"**

As a motive for the participation of the doctorate students in the work and the fulfilment of the mission of the department the following statuses and distinct titles are suggested:

- a) "Assistant Researcher" with or without the identification "*in Political science and International Relations*" provided that the doctorate student undertakes at least two (2) duties except for the obligatory ones, one out of which is at maximum of teaching form. The status is attributed annually, in any year of study and stops being attributed after the completion of five (5) academic years from the first registration. The title should be translated as "*Assistant Researcher*" in the English language with or without the identification "*in Political Science and International Relations*".
- b) "Associate Researcher" with or without the identification "*in Political Science and International Relations*" provided that the doctorate student undertakes at least three (3) duties except for the obligatory ones, one (1) out of which is of teaching form. The title of "*Associate Researcher*" is attributed annually to doctorate students that are in the middle or above the second year of studies and

stops being attributed after the completion of five (5) academic years from the first registration. The title is translated as “*Associate Researcher*” in the English language with or without the identification “in *Political Science and International Relations*”.

Every status is activated with the assumption of duties by the departmental Assembly and lasts until the end of the academic year in which it is attributed.

It is necessary that the status of a doctoral candidate is always specified everywhere; the title (a) or (b) above is mentioned *necessarily* next to the status of “Doctoral Candidate” as well as the university affiliation that is, “*Department of Political Science and International Relations, University of the Peloponnese, Greece*”.

In the end of the academic year a relevant certificate is issued, for each corresponding title, for future use by the doctorate candidate, on condition that the duties were performed thoroughly and diligently. The departmental Assembly decides about the way the duties are supervised as well as the delegation of duties. The relevant assessment is done through a standard form. The opinion of the learners should be taken into account for duties of teaching form.

The identification “with honours” can be added to the certificate of only one doctorate candidate of cases (a) and (b) every academic year, who, by all accounts, conducted the duties undertaken with outstanding zeal and results. The honour is attributed annually with a decision of the Departmental Assembly by majority vote.

In case the duties are assigned or undertaken outside the procedure that is provided for in the article 6.7 a status or title from the ones mentioned in the present article cannot be attributed with the affiliation of the department of Political Science and International Relations. Therefore, in case similar or identical titles and statuses are attributed by other bodies, inside or outside the department, the doctorate candidates must make prominent the affiliation with which the corresponding title was attributed to them (e.g. “Assistant researcher of Research centre X”).

### **9. *Reasons for deleting doctorate candidates***

With a decision of the Departmental Assembly, the doctorate candidates are deleted from the register of the doctorate candidates

- 1) If they are guilty of professional misconduct that is contrary to the present regulation, the regulation or organization of the university or the criminal law. According to the severity of the misconduct the departmental Assembly has the right to decide on the temporary suspension of the status of a doctorate candidate or the temporary cessation of the rights and benefits that the third circle of studies includes until the final judgement of the doctorate candidate’s liability. The suspension period is not counted in the total duration of the doctorate studies.
- 2) If it is judged by majority vote by the three- member advisory committee that the doctorate candidate committed intentionally the offence of plagiarism during

his/her doctorate studies. In case the three- member advisory committee states by majority vote that it lacks the jurisdiction to judge the issue, it is referred to the Departmental Assembly for the final and irreversible settlement of the issue by majority. In case the plagiarism is ascertained after the nomination as a doctor (of Philosophy), the departmental Assembly can withdraw the title of a doctor (of Philosophy) with a new decision.

- 3) If the annual progress of the thesis dissertation is judged as “below expectations’ for three consecutive years, according to what the Article 6.6 of the present regulation prescribes.
- 4) If the 7<sup>th</sup> year of conducting a doctoral thesis has elapsed without it being submitted for judgement, according to what is prescribed in the Article 6.2 of the present regulation.

### ***10. Dispute Resolution***

In case serious problems arise between the doctorate candidate and one or more members of the three-member advisory committee, which are of administrative form or regarding the supervision procedure, the issue can be referred to the departmental Assembly which makes a decision regarding its resolution.

In case problems arise that concern the scientific method or the scientific substance of the research, the three-member advisory committee is responsible for their resolution. In exceptional cases, with a decision of the departmental Assembly the opinion of two more scientists can be sought, except for the members of the three-member advisory committee, whom the Assembly will address especially for this case. The scientists can come from within or outside the department, they must meet the conditions for supervision of a doctorate thesis required by the law and have scientific relevance with the issue that needs to be resolved. The issue is resolved finally by majority vote of the members of the advisory committee plus the two scientists that were called for this reason.

## **Article 1. Nomination as a Doctor**

### ***1. Writing the doctorate thesis***

The doctorate thesis must fully comply with the language editing, structure and appearance of the University of Peloponnese, as they are detailed in the context of the department of Political Science and International Relations.

In each case, the text of the thesis should be original, linguistically, syntactically and grammatically correct, scientifically sound and it should have structure and length that is not disproportionate of the scientific issue that it deals with and its scientific contribution.

In the thesis the research approach, the research question or extra research questions as well as the main results that arose should be determined clearly. In each case, the contribution of the thesis in science should be clearly supported and analysed.

Details concerning the pagination of the doctorate thesis such as page or word limit, formatting details etc are analysed further in standard forms, guides and decisions of the departmental Assembly.

## ***2. Opportunity for public support of the thesis***

Apart from the minimum duration that the law prescribes, the minimum prerequisites for the opportunity of public support of the doctoral thesis are the following:

- a) The doctoral candidate has participated with a reviewed paper in at least one international congress relevant to the object of the research that an international body or organization organizes.

**and**

- b) The doctorate candidate has made at least one reviewed publication that results from his/her research in an international scientific journal related to the field of the research or has published at least two chapters in two different foreign language collective volumes after an invitation of the editors respectively,

**or**

- c) The doctorate candidate can show distinctions equivalent to (a) and (b) of a different form, scientific, academic or professional, related to the subject of the thesis.

The three-member advising committee judges the quality and the completeness of compliance with the above prerequisites. This decision is explained analytically in the explanatory report that approves or declines the request for public support of the doctorate candidate.

### ***A) Public support of the thesis***

The doctorate candidates that have completed the writing of the doctorate thesis and comply with the minimum prerequisites for the opportunity of public support of the thesis submit a plan of the thesis and an application to the three-member advisory committee for its public support.

The three-member advisory committee checks the plan of the thesis in terms of the degree of compliance with the specifications of the doctorate theses, as well as the quality and completeness of the thesis, linguistically, epistemologically and scientifically and checks the thesis for signs of plagiarism. The committee makes its comments accordingly and as appropriate in the prescribed explanatory report which is written according to the departmental template and approves or declines the request of the doctorate candidate for its public support and assessment. In this case the doctorate candidate improves the doctorate thesis according to the comments of the committee and the procedure of the submission and application is repeated until the

request for public support of the thesis is approved, without extension of the maximum duration of the doctorate studies.

The procedure prescribed by the article 41 of law 4485/2017 as amended and in force, is followed next. The public support is conducted in the language in which the thesis is written. In case it is different from the Greek language the language proficiency in the corresponding language of at least 5/7 of the members of the seven-member examination committee should be presumed.

The details of the conduct of the public support of the thesis such as the place, duration and date are determined by a relevant announcement.

Upon completion of the public support of the thesis the members of the examination committee that participated in the procedure, judge the thesis characterizing it as follows:

- a) “Successful without needing revisions”
- b) “Successful but needing revisions”
- c) “Unsatisfactory-needs radical revision”

The thesis is accepted provided that it is judged successful by five or more members of the examining committee, that is with any combination of the characterizations a, b. The rating of an accepted thesis can be “Excellent” or “Very good”. The overall performance of the thesis results from the prevailing one among the judgements that it received. The judgements and assessments of the members of the examination committee that were present are mentioned clearly in the assessment form.

In case (b) the required revisions are numbered and substantiated by the members of the committee that recommend them, collectively or individually. Following the thesis is improved by the doctorate candidate according to the suggestions of the members of the committee and is resubmitted within the deadline that the examining committee will suggest by majority vote. The deadline is set in multiples of the month with maximum the six months from the date of the public support. The text of the improved thesis is approved or rejected by majority vote within one month of its submission and then the grade of the thesis is specified. In case of rejection the issue is referred to the departmental Assembly in order for it to make a final decision or to set a new procedure henceforth.

In case the thesis is rejected by the members of the seven-member examining committee whose opinion prevailed they substantiate analytically their judgement, they number and suggest the necessary revisions as well as a reasonable deadline for the revision and resubmission of the thesis. The public support of the thesis is repeated next. If the revised thesis is not submitted on time or it is judged as unsatisfactory again, then the doctorate candidate is deleted from the registry of doctorate candidates of the department without any further warning.

Whenever the thesis is accepted in its entirety, the doctorate candidate is nominated as Doctor (of Philosophy) with a decision of the departmental Assembly according to the applicable procedures and what is prescribed by the Organization and Regulation of the Institution.

## **Article 1. Assessment of the Third circle of Studies**

The assessment of the third circle of studies is done according to what article 44 of law 4485/2017 prescribes as amended and in force.

Furthermore, decisions of the Collective Bodies are applied and the relevant provisions of the Organization and the Regulation and the University of Peloponnese.

Any other issue related to the assessment of the third circle of studies is regulated with decisions of the departmental Assembly.

## **Article 1. Transitional Provisions**

### ***1. Existing doctorate candidates***

During the period of the publication of the present regulation, the previous approved regulation still applies for the doctorate candidates of the department, until the present regulation is published in the Government Gazette. The following is specified:

- 1) The annual progress review is done optionally until the end of the teaching period of the spring term according to the regulation that applies until the publication of the present. From the academic year 2018-2019 the annual review of progress is completed according to what is mentioned in the present regulation.
- 2) The maximum duration of thesis completion is specified according to the present regulation for the doctorate candidates that have not completed the fourth academic year of studies from the academic year of the first registration. For the doctorate candidates that are in the fifth or above academic year of studies the explanatory report that the article 3.2 prescribes is submitted with the end of the eighth year after their first registration and the same procedure is followed.
- 3) The nomination of the titles “Assistant Researcher” and “Associate Researcher” can be done from the spring term of the academic year 2017-2018 according to the procedure that is defined in the present regulation.
- 4) The obligatory duties can be assigned from the beginning of the first exam period after the approval of the present regulation. The optional duties can be undertaken from the academic term that follows after the approval of the present regulation. In all the cases the academic year in which the first registration of the doctorate student was done is taken under consideration.

### **a) On-going application files**

The interested students that in collaboration with a member of Teaching Research Staff prepare or have a complete file for conducting a doctorate thesis can submit an application and be judged with the current regulation, anytime up to one calendar month after the publication of the first call that will be done according to the present regulation.

After this date, all the files are submitted and judged according to what the call and the present regulation prescribes.

### **b) Regulation of other issues.**

The issues that are not dealt with explicitly or clearly by the applicable legal framework, the Organization and regulation of the university and the present regulation, are dealt with on a case-by-case base, with decisions of the departmental Assembly. In case the departmental Assembly decides that it lacks the jurisdiction, the issue is referred to the relevant Collective Bodies of the School and subsequently of the Institution and up to its final treatment.

## **Appendix. Analysis of duties of the doctorate candidates**

In the following table the distinctive titles of the duties and their characteristics are presented: the year of studies in which they can be undertaken, if they are obligatory (●) or optional (○), their academic (A) or teaching (T) character and indicative frequency of assignment/assumption of duties, as annual (an), per academic term (ter) or on a case-by-case base (cb).

Distinctive duties	Year	●/○	A/T	Fr.
Supervision in examination periods.	Up to the 5th	●	A	term
Active participation in the organization of conferences or workshops or events of the department.	Up to the 5th	●	A	cb
Conducting tutoring	Up to the 5th	○	T	ter
Preparation of supporting teaching material	Up to the 5th	○	A	ter
Subsidiary checks on compliance with quality specifications or standards	Up to the 5th	○	A	cb
Participation in the organization and implementation of communication actions of the department	Up to the 5th	○	A	cb
Support of academic committees of the department	2nd up to the 5th	○	A	ter
Editing of academic information and printed material	2nd up to the 5 <sup>o</sup>	○	A	cb
Preparation of funding proposals of the research or other academic activity	2 <sup>o</sup> up to the 5 <sup>o</sup>	○	A	cb

Scientific or popularized lectures open to the general public in a subject matter relevant to the subject of the thesis and their specialization.	2 <sup>nd</sup> up to the 5 <sup>th</sup>	●/○	T	an
Limited number of specialized lectures in undergraduate modules	3 <sup>rd</sup> up to the 5 <sup>th</sup>	○	T	ter
Student support during the writing of undergraduate or postgraduate dissertations	3 <sup>rd</sup> up to the 5 <sup>th</sup>	○	A	an
Conducting six monthly specialization seminars at postgraduate level	3 <sup>rd</sup> up to the 5 <sup>o</sup>	○	T	an
Participation as teaching staff in programs of lifelong learning	3 <sup>rd</sup> up to the 5 <sup>th</sup>	○	T	cb

An analytic description of duties follows.

*1. Minimum obligatory duties.*

**a) Supervision in examination periods.** The doctorate candidates can be asked to supervise the examinees in examination procedures that take place in the department. Exams are mid-term exams, the placement exams and the examination periods in every academic term and the re-examination periods. The assignment of the supervisions is fully organized by the student Registry of the department and is normally equally distributed in the total number of doctorate candidates. It takes place up to the fifth year of studies.

**b) Active participation in the organization of conferences or workshops or events of the department.** The subject is specified by the members of TRS that organize the event or the workshop or the head of Organizing or Scientific Committee of the Conference that is organized by the department. It may include, among other things, communication with the participants, organization of hospitality, sorting texts in thematic areas, information of delegates, checking the compliance of submitted texts, creating and editing publicity content, drawing up a programme etc. This participation is activated on a case- by- case base through the committee of doctoral studies, so that it is equally distributed and on a rotating basis among the total of the doctorate candidates, according to the demands of the event. It takes place up to the fifth year of studies.

*2. Additional optional duties, of the first year of studies.*

c) **Conducting tutoring.** The tutoring is organized with the initiative of the members of TRS that think that in one or more of their modules tutoring is needed. The frequency and the duration of the tutorials cannot overcome the three (3) teaching hours every two weeks per module, in which distance learning methods can be included, that do not overcome half of the total hours of the tutorial. In every case, the member of TRS has the responsibility for the organization and preparation of the teaching material of the tutorial. Every doctorate candidate can conduct tutorials in up to two (2) modules every year.



- d) **Preparation of the supporting educational and teaching material.** This material may concern for example user guides for the infrastructures of the institution and the department, the development of skills relevant to the studies in the department or specialized material for specific modules. The material is developed with the coordination, supervision and the responsibility of the relevant staff as appropriate. The allocation is done equally among the doctorate candidates and concerns the teaching material of maximum a six-month module or up to two (2) user guides or an equivalent per academic term for each doctorate candidate.
- e) **Subsidiary checks on compliance with quality specifications or standards.** It concerns subsidiary, standard checks for correctness, completeness, compliance with specifications or formatting standards. The quality checks may concern postgraduate or undergraduate dissertations' plans, modules descriptions, rechecking examinations marking, the department's website, the modules websites, internship inventory sheets and of ERASMUS students, statistical processing of student and alumni performance, etc. The allocation is done equally among the doctorate candidates with maximum the material of two six-month modules or equivalent for each doctorate candidate.
- f) **Participation in the organization and implementation of communication actions of the department.** The participation concerns the scrutiny and update of the website of the department, the posting and following up posting in social media, sending electronic mail, the preparation of press releases, the planning and editing of printed material etc. The specification of this duty is done with the initiative of the President of the department or the relevant committee or the relevant members of TRS or the student registry on a case-by- case basis. The distribution is done equally among the doctorate candidates with maximum the participation in three actions for each doctorate candidate in a year.

3. *Additional optional duties, of the second year of studies.*

- g) **Support of academic committees of the department.** It concerns the administrative support basically in the form of the collection and data processing in the framework of the work of committees such as the ERASMUS committee, internship's committee, program of studies, online presence etc. This duty is specified with the initiative of the president of the committee that needs to receive the relevant support. Every committee can be supported by up to two doctorate candidates. Every doctorate candidate can support up to two committees.
- h) **Editing academic information and printed material.** It has to do with the planning, writing and formation of printed material such as study guides, module guides, information leaflets and announcements, printed application and registration forms, etc. The editing needs are determined with the initiative of the relevant members of TRS or the student registry. The distribution is organized through the student registry. The distribution is done equally or it is assigned to a working group.

- i) **Writing funding proposals of the research or other academic activity.** It concerns the inclusion and participation of the doctorate candidates in potential project teams with the coordination of a member of a TRS for claiming funding. The prerequisite is that the doctorate candidate (i) does not participate in another project team or the writing of another evolving proposal and (ii) the supervisor has given his/her assent. The distribution is done evenly and as a rule, according to the specialization of the doctorate candidates.
- j) **Lectures open to the general public in subjects relevant to the topic of the thesis and their specialization.** It concerns lectures that take place in the department aiming at the dissemination of the work of the doctorate candidate or the department. It concerns up to two lectures, of up to two (2) teaching hours per academic term for each doctorate candidate. Such lectures are conducted in the context of the action “University of the Society” that is organized by the department with the coordination of a member of TRS and with the participation of all the doctorate candidates at least once during their doctorate studies. For this reason, the specific duty has a double character as optional/obligatory.

4. *Additional optional duties, of the third or above year of studies.*

- k) **Limited number of specialized lectures in undergraduate modules.** With the suggestion of the relevant member of TRS the doctorate candidates can conduct lectures in the context of teaching undergraduate modules, aiming at highlighting top issues that are relevant to the object of study of the doctorate candidate. For every lesson, the number of lectures by doctorate candidates cannot overcome the three (3). Every doctorate candidate can conduct up to two (2) lectures up to two hours per module, in up to two (2) modules per term.
- l) **Student support during the writing of undergraduate or postgraduate dissertations.** The doctorate candidates can support students during the writing of the undergraduate or postgraduate dissertations offering their expertise e.g. in practical issues of research methodology or in scientific cutting- edge issues that are relevant to the object of their doctoral thesis. This support under no circumstances replaces the relevant supervision as well as the supervisor. The distribution is done equally and it concerns the support of up to two (2) undergraduate or postgraduate dissertations per year.
- m) **Conducting six monthly specialization seminars at postgraduate level.** The aim of the seminars is the development of communication skills and confidence of the doctorate candidates to communicate their research as well as the organized diffusion of the cutting- edge research that is conducted in the department. The seminars are suggested with the initiative of the doctorate candidates, in collaboration and with the permission of the supervisor. The seminars add up between two (2) and six (6) teaching hours per academic year in times that do not coincide with the timetable of the modules. The content of the seminars must be of similar scientific depth with the second and third circle of studies and to address an audience that has the appropriate scientific

depth in order to attend them (for example, postgraduate students, other doctorate candidates, professionals, members of TRS).

- n) **Participation as teaching staff in programs of lifelong learning.** The doctorate candidates can participate in programs of lifelong learning, such as summer schools etc that are organized in the context of the department. The specification of the object of the programs is done with the initiative of the relevant member of TRS and the distribution is done equally to the doctorate candidates with maximum two programs per year for each doctorate candidate.

The assumption of duties or independent work in any of the objects (a) up to the (n) is considered as one (1x) duty without subdivisions.

In the obligatory duties the distribution is done in the total of the doctorate candidates. In the optional duties the distribution is done only to those doctorate candidates that have followed the relevant procedure and they have stated that they wish to undertake similar work within the maximum and minimum limits that are mentioned. In the cases that the object is vast or cannot be reasonably shared, with the suggestion of the committee of doctorate studies or the relevant staff on case by case basis, a work group of doctorate candidates can be set up in which the work can be assigned (e.g. study guides).