

University of the Peloponnese
School of Social and Political Sciences



PSIR

Department of **Political Science** and **International Relations**

Internal Operating Regulations of Undergraduate Program of Studies

Last update: 1/2023

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1. GENERAL PROVISIONS AND PRINCIPLES

1. The first circle of studies of the Department of Political Science and International Relations (PSiR) is organised according to the Undergraduate Curriculum (UC). The attendance of the UC aims at the scientific training of the students with the development of specialized knowledge and research skills, in the fields of political science and international relations according to the best international standards and the competitive requirements of the labour market. Its successful completion is confirmed with the completion of the required minimum duration of study and by obtaining a degree which is awarded by the University of Peloponnese and which is titled "Degree in Political Science and International Relations".
2. The Internal Operating Regulations (IOR) of the UC concerns issues of management, administration, organization and structure of studies which either complement and specialize or are not provided for, particularly, by the provisions of the current legislation regarding tertiary education, the M.D. 118 (FEK 102/i.A'/5-5-2003) and 111 (FEK 109/i.A'/5-6-2006) regarding the foundation and the renaming of the Department respectively, and the decisions of the responsible collective bodies of the University of Peloponnese and PSiR, as they all apply, are amended and revised each time.
3. The compliance or violation of the provisions of the present regulation is subject to the provisions, freedoms and restrictions that the general applicable institutional and regulatory framework prescribes, as it is analysed in the immediately preceding paragraph of the present article. On this condition, the interpretation and application of the IOR must be done in good faith and according to the rules of academic ethics.
4. According to the provisions of article 1 par. 2 & 3 of the present regulation, the responsible bodies for interpreting and authorizing the application of the IOR, as well as for regulating every issue which is not provided for by it, is the Assembly and the President of the Department.
5. The IOR can be improved, supplemented and revised with a decision of the Assembly of the Department PSiR, after the suggestion of its President in collaboration with the Committee of the Undergraduate Curriculum (CUC). The last, which consists of three members of Teaching Research Staff (TRS) of the Department, is defined with a decision of the Assembly after the suggestion of the President of PSiR.
6. The IOR and the Undergraduate Curriculum should be applied to all administrative and academic actions and procedures with optimal utilization of the modern information and communication technologies in the context of ethical e-government. The academic and administrative staff and the students must be familiarized so that they use these technologies and the relevant electronic educational platforms and administrative services which the University of Peloponnese and PSiR have and use.

2. THE NATURE AND AIMS OF THE UC

The aim of the UC is the thorough scientific training of students in its two main scientific fields, Political Science and International relations and their interdisciplinary connection to International Political Economy, Area Studies, Culture Studies, Modern History, Philosophy, Law and Information Systems.

With the completion of their studies, the graduates of the Department are expected to:

- have specialized knowledge in the fields of political science and international relations that allow them to understand and analyse critically theories and phenomena related to the design and

implementation of policies both at the level of the nation-state and in the context of the European Union, in the non-governmental organizations and international organisations.

- be able to deepen but also expand their knowledge in the following fields of expertise: political theory, comparative politics, political leadership, public policy, macroeconomics, political economy, development studies, analysis systems, European studies, area studies, culture studies, modern history, political philosophy, foreign policy analysis, security studies, dispute resolution, strategic studies and geopolitics.
- be able to conduct and carry out work/research projects undertaking the responsibility for decision-making and the management of problems that arise.
- are able to undertake management and administrative duties in their field of expertise and to manage problems either individually or collaboratively.

3. THE BEGINNING OF STUDIES AT PSiR

3.1. Adjustment week of new students

At the beginning of the academic year, the Department organises the “adjustment week”, which aims at the familiarization of new entrants with the curriculum and its operating procedures. A presentation of the curriculum is made by teaching staff in corresponding hourly events, a presentation of the Student Registry’s procedures is made by its members, a presentation of the library’s operation is made by a librarian and its other members, and the use of the Computer Lab of the Department by the Computer Specialist. Furthermore, meetings of acquaintance and exchange of views with representatives of the Students Union as well as of the Alumni Association take place. The students are warmly encouraged to participate in all these events, which guarantees their smooth and rapid familiarization with the academic life at PSiR, their rights and their obligations.

3.2. Information about academic life at PSiR

The information on general issues is done through the announcement board of the Department and the website of the Department (<http://pedis.uop.gr>). All the information concerning the life of the Department is on the website and is renewed, the Academic Calendar, the Study Guide, the conferences and the events which take place, the teaching staff etc. For issues concerning individual courses (detailed course outlines, emergency postponements-replacement of lectures) the information is done through the platform eClass (<http://eclass.uop.gr>– [Course: Announcements: Undergraduate](#)). The students are obliged to check the announcement boards, the website of the Department and the student e-mail daily, as they are considered to have been informed since an announcement has been posted in the intended means of communication.

3.3. Academic identity card

The academic identity card proves the academic capacity of every student. In order to issue it the students submit an application electronically to the address <http://academicid.minedu.gov.gr>. Especially for the first- year students, the application is submitted after the completion of their registration and

after they receive their passwords for the electronic services of the University of Peloponnese. At the beginning of every academic year, a relevant announcement is posted by the Student Registry for the students' information (a detailed guide on the website of the Department <http://pedis.uop.gr/>)

4. STUDIES AT PSiR

4.1. The beginning of the lessons

The calendar, the program for any replacements at the end of every semester and the programs of the exams are posted on the website of the Department <http://pedis.uop.gr>. For issues concerning individual courses (emergency postponements-replacements of lectures), the information is done through eClass (<http://eclass.uop.gr– Course: Announcements: Undergraduate>).

4.2. Duration of studies

The UC is organised according to the structure prescribed by the Bologna Process for the first circle of studies. The content and the quality of studies that it provides correspond to the sixth (6) level according to the National Qualifications Framework and to the corresponding fifth (5) according to the International Standard Classification of Education (ISCED) of UNESCO. The minimum duration of studies is four years which are divided into eight semesters. 13 lectures/seminars per course are conducted every semester.

4.3. Recognition of courses for students through qualifying exams

The students who have entered the Department through qualifying exams have the opportunity to recognise courses provided that they have been examined successfully in similar courses in the Department that they come from. In order to prove the correspondence of these courses, within specific dates which are published on time, the interested students submit in the Student Registry an application with which they co-submit a transcript from the Department they come from, a certificate concerning the textbook which they were taught in the specific course and the Curriculum of the Department they come from, with a description of the course for which they apply for recognition. If their application is approved by the Departmental assembly, they are given the grade that they were given by the department they come from. If the student participates in an examination of the course at PSiR, then s/he loses automatically the right to apply for its recognition and if s/he has already submitted an application, the recognition procedure is interrupted.

4.4. Course selection

The course selection is obligatory every semester and is done electronically through the service StudentWeb (<https://e-secretary.uop.gr/UNIStudent/login.asp>). In the declaration of each semester, students include the courses of the current period that they wish to attend and be examined (courses of the current semester and any due from the corresponding examination period of previous years). In each semester of each academic year, students have the right to register for a maximum of nine (9) courses. The limit also applies to students admitted to the Department through the qualifying examination process. Any due courses from previous years, which may have been selected but did not

receive a passing grade, are included in the selection within the 9-course limit. Students of the 5th year and beyond may select up to twelve (12) courses per semester.

The students cannot select the courses which, according to the curriculum, are taught a semester later than the one in which they are studying at the current time. If students do not include a course in their selection, then they cannot take the corresponding textbooks and they cannot take part in the exams of the course in the current semester and in September's re-examination (the selection of courses for examination for September's examination is automatic and includes all the courses which do not have a passing grade from the selections of the winter and spring semester of the current academic year). Any due courses of previous years, which may have been selected but did not get a passing grade, must be included in the selection for the corresponding semester. The course selection period, as well as the detailed procedure, is announced by the Student Registry at the beginning of every academic semester (a detailed guide on the website of the Department <http://pedis.uop.gr>

4.5. Overdue course selections

After the expiration of the scheduled deadline for the electronic course selection of every semester, the students can submit an application for overdue course selection for the semester at the Student Registry within fifteen (15) calendar days. With the submission of this application, the specific students can attend the taught courses of the semester, participate in the mid-term exams and conduct and present assignments. However, they do not have the opportunity to participate in the examination period of the semester but only in the re-examination of the courses in the current academic year.

4.6. Selection of textbooks

The selection and delivery of the textbooks are done through the internet service EUDOXUS(www.eudoxus.gr), in which the students enter with the use of passwords. The deadlines of Eudoxus' use in every semester are specified with a relevant announcement and the students select and receive textbooks only for those courses, which they have included in the corresponding semester in their course selection. According to the current legislation, the students have the right of selection and free supply of one (1) textbook for every taught obligatory or elective course of their curriculum. In case they receive a textbook for a course which has not been included in the course selection, the textbook must be returned (Detailed guide on the department's website <http://pedis.uop.gr>).

4.7. Conditions for obtaining a degree

For obtaining the degree the students must:

1. Attend at least eight (8) semesters
2. Be examined successfully in 48 educational activities, as follows:
 - 24 Obligatory Core courses
 - 12 Obligatory Specialization courses*
 - 12 Free Selection courses*

**two out of the above courses which are offered in the fourth year of studies can be replaced by the conduction of a dissertation.*

The total of the above conditions corresponds to the collection of a total of 240 European credits (ECTS), according to the conditions that apply for all the European programs of first circle of studies of four years duration.

4.8. Degree grade calculation

The calculation of the degree grade is done according to the Ministerial Decision F141/B3/2166, (FEK 308 t. b. 18. 6.1987) and the provisions of par. 5 of article 14 of Law 3374/2005.

More specifically, the degree grade is calculated with an addition of all the products resulting from the multiplication of the grade of every course and every other graded educational activity (Internship or Dissertation) multiplied by one weight factor, which is defined by the number of Greek teaching credits corresponding to each one of them and subsequent division of the sum of these products divided by the sum of the weight factors corresponding to the total of the educational activities which are required for obtaining the degree. In the case of a passing grade in more than the required courses for obtaining a degree per course category, the additional courses examined chronologically last are not taken into account in the calculation of the degree grade.

The Department awards a single degree, whose grade is given with an accuracy of two decimal digits and ranges from 5,0 up to 10,0. The degree states the following descriptions according to the grade:

- From 5,00 up to 6,49: Good
- From 6,50 up to 8,49: Very good
- From 8,50 up to 10,00: Excellent

4.9. Announcement of a graduate and graduation

The date of completion of studies is the last day of the examination period during which the student receives a passing grade in the last educational activity required for obtaining the degree. Until the graduation ceremony, where the degree is awarded, the Student Registry can give a “certificate of Completion of Studies” after the student’s application, which certifies the completion of the student’s studies with only the graduation pending.

4.10. Diploma Supplement

PSiR awards a Diploma Supplement (in Greek and in English) to its graduates, which is attached to the degree. The Supplement is an explanatory document, which does not replace the official degree or the transcript of the courses which the higher education institutes provide. It provides information regarding the nature, the level, the general educational framework, the content and the status of the studies which were completed successfully by the student whose name is written in the original degree to which the supplement is attached. Assessment judgements are not done in the supplement nor do equivalence or correspondence statements or suggestions regarding the recognition of the title abroad exist.

5. CURRICULUM AND EDUCATIONAL ACTIVITIES

5.1. The Curriculum

The curriculum is structured in eight academic semesters. The number of courses per semester is set to six and therefore the total of the courses is forty-eight. The course distribution structure is the following. From semester A to D the program is the same and the courses are the same and obligatory for everyone (core courses). This design serves the need for the development of a strong body of general background knowledge which concerns both the two main and interconnected fields of the program, that is Political Science and International Relations.

Afterwards, that is from the beginning of Semester E and until the end of the studies (Semester H), a separation in respective specializations is done, and the students choose one of the two fields in which they wish to specialize. The program has the following structure in each semester of these two final years: three obligatory specialization courses and three courses of free selection. This proportion achieves the balance between on the one hand, the need to develop a strong body of specialized knowledge for Political Scientists and Internationalists correspondingly (depending on the specialization which every student selected), and on the other hand, the need for the students to participate actively in the formation of their own curriculum and by extension in the construction of their own scientific identity.

The free selection courses include, apart from an extensive list of courses which are not obligatory, courses which are obligatory in the specialization that the students did *not* select. Given this structure of studies, in order for the perception that the curriculum is cohesive to be consolidated among the students, as well as the logic of progressive transition from basic to more specialized knowledge, the mechanism of “prerequisite courses” has been adopted. According to this mechanism, six pairs of courses have been set the first out of which is a prerequisite for the second, that is, in order for the students to have the right to be examined in the second they must have been examined successfully in the first (See the Curriculum and the Study Guide on the website of the Department <http://pedis.uop.gr>).

Detailed information on the material, teaching, bibliography and the assessment way of every course is included in the syllabus which is available on the website of every course in eclass (<https://eclass.uop.gr/>).

In case the Curriculum is reformed by the Departmental Assembly, a relevant announcement is posted immediately by the Student Registry, which includes any transitional arrangements.

According to the decision of the Assembly of the Department:

- For courses that are abolished, the right to examination is reserved only for the next academic year. Students who have not achieved a transferable grade, a) either, in the case of Compulsory or Elective courses, replace them with others of the corresponding category and b) or, in the case of Free Elective courses, choose others of the same category,
- For courses not offered for an academic year, the right to examination is abolished after the end of that year. Likewise, as with the above case of courses, students who have not achieved a passing grade a) either, when it comes to courses in the Compulsory or Field of Choice category, replace them with others of the corresponding category and b) or, when it comes to courses in the category Free Choice, they choose others of the same category,

5.2. Organization/teaching of courses

The PSiR Assembly assigns, based on the current provisions, the teaching of courses of the undergraduate curriculum at the Teaching Research Staff, PD 407/80, Special Scientific staff (SSS), Special Technical Laboratory Staff (STLS) with a doctorate and the authorized teaching staff and sets their weekly teaching hours. The teaching may be either independent or in collaboration with other instructors and may address a single class or individual groups of students.

The teaching method (e.g. lecture, seminar), the educational aids (e.g. laboratory exercise, simulation), the selection of textbooks and the range and the content of the teaching material, rely on the judgement and the discretion of the instructor. The syllabus must be detailed and informative as far as the above is concerned, must be regularly updated, must be followed per week and be posted on time.

The Undergraduate Curriculum Committee observes any possible overlaps of the content of the courses, suggests additions or reforms of the Curriculum, checks if the structure and organization of the Curriculum are in line with the corresponding European Curricula and are innovative, redefines the ECTS credits in correspondence with the student workload.

5.3. Internship

The internship is part of the curriculum. It is equivalent to an elective course and corresponds to 5 ECTS. It offers an irreplaceable opportunity for the development of skills and for gaining work experience and the preparation of the students for their access to the labour market. It addresses students who are already in the third year of studies, as well as in subsequent years. The Internship Committee is responsible for the organization and management of the positions and applications. All the issues concerning the assessment method of the applications according to clear criteria of excellence and publicity, the distribution of positions, the students' obligations, the role of the supervising professor and the evaluation of the internship are specified in particular in the Internship Regulation. The management of the program is done through the institutional platform <https://praktiki.uop.gr>. A detailed Guide for Internships is available on the website of the Department <http://pedis.uop.gr>.

5.4. Dissertation

The dissertation is conducted optionally in the fourth year and is equivalent to two courses of the fourth year. This educational activity aims at the development of the research skills of the students. The right to conduct a dissertation presupposes the registration in the 7th semester of studies, the successful completion of 30 courses, no due course from the first year, an average grade higher than 7,0 and the submission of a summary of the research proposal. For the students of the fifth year and beyond the same conditions as above apply.

Students interested in conducting a dissertation must request the subject of the dissertation in consultation with a supervising professor. The language of the dissertation may be, with the consent of the supervising professor, the English language.

A relevant announcement for the deadlines for submission of applications for conducting dissertations is posted by the Student Registry in the first week of October of every academic year. In order to conduct the dissertation, the students follow the guidelines in the Guide for Writing Dissertations and Theses (available on the website of the Department <http://pedis.uop.gr>). All the dissertations are subject to

scrutiny for cases of plagiarism with the use of the relevant digital means. The Anti-Plagiarism Regulation of the University of Peloponnese is valid and applies (available here).

Each faculty member of the Department supervises the preparation of up to two dissertations per academic year. It is possible to increase the number of these supervisions to three by a faculty member following his/her reasoned request to the Assembly.

The duration of the dissertation is set in two semesters. The dissertation is submitted, without requiring additional administrative action or action on the part of the students (e.g. extension request) and the Student Registry or the Departmental Assembly (e.g. extension approval), either

- May 31 of the academic year. In this case, the oral support of the dissertation must be completed by the end of the examination period of the spring semester. However, if part of the dissertation is required to be revised, the student must submit the final text upon approval by the supervisor up to two weeks after the end of the June examination period.
- August 31 of the academic year. In this case, the oral support of the dissertation must be completed by the end of the re-examination period in September. However, if part of the dissertation is required to be revised, the student must submit the final text upon approval by the supervisor up to two weeks after the end of the September examination.

The dissertation is uploaded by the student in e-Class in a separate folder especially created for this purpose. At the same time, the student must send the dissertation in a pdf file to the Student Registry's email pedis@uop.gr. stating explicitly that s/he has received the consent of the supervising professor.

The examination of the dissertation necessarily includes its oral presentation, which is evaluated and included in its final grade. The oral support takes place before an Examination Committee, consisting of two faculty members of the Department, including the supervisor.

5.5. Erasmus program

PSiR collaborates with Universities from the European Union and countries which are candidates for membership, with which an exchange of students for studies (Erasmus+ program) can take place. The use of the program by the students is considered to contribute to the broadening of their scientific horizons and the strengthening of their interpersonal relations with their colleagues in other countries. The conditions for the participation of the students in the Erasmus+ program are the following: an average grade higher than 6,5, successful examination in 60% of the courses corresponding to the semester of studies in which the application is made, very good level of the foreign language and participation in an interview with the Erasmus Committee of PSiR. The courses which are completed successfully in the country of reception are recognized as equivalent to courses of PSiR, provided that they have been pre-approved by the teaching staff of the department. The Erasmus program includes the opportunity for an Internship abroad (Erasmus Placement). The bodies in which this Internship can be done include Embassies, Consulates, International organizations, Non-Governmental Organizations and Businesses. A detailed Erasmus Guide is available on the website of the Department <http://pedis.uop.gr>.

The ERASMUS and International Relations Committee advises and guides the incoming and outgoing students for studies and Internships, follows their progress (ECTS, grades, courses correspondences), organizes regular informative meetings and is responsible for the selection of students for movement based on the specified criteria.

5.6. English

PSiR provides the systematic teaching of the English language in two-semester courses: "English I" and "English II".

The evaluation of the performance of students with admission year 2022-23 and after is done with a score on the scale of 10 and is included in the degree grade. Exemptions are made, according to the decision of the Assembly, as follows:

- Those with a B2 level certificate are exempt from 'English I' with a grade of 6
- Those with a certificate: a) level C1 are exempted from "English I" and "English II" with a grade of 8 and b) level C2 are exempted from the corresponding subjects with a grade of 10.

For students with an entry year up to 2021-22, passing the two English courses is a prerequisite for obtaining a degree and their score is not taken into account in the calculation of the degree grade. Exemptions are provided as follows:

- Exemption from the "English I" course for those who have a language certificate recognized by ASEP certifying Good or Very Good Knowledge with a "pass" grade and
- Exemption from the "English II" course for those who have a language certificate recognized by ASEP that certifies Excellent Knowledge with a "pass" grade

6. ASSESSMENT OF PERFORMANCE IN THE COURSES

6.1. Assessment methods

The instructors of every course specify according to their scientific judgement the form (e.g. written or oral) and the assessment method (e.g. presentation, mid-term exam, written assignment, final examination) of the students' performance. The assessment methods can be used in combination and can exempt students from the final exams. In every course, the assessment methods and the percentage of each in the final grade are described in detail in the course syllabus which is posted on the course's website on the eclass platform. The active participation of the students in the educational activities can be taken into account in their final grades.

The grade in every course is given in integers from 0 up to 10 without adding decimals. A passing grade is equal to or higher than 5.

The grades in all the undergraduate courses are announced to the students no later than two weeks from the end of the examination period through the platform StudentWeb (<https://e-secretary.uop.gr/UNIStudent/login.asp>). Marking is done in good faith and with respect to the academic ethics, without empathy and discrimination. The students have the opportunity to receive detailed information from the instructors regarding their performance in the courses during the predetermined student reception hours.

The students can apply, providing the necessary documents, to be examined orally in the courses.

6.2. Time and duration of the final exams

The final exams take place at the end of the winter and spring term. Their duration is three weeks. The beginning of the examination period is announced at the beginning of every academic year, according to the “Academic Calendar” which is available on the Department’s website <http://pedis.uop.gr>. There may be one or two weeks of lessons replacement between the lessons and the examination period.

6.3. Re-examinations

A re-examination period is conducted in September for those who have not received a passing grade in courses of the winter or spring term.

For those students who have completed the regular attendance, equal to the minimum number of semesters required for awarding the degree, according to the indicative curriculum, and who have not received a passing grade in courses, a double examination is conducted, only during the winter term of every academic year in all the due courses, irrespective of whether they are taught in a winter or spring term.

6.4. Copying/ plagiarism

Copying/plagiarism is an anti-academic and anti-peer behaviour and is not appropriate for students’ status. In case it is proved that a student has copied in a final or mid-term examination of a course, then s/he loses all the courses of the current examination period (Winter or Spring correspondingly), as well as the opportunity to take exams in the specific course in which s/he copied in the next examination period whatever it is. The grade in the courses –even if it has been announced – will be cancelled. Furthermore, for the written assignments a procedure for checking plagiarism with specialized software has been adopted by the Department. If it is proven, it will have similar penalties.

6.5. Awards of Excellence and Honorable Mention

The Excellence and Honorable Mention Awards have been operating at PSiR since the 2018-19 academic year. The goal of these awards is to engage students more actively with the learning process and complete their studies on time, as follows:

A. Awards of Excellence

Awards of Excellence are awarded to three graduates who meet the following requirements:

1. are not already holders of another HEI, TVI or higher education degree of more than two years and a two-year study cycle,
2. have successfully completed all the courses prescribed by their curriculum for obtaining the degree up to the re-examination in September of the 4th year of study
3. have a degree grade of “Excellent” (>8.5).

The 1st honours graduate is awarded an Award of Excellence and a full tuition fee waiver scholarship in one of the Master's Programs of the PSiR Department. Honours graduates with 2nd and 3rd honours are

awarded an Excellence Award and a scholarship with a partial exemption from tuition fees (maximum 25%) in one of the Master's Programs of PSiR.

B. Honorable Mention

Honourable Mention is awarded to a student who has completed the **1st year of studies**, and meets the following requirements:

1. is not already a holder of another HEI, TVI or higher education degree of more than two years and a two-year study cycle,
2. has successfully completed all the courses of the 1st year of studies up to the re-examination in September of the 1st year of studies and,
3. has an average grade of "Excellent" (>8.5).

Honourable Mention is awarded to a student who has completed the **2nd year of studies**, and meets the following requirements:

1. is not already a holder of another HEI, TVI or higher education degree of more than two years and a two-year study cycle,
2. has successfully completed all the courses of the 1st and 2nd year of studies up to the re-examination in September of the 2nd year of studies and,
3. has an average grade of "Excellent" (>8.5)

Honourable Mention is awarded to a student who has completed the **3rd year of studies**, and meets the following conditions:

1. is not already a holder of another HEI, TVI or higher education degree of more than two years and a two-year study cycle,
2. has successfully completed all the courses of the 1st, 2nd and 3rd year of studies up to the re-examination in September of the 3rd year of studies and,
3. has an average grade of "Excellent" (>8.5).

7. COMMUNICATION WITH THE STUDENTS WITH THE TEACHING STAFF

7.1. Studies advisor

The Departmental Assembly assigns to every instructor the broader duties of the Studies Advisor for groups of students. Giving information and advice on the courses and the scientific and career prospects of the studies are included in these duties. The matching of Studies Advisors with groups of students is announced from the beginning of the semester and is posted on the website of the Department <http://pedis.uop.gr>.

7.2. Communication ways with instructors

All the instructors have regular weekly student reception hours, which are announced at the beginning of every semester and are posted on the website of the Department <http://pedis.uop.gr>. Furthermore, PSiR encourages the informal, interpersonal, in-person communication of students with all the members of Teaching Research Staff as a practise. Furthermore, the instructors post announcements on the eclass platform of the course, as well as other informative material. All the announcements are sent automatically to the electronic address of every student registered on the platform. Furthermore, individual e-mail is used in case it is considered more convenient.

7.3. References

The instructors give reference letters to the students under the conditions that they set themselves. The interested students must have made a number of actions in time in order to provide the instructors to whom they address complete and detailed information on the interested students as well as the submission procedure of the letter which the body in which they wish to submit it requires (detailed guidelines are available on the website of the Department <http://pedis.uop.gr>).

8. EVALUATION OF COURSES AND INSTRUCTORS BY THE STUDENTS

The courses and the instructors are subject to evaluation by the students through an electronic procedure which has been adopted by the University of Peloponnese and is supervised by the Quality Assurance Unit (QAU). This evaluation is a very important academic activity, which provides the instructors and the department feedback on the teaching practise from the comments and the evaluation of the students. The evaluation is done electronically on the tenth week of every semester based on a specific questionnaire and is absolutely anonymous.

The Committee of the Internal Evaluation Team of the Department receives the results of the evaluation of the students every semester, the basic points of which are discussed in the Assembly, good practises and improvements are examined regarding the teaching procedure, the administrative support of the Department, etc.

9. SUPPORTIVE SERVICES OF STUDIES

9.1. The infrastructure of the Department

The Undergraduate Curriculum is organised and takes place in the Department's premises which include, apart from the well-equipped classrooms, the administrative and student reception offices, a Computer Lab and a specialized fully updated Library. The Department provides all its academic community including the students with special educational needs, full access to the premises, the infrastructure and its services.

9.1.1. The Student Registry

The Student Registry of PSiR serves students at predetermined hours during the academic year for academic and student issues. Applications for certificates which the Student Registry provides are processed either in person or through the service StudentWeb or through the services of the Citizens' Service Centres. The Student Registry informs with announcements the students on all the necessary procedures as well as on events and other activities of the Department. The students are required to bring with them their academic identity card in all their transactions with the Student Registry of the Department.

9.1.2. Library and study room

The Library of PSiR includes a great number of books, dictionaries and journals which are related to the scientific subjects taught in the Department. The students have access (reading and borrowing) to the Library's material after their registration by showing their academic identity cards. Using the credentials of their institutional account, the students have also access to the electronic services of the Library such as information and research sources, bibliographical bases as well as open-access digital collections.

The Library is connected to the Consortium of the Greek Academic Libraries (HEAL-link) and provides digital books and journals, in the Greek or a foreign language to all the academic community and with the opportunity for remote access (VPN). A digital search for items is done freely and from any computer with internet access through the <http://opac.library.uop.gr>. In the library space, there is also a study room which gives the opportunity for study. Detailed information is included in the guide for Library Use (available on the website of the Department <http://pedis.uop.gr>).

9.1.2. Computer room

In the Department, there is a fully equipped computer room. The access to the computers of the computer lab takes place with the use of personal passwords.

9.2. Digital Services

9.2.1. E-mail account

The University of Peloponnese provides students with an e-mail account, exclusively through which their communication with instructors, the Student Registry and all the services of the University of Peloponnese is done. The management of the mail is done through the website <https://webmail.uop.gr/> with the use of personal passwords.

9.2.2. Internet platform e-Class

Through the platform eClass (<https://eclass.uop.gr/>), the students have access to teaching material which the instructors upload for every course they teach, announcements of every kind and of course the course syllabi. Furthermore, they have the opportunity to submit written assignments, as well as to be examined in written mid-term exams (A detailed guide on the website of the Department <http://pedis.uop.gr>).

9.2.3. StudentWeb service

The StudentWeb service gives the opportunity to have access to various services of the Student Registry (e.g. applications for certificates, course grades, courses selection etc). Access to the service is done either from the relevant link on the website of the department (<http://pedis.uop.gr>) or directly from the address of the service, which is: <https://e-secretary.uop.gr/UNIStudent/> (Detailed guide on the website of the Department <http://pedis.uop.gr>)

9.2.4. PSiR website

The PSiR website <https://pedis.uop.gr> includes all the necessary information on the operation of the Department, the curriculum and its general activity, provides useful guides and forms and is updated regularly under the supervision of the Website Committee.

9.2.5. PSiR graduates' website

The Department has created and uses a website (<https://alumnipedis.uop.gr/>) for its graduates. Through this website, the graduates are informed on the new positions and continuing education and training programs, as well as on the latest news and the actions of the Department which concern them.

9.3. Student welfare

9.3.1. The student's status

The student's status is obtained with the student's registration at the University and is lost with the completion of the studies.

The students have the right to interrupt their studies, with a written application at the Student Registry of the Department, for as many semesters, continuous or not, as they wish, but not more than the minimum number of semesters required for obtaining a degree according to the indicative curriculum. These semesters are not counted in the maximum duration of studies. The students who interrupt their studies according to the above, do not have the student status for the whole period of the interruption of their studies. After the end of the interruption of their studies, the students return to the Department.

The provisions which are given to the student status are interrupted, when the beneficiary is enlisted and for all the time their enlistment lasts, if they interrupt their studies, obtain the degree, if they lose their student status for any reason or if they complete the maximum limit of duration of the provisions.

9.3.2. Maximum duration of study

According to articles 76 and 454 of Law 4987/2022 (Official Gazette 141/A/21-7-2022), as well as article 58 of Law 4777/2021 (Official Gazette 25/A/17.2.2021), for the students admitted to H.E.I. from the academic year 2021-22 onwards the maximum duration of study in a first-cycle study program with a minimum duration of eight (8) academic semesters for the award of a degree, this time is increased by four (4) academic semesters.

The following applies to the maximum duration of study:

| Academic year of entry | DELETION at the END including the September examination period | Current legislation | |
|------------------------|--|---------------------------------|---|
| 2022-23 | 2027-28 | L.4957/2022, nu.76, par.1 (n+2) | For students with an entry year of 2022-23 onwards, the maximum length of study in a first-cycle degree program with a minimum duration of (8) academic semesters for the award of a degree this time is increased by (4) academic semesters. Therefore, students with an entry year of 2022-23 must complete their studies by the academic year 2027-2028 (including the September 2028 examination period). |

| | | | |
|---------|---------|--|---|
| 2021-22 | 2026-27 | L.4957/21-7-22, article 454 (transitional provisions) | For students with an entry year of 2021-22 or later, the maximum duration of study in a first-cycle degree program with a minimum duration of eight (8) academic semesters for the award of a degree this time is increased by four (4) academic semesters. Therefore, students with an entry year of 2021-22 must complete their studies by the academic year 2026-2027 (including the September 2027 examination period). |
| 2020-21 | 2026-27 | L.4957/21-7-22, article 454 (transitional provisions) and article 58 of L.4777/21 (+ 6 academic years) | For students who in 2020-21 did not exceed the minimum duration of study (i.e. students who during the academic year 2020-2021 studied from the 1st to the 4th year) the calculation of the maximum duration of study starts from the start of the academic year 2021-2022 and extends over eight (8) academic semesters increased by four (4) academic semesters. Therefore, the above students must complete their studies by the academic year 2026-2027 (including the examination period of September 2027). |
| 2019-20 | 2026-27 | | |
| 2018-19 | 2026-27 | | |
| 2017-18 | 2026-27 | | |
| 2016-17 | 2024-25 | L.4957/21-7-22, article 454 (transitional provisions) and article 58 of L.4777/21 (+ 4 academic years) | For students who in 2020-21 had exceeded the minimum duration of study (i.e. students who during the academic year 2020-2021 studied in the 5th year and above) are given time to complete their studies equal to the minimum duration of study of the Department, which starts from the beginning of the academic year 2021-2022. Therefore, the above students must complete their studies by the academic year 2024-2025 (including the examination period of September 2025). |
| 2015-16 | 2024-25 | | |
| 2014-15 | 2024-25 | | |
| 2013-14 | 2024-25 | | |
| 2012-13 | 2024-25 | | |
| 2011-12 | 2024-25 | | |
| 2010-11 | 2024-25 | | |
| 2009-10 | 2024-25 | | |
| 2008-09 | 2024-25 | | |
| 2007-08 | 2024-25 | | |

9.3.3. Suspension of study (L.4957/2022, nu.76)

The students, who have not exceeded the upper limit of study, may, after applying to the Department Student Registry, interrupt their studies for a period of time that does not exceed two (2) years. The right to interrupt studies may be exercised once or partially for a period of at least one (1) academic semester, but the duration of the interruption cannot cumulatively exceed two (2) years if it is granted partially. The student's status is suspended during the interruption of studies and participation in any educational process is not allowed.

9.3.4. Part-time study (L.4957/2022, nu.76)

The following are eligible to apply as part-time students:

- Students who are proven to work at least twenty (20) hours a week
- Students with disabilities and special educational needs
- Students who are also athletes and during their studies belong to sports associations registered in the electronic sports register of associations, in accordance with the provisions in paragraph 3 of article 76 of Law 4957/2022.

Those interested submit a relevant application to the Departmental Student Registry at the beginning of the semester. For part-time students, each semester is counted as half an academic semester. These students cannot register for attendance and be examined in a number greater than half of the courses of the semester that the curriculum provides.

9.3.5. Student Welfare and special needs

The Department of Student Affairs of the University of Peloponnese is responsible for issues of student services (<http://foitmer.uop.gr/>). Information is posted on the website of the Department on issues of food services and housing, scholarships- awards, the housing benefit, athletic activities etc.

9.3.6. Food services

The students of all the categories can apply for the provision of free feeding after they receive their password which is given to them by the Student Registry of their Department during their registration.

The applications are submitted electronically, through the application on the page:

<https://merimna.uop.gr/sitisi/login.php> on dates that are specified by the Student Welfare Service.

Then, they are printed – provided that their final submission in the system has preceded - and are sent together with the necessary documents (by post or in person) to the address: University of Peloponnese Academic and Student Affairs Department, University of Peloponnese, Vasileos Konstantinou 21 & Terzaki, Nafplio, 21100

Interested students can search for more details on the website of student welfare (<http://foitmer.uop.gr/sitisi>).

9.3.7. Housing

According to the number 140832/Z1/25-8-17 (B' 2993) JMD “Definition of Procedure and supporting documents for granting the housing allowance to the students of Institutions of Higher Education” by applying the article 10 of law 3220/2004, as amended and applies, the undergraduate students can apply for granting the housing allowance of 1.000€.

The electronic applications which concern the granting of the housing allowance are submitted through the website of the Ministry of Education, Research and Religion <https://stegastiko.minedu.gov.gr>

In the special application for the housing allowance. Interested students can search for more details on the website of student welfare (<http://foitmer.uop.gr/stegasi>).

9.3.8. The Career Office

The Career Office (<http://career.uop.gr/>) of the University of Peloponnese provides information for taking advantage of additional educational opportunities in Greece and abroad (undergraduate and postgraduate programs, seminars, continuing education etc), as well as on the operation and staffing of public, and private and international bodies which professionally concern our graduates (international organizations, non-governmental organizations, research centres etc).

9.3.9. Student Ombudsman's Office

The Student Ombudsman's Office (<http://foitmer.uop.gr/sinigoros>) of the University of Peloponnese mediates between students and professors or administrative services of the institution, aiming at the observance of legality in the context of academic freedom and the confrontation of phenomena of maladministration and at safeguarding the proper administration of the institution. The Student Ombudsman has no jurisdiction in issues regarding exams and grades of the students. The Student Ombudsman investigates cases ex officio or after a student's report and mediates with the relevant bodies of the institutions for their solution. It can ask from the services of the Institution every information, document or other evidence for the case, to examine persons, to perform an autopsy, and to require expertise. If it finds out that in a specific case the legality is not observed or phenomena of maladministration are observed or the proper functioning of the institution is disturbed, it draws a conclusion which it announces to the professor whom it concerns or the relevant administrative service and the student who submitted the report and mediates in a convenient way for the solution of the problem.