University of the Peloponnese
School of Social and Political Sciences



Internal Operating Regulations of the Undergraduate Program of Studies

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Contents

1. GENERAL PROVISIONS AND PRINCIPLES 5

2. THE NATURE AND AIMS OF THE PROGRAMME OF STUDIES 5

3. ADMINISTRATIVE AND DECISION-MAKING BODIES 8

3.1. Administrative and decision-making bodies 8

3.1.1a. Composition 8

3.1.1b. Responsibilities of the General Assembly of the Department 8

3.1 Head and Deputy Head of the Department 10

3.1.2a. Election procedure 10

3.1.2b. Responsibilities of Head and Deputy Head of the Department 10

3.2. Committees 10

3.2.1. Responsibilities of Committees 11

4. THE BEGINNING OF STUDIES AT PSIR 14

4.1. Adjustment week for new students 14

4.2. Information about academic life at PSiR 14

4.3. Academic identity card 14

5. STUDIES AT PSiR 15

5.1. The beginning of the lectures 15

5.2. Duration of studies 15

5.3. Recognition of courses for students through qualifying exams 15

5.4. Course selection 15

5.4.1 Maximum number of students enrolled in elective courses (FS) 16

5.4.2 Overdue course selections 16

5.5. Selection of textbooks 16

5.6. Conditions for obtaining a degree 16

5.7. Method of calculating the degree grade 16

5.8. Announcement of prospective graduates and graduation ceremony 17

5.9. Diploma Supplement 18

6. CURRICULUM AND EDUCATIONAL ACTIVITIES 19

6.1. The Curriculum 19

6.2. Organisation/teaching of courses 19

6.3. Internship 20

6.4. Dissertation 20

6.5. Erasmus+ program 21
6.6. English 21
6.7. Certificate of Computer Literacy 22
7. ASSESSMENT OF PERFORMANCE IN THE COURSES 22
7.1. Assessment methods 22
7.2. Time and duration of the final exams 23
7.3. Re-examinations 23
7.4. Copying/ plagiarism 23
7.5. Awards of Excellence and Honourable Mention 24
8. COMMUNICATION WITH THE STUDENTS WITH THE TEACHING STAFF 25
8.1. Studies advisor 25
8.2. Communication ways with instructors 25
8.3. References 25
8.4. Regulation for handling student complaints and appeals 25
9. EVALUATION OF COURSES AND INSTRUCTORS BY THE STUDENTS 25
10. SUPPORTIVE SERVICES OF STUDIES 26
10.1. The infrastructure of the Department 26
10.1.1. The Secretariat 26
10.1.2. Library and study room 26
10.1.3. Computer room 26
10.2. Digital Services 26
10.2.1. PSiR website 26
10.2.2. PSiR graduates' website 26
10.2.3. University of Peloponnese e-services for students 27
10.3. Study-related matters 28
10.3.1. The student's status 28
10.3.2. Maximum duration of study 29
10.3.2.1 Option to extend for two (2) semesters 29
10.3.3. Suspension of studies (Law 4957/2022, Article 76) 32
10.3.4. Part-time study (Law 4957/2022, Article 76) 33
10.4. Student Welfare 34
10.4.1. Student Welfare 34
10.4.2. Meals 34

10.4.4. Housing 35
10.4.5. The Liaison Office 35
10.4.6. The Student Advocate's Office 36
10.4.7. Student Counselling and Psychological Support Structure – WeCare 36

1. GENERAL PROVISIONS AND PRINCIPLES

1. The first cycle of studies of the Department of Political Science and International Relations (PSiR) is organised according to the Undergraduate Programme of Studies (UPS). The UC aims to provide students with scientific training by developing specialised knowledge and research skills in the fields of political science and international relations, according to the highest international standards and the competitive requirements of the labour market. Its successful completion is confirmed upon the completion of the required minimum duration of study and by obtaining a degree which is awarded by the University of the Peloponnese and titled "Degree in Political Science and International Relations".
2. The Internal Operating Regulations (IOR) of the UPS concern issues of management, administration, organisation and structure of studies which either complement and give more concrete expression to or are not specifically addressed by the provisions of the applicable legislation regarding tertiary education, the Presidential Decrees 118 (Government Gazette 102/i.A'/5-5-2003) and 111 (Government Gazette 109/i.A'/5-6-2006) regarding the establishment and the renaming of the Department respectively, and the decisions of the competent collective bodies of the University of the Peloponnese and PSiR, as they all apply, are amended and revised each time.
3. The compliance or violation of the provisions of these Regulations is subject to the provisions, freedoms and restrictions that the general applicable institutional and regulatory framework prescribes, as analysed in the immediately preceding paragraph of the present article. On this condition, the IOR must be interpreted and applied in good faith and in accordance with the rules of academic ethics.
4. Subject to the provisions of article 1 par. 2 & 3 of the present Regulations, the responsible bodies for interpreting and authorising the application of the IOR, as well as for regulating any issue which is not provided for by it, are the Assembly and the Head of the Department.
5. The IOR can be improved, supplemented and revised with a decision of the Assembly of the Department of PSiR, following a proposal of its Head in collaboration with the Committee of the Undergraduate Programme of Studies. The latter, which consists of three members of the Department's Teaching and Research Staff, is defined by a decision of the Assembly, upon the Head of PSiR's recommendation.
6. The IOR and the Undergraduate Programme of Studies are intended to apply to all administrative and academic actions and procedures with optimal utilisation of modern information and communication technologies in the context of ethical e-government. The academic and administrative staff and the students must familiarise themselves with and use these technologies and the relevant electronic educational platforms and administrative services provided and used by the University of the Peloponnese and PSiR.

2. THE NATURE AND AIMS OF THE PROGRAMME OF STUDIES

The Undergraduate Programme of Studies (UPS) of PSiR aims to ensure that the graduates of the Department acquire the qualifications recognised for students in the first cycle of higher education. These qualifications, which are developed and demonstrated as Knowledge (facts, principles, theories and practices), Skills (cognitive and practical) and Abilities (managing actions or projects with responsibility and achieving autonomy), are compatible with Level Six (6) Indicators of the National and European Qualifications Framework.

More generally, the central purpose of the UPS is the systematic academic education and sound scientific training of the students of PSiR in the fields of "Political Science" and "International Relations" and their interdisciplinary interconnection with International Political Economy, Area Studies, Cultural Studies, Contemporary History, Sociology, Philosophy, Law and Information Systems. The curriculum aims at imparting specialised knowledge in Political Science and International Relations so that students will acquire the ability to understand and critically analyse theories and phenomena concerning the design and implementation of policies both at the national level and within the framework of the European Union, non-governmental organisations and international organisations. In this way, students are expected to: a) develop skills to deepen and broaden their knowledge in specific subjects such as political theory, comparative politics, political leadership, public policies, political economy, development studies, systems of analysis, European studies, area studies, cultural studies, contemporary history, constitutional, European and international law, political sociology, political philosophy, foreign policy analysis, security studies, conflict resolution, strategic studies and geopolitics; and (b) to develop competences to undertake work/research projects, either individually or in cooperation, and to assume management responsibilities in their areas of expertise, while taking responsibility for decision-making and for managing or solving problems that arise.

In particular, the UPS seeks learning outcomes in terms of knowledge, skills and abilities. Upon successful completion of the curriculum, graduates of PSiR:

- Knowledge: They possess advanced knowledge in the fields of Political Science and International Relations that enables them to make use of the theories, perspectives, approaches, research practices and principles of the above fields and, therefore, to develop, in a systematic and structured way, their analytical and critical thinking. More specifically, the graduates of PSiR's UPS:
  - ✓ are familiar with the basic conceptual categories, theoretical approaches and research methods of Political Science and International Relations, i.e. with a coherent and cohesive body of knowledge that allows them to deepen and broaden their horizons of analysis on issues of political, economic, social, cultural and legal interest at global, European, state and local levels,
  - ✓ have acquired a multi-faceted and multi-level knowledge base that enables them to understand and harness the dynamics of scientific development and innovation in Political Science and International Relations,
  - ✓ cultivate analytical and critical knowledge of the specialised disciplines of Political Science and International Relations, as well as of the different research, study and writing methods.
  - ✓ acquire knowledge of the constantly evolving digital environment of the modern world, such as big data, information systems, and artificial intelligence, and its impact on several subject areas studied in Political Science and International Relations.

- Skills: They possess sufficient and innovative tools to understand and solve existing and new, complex and difficult problems that constitute objects of research and study in Political Science and International Relations. More specifically, the graduates of PSiR's UPS:
  - ✓ use, adapt and apply the knowledge and research methods they have acquired to analyse ideas and information, explore contemporary and topical issues and acquire new knowledge in issues related to Political Science and International Relations
  - ✓ learn to use scientifically the knowledge base and analytical tools they have acquired and the various reference and documentation sources available, both in print and online, to argue, formulate ideas and opinions, solve problems and develop policy proposals on issues of

international, European and domestic life, which cut across political, economic, social, cultural and legal fields,

- ✓ develop and communicate, in writing and orally, valid opinions and judgements on issues and topics falling within the fields of Political Science and International Relations through reasoned, analytical and critical discourse or counter-discourse, addressing specific or general audiences and broader groups in civil society and public opinion.
- ✓ apply digital tools, means, and methods for collecting, processing, utilising, and presenting data, information, and knowledge on topics related to Political Science and International Relations.

- Abilities: Manage activities or individuals and groups in complex and unpredictable study or work situations while taking responsibility for decision-making. More specifically, the graduates of PSiR's UPS:

  - ✓ utilise, adapt and apply their acquired knowledge and research methods to analyse ideas and information, investigate long-standing and current issues, and acquire new knowledge in issues related to Political Science and International Relations
  - ✓ have sufficient autonomy and appropriate guarantees of professionalism, social responsibility and ethics to transfer, develop, adapt and put into practice, within defined contexts, the knowledge and skills acquired, to evaluate and undertake activities, to supervise the work of individuals and groups and to formulate and take decisions.

3. ADMINISTRATIVE AND DECISION-MAKING BODIES

3.1. Administrative and decision-making bodies

The Department has the following bodies:
a) The Assembly,

b) The Head,

c) The Deputy-Head.

3.1.1. General Assembly of the Department

3.1.1a. Composition

The General Assembly of the Department consists of: a) the Head of the Department, b) the Deputy Head of the Department, c) all members of the Teaching and Research Staff (TRS) of the Department, d) one (1) representative from each category of Special Teaching Staff (STS), Laboratory Teaching Staff (LTS) and Special Technical Laboratory Staff (STLS) of the Department, and e) student representatives corresponding to fifteen per cent (15%) of the total number of members of the General Assembly of the Department referred to in points a) to d).

3.1.1b. Responsibilities of the General Assembly of the Department

The General Assembly of the Department has the following responsibilities:
1) formulates the general educational and research policy of the Department and its development path within the framework of the policy of the School and the Institution,

2) submits to the Dean's Office the Department's development plan, which includes the elements of paragraph 3 of Article 27 of Law 4957/2022,

3) drafts the Department's Internal Regulation and submits it for approval to the Senate of the Higher Education Institution (HEI),

4) compiles the Department's register of academic subjects in accordance with Article 144 of Law No. 4957/2022

5) compiles the register of internal and external electors for the election and promotion of members of the Teaching and Research Staff (Δ.Ε.Π.), in accordance with Article 145 of Law 4957/2022,

6) provides an opinion on the establishment, merging, division, renaming, and change of the scientific field of the Department,

7) prepares and submits for approval to the Dean's Office the annual recruitment plan for members of the Teaching and Research Staff in accordance with the educational and research needs of the Department and ranks the subjects to be announced in descending order of priority,

8) drafts and submits for approval to the Dean's Office the annual recruitment plan for Special Teaching Staff (STS), Laboratory Teaching Staff (LTS) and Special Technical Laboratory Staff (STLS) in accordance with the needs of the Department,

9) recommends changes to the subject area of a member of the teaching staff in accordance with Article 152, after consulting the General Assembly of the Sector to which they belong,

10) recommends to the Senate the establishment of university laboratories and museums to be located in the Department or in the Divisions of the Department,

11) assigns teaching duties to the members of teaching staff, special teaching staff, special laboratory teaching staff, and special technical staff of the Department, as well as to the Department's additional teaching and research staff, as defined by law;

(12) recommends to the Senate the members of the curriculum committees as defined by law,

(13) recommends the establishment, modification, or abolition of first-cycle study programs of the Department, as well as foreign-language study programs, as defined by law,

(14) prepares the guide for each first-cycle program and the internal regulations for second- and third-cycle programs, and submits them to the Senate of the Higher Education Institution for approval,

(15) approves the list of textbooks distributed for each educational activity of the curriculum,

(16) recommends to the Senate the appointment of the Director of the university laboratory and museum, when there are no candidates,

(17) awards the degrees of the study programs organised by the Department,

(18) recommends to the Senate the award of the title of Emeritus and Honorary Professor and Honorary Holder of a Doctorate,

(19) approves the inclusion of a member of the teaching staff in a part-time employment status and the granting of sabbatical leave, unpaid leave, and parallel employment at a foreign university;

20) provides an opinion to the Senate on the transfer of faculty members, special teaching staff, special laboratory teaching staff, and special technical staff to and from another Department of the same or another university in accordance with Article 153,

21) recommends to the Quality Assurance Committee the formation of teams for the internal evaluation of the Department, the individual academic units operating within it, and its study programs,

(22) makes recommendations to the Dean's Office regarding the Department's needs for additional teaching staff,

(23) invites and selects Visiting Professors of Article 171 of Law 4957/2022,

(24) announces the positions of teaching staff and sets up committees for their evaluation in accordance with Article 173 of Law 4957/2022,

(25) assigns postgraduate students to carry out auxiliary teaching work in first-cycle study programs and PhD students to carry out auxiliary teaching work in first- and second-cycle study programs of the Department,

(26) awards scholarships for excellence and reciprocal scholarships to students enrolled in the Department's study programs,

(27) seeks all kinds of funding, donations, financial support, and grants to support the educational, research, and general activities of the Department and to upgrade its infrastructure,

(28) makes recommendations to the Dean's Office regarding the needs of the Department and the smooth and orderly conduct of the educational and research work of the Department and its individual academic units, as well as for the execution of projects and studies for the maintenance or upgrading of the infrastructure and equipment allocated to the Department,

(29) establishes committees for the study or handling of specific issues falling within its competence,

30) grants permission for the exercise of teaching, research, laboratory or clinical and general scientific work by a member of the teaching staff, STS, LTS, or LTLS of the Department in more than one Section of the same Department, upon request and after consultation with the Section or Department where the work is to be carried out,

31) decides on the allocation of staff working in the Department or in the Department's Divisions,

32) approves the transfer of staff from one Division to another within the same Department, following a request from the person concerned and the opinion of the Divisions,

33) exercises all powers relating to matters concerning the members of the Department's STS, LTS, and LTLS, unless such powers are specifically assigned to another body of the HEI by virtue of a special provision, and

34) exercises any other competence provided for in the internal regulations of the HEI.

3.1 Head and Deputy Head of the Department

3.1.2a. Election procedure

The Head or Deputy Head of the Department is elected from among the full-time members of the Teaching and Research Staff (TRS) with the rank of Professor or Associate Professor, for a term of three (3) years.

3.1.2b. Responsibilities of Head and Deputy Head of the Department

The Head has the following responsibilities:

1) presides over the Department and supervises its smooth operation,

2) participates in the Senate and the Dean's Council, representing the Department and makes recommendations to the relevant bodies of the Higher Education Institution (HEI) on issues related to its needs and operation,

3) convenes the General Assembly of the Department, chairs its proceedings, draws up the agenda, appoints a rapporteur for the Assembly's issues if he/she does not propose the issues himself/herself, and ensures that its decisions are implemented,

4) convenes the Administrative Council, draws up the agenda, chairs its proceedings, and ensures the implementation of its decisions,

5) informs the Assembly and the Administrative Council of the decisions of the Senate and the Dean's Office concerning the Department, as well as the general operation of the University,

6) monitors the educational operation of the first-cycle curricula provided by the Department, if no curriculum coordinator has been appointed,

7) issues acts of integration of members of the Teaching and Research Staff (TRS) into part-time employment, following a decision by the Assembly,

8) grants the statutory leave to the members of the Department's Teaching and Research Staff, as well as the corresponding statutory leave relating to the staff of the categories of Special Teaching Staff (S.T.S.), Laboratory Teaching Staff (L.T.S.) and Special Technical Laboratory Staff (S.T.L.S.), for which the Head is responsible, following a decision by the General Assembly,

9) approves the transfer of faculty members, if the transfer is carried out for the needs of the Department,

10) forwards the opinions, proposals, or recommendations of the General Assembly to the relevant bodies of the University,

11) establishes committees for the study or handling of specific issues within the Department's area of responsibility,

12) oversees the maintenance of the Department's scientific publications register,

(13) drafts and approves the Department's annual report, which it submits for approval to the General Assembly and forwards to the Dean's Office, the Senate, and the University's Administrative Council,

(14) exercises any other powers specified in the internal regulations of the University.

The Deputy Head performs the duties of the Head if the Head is absent or temporarily unable to perform his/her duties. The most senior members of the General Assembly shall perform the duties of the Head and Vice-Head, respectively, if both are absent or temporarily unable to perform their duties.

3.2. Committees

The smooth operation of the Department of PSiR is based on the harmonious cooperation of the members of the academic staff, the administrative staff, and the technical staff. The Assembly forms committees, which consist of at least three members and are reconstituted at regular intervals. All

committees meet at regular intervals to plan actions and objectives and address issues within their competence, and submit their recommendations and issues to the Head and the General Assembly of the Department.

The Department's Committees are as follows:
1. Internal Evaluation Committee (IEC)
2. Undergraduate Studies
3. Erasmus+ and International Cooperation
4. Internships
5. Research and Strategic Planning
6. Liaison with Labour Market Organisations and Alumni
7. Library
8. Website and Social Media
9. Visiting Researchers
10. Study Guide and Annual Report
11. “University of Society”
12. Advisory Committee

3.2.1. Responsibilities of Committees

1. The Internal Evaluation Committee (IEC):
1) Proposes the annual targets (quality targets and corresponding indicators/KPIs) and the Department's Quality Policy to the Assembly. It is responsible for monitoring and evaluating the Department's annual targets and recommending the adjustment of targets in cases of deviations from the schedule. The causes that led to deviations from the quantitative targets initially set are recorded, and corrective/improvement actions are identified.

2) Designs, plans, and coordinates the internal evaluation of the Department and its study programs (UPS, PPS, and PDS) in collaboration with the Department's institutional committees and the Quality Assurance Unit (QAU).

3) Monitors the completion of: a) course inventory forms (per semester), b) student teaching evaluation questionnaires, and informs the academic unit of the results of the teaching evaluation (conclusion).

4) Collects promptly and supervises the entry of quality data into the Integrated National Quality Information System (NQIS) of the National Authority for Higher Education (NAHE) in collaboration with the Department secretariat and the secretariat of each UPS.

5) Collects the necessary material for the preparation of the certification proposal for the three cycles of higher education programs, as well as the new programs before their launch and sends it to the National Authority for Higher Education (NAHE) (through QAU).

6) Participates in external evaluation procedures by committees of independent experts organised by the National Authority for Higher Education (NAHE).

7) Recommends to the Department Assembly the planning of actions (Action Plan) to be carried out to achieve the proposed improvements and remedy any weaknesses identified in the NAHE External Evaluation and Certification Report.

8) Drafts the Monitoring Report in collaboration with the members of the Department Assembly and sends it to the QAU.

2. The Undergraduate Studies Committee reviews the content of courses. It identifies any overlaps or gaps, proposes additions or revisions to the curriculum with a relevant recommendation to the

Department Assembly each May, determines whether the Program is consistent with the corresponding international and Greek study programs, proceeds with reforms of ECTS credit units, examines the correspondence between the workload of students and the corresponding ECTS credits and ensures that student assessment is continuous. The Committee meets regularly (at least four times a year) and submits recommendations to the Departmental Assembly whenever necessary. In addition, it submits an annual report (per academic year) to the IET. The Undergraduate Studies Committee plays a crucial role in preparing issues for the Assembly and is a valuable mechanism for disseminating information and feedback.

3. The ERASMUS+ and International Cooperation Committee monitors the number of incoming and outgoing students for studies and their progress, the number of incoming and outgoing teaching staff, and the number of incoming and outgoing administrative staff. The Committee is responsible for the continuous expansion of the Department's international relations and the increase in the number of bilateral collaborations, advises and guides students in the preparation of Learning Agreements for incoming and outgoing students, monitors student progress (ECTS, grades, course equivalencies), organises regular informational meetings, and sets criteria for selecting students who will participate in exchange programs. The Committee meets regularly and submits recommendations to the Department Assembly. The Department already has many partnerships with European universities within the framework of the Erasmus+ Program. The Department's quality policy aims to further develop and deepen these international partnerships, increase the number of incoming and outgoing students, and improve their academic performance. In addition, it submits an annual progress report (per academic year) to the IET.

4. The Internship Committee (IC) is responsible for establishing relationships with organisations that will offer internships to students, which will be consistent with their field of study and general interests. The Committee appoints the Supervising Professor for students undertaking an internship. It meets at least three times per academic year or whenever deemed necessary and submits recommendations to the Department Assembly. In addition, it submits an annual report to the IET and Employment and Career Unit (ECU), which includes the following: a list of organisations that employed students, an evaluation of the results of the internship, and suggestions for improvement, where necessary.

5. The Research and Strategic Planning Committee, in collaboration with the other committees, prepares the Department's strategy for the coming years by describing and evaluating the current situation and defining the Department's vision and objectives. It ensures that the research activities of faculty members are relevant to their field of expertise and fall within the Department's research plan. It is responsible for collecting and monitoring the research programs in which faculty members participate, publications, conferences they organise or participate in, and publicity activities in general. It monitors and provides data on the participation of undergraduate, graduate, doctoral candidates, postdoctoral fellows, and academic fellows in the Department's research projects. It records the needs for research activities. It meets at least twice per academic year or whenever deemed necessary. It submits an annual report (per academic year) to the IEU.

6. The Committee for Liaison with Labour Market Organisations and Alumni monitors and ensures that the curriculum continuously responds to the needs and trends of the labour market and organises activities to inform students about their career orientation.

7. The Library Committee monitors the process of continuously updating the Department's Library by adding the most important new publications in Political Science and International Relations.

8. The Website and Social Media Committee ensures the optimal functioning of the UPS' information “channels” and their regular redesign with a view to user-friendliness and more efficient and secure operation.

9. The Visiting Researchers Committee organises and monitors the selection procedures and terms of cooperation between the Department and Visiting Researchers.

10. The Study Guide and Annual Report Committee is responsible for the annual compilation and publication of the Department's Study Guide and Report.

11. The “University of Society” Organising Committee coordinates the organisation and implementation of this lifelong learning program on an annual basis.

12. The Advisory Committee is an advisory body that contributes ideas and opinions to the ongoing response of the curriculum and learning objectives of the P.P.S. to the needs of the labour market for graduates of Political Science and International Relations. The Advisory Committee, whose composition reflects a balanced representation of genders, consists of distinguished scientists and representatives of interested parties, such as public, private and non-profit employers of graduates. The members of the Advisory Committee have a two-year renewable term and are elected by the General Assembly of the Department upon recommendation of the Undergraduate Studies Committee. The Advisory Committee meets annually in a joint session with the Undergraduate Studies Committee in preparation for the next academic year, but also on an ad hoc basis if necessary.

4. THE BEGINNING OF STUDIES AT PSIR

4.1. Adjustment week for new students

At the beginning of the academic year, the Department organises the "adjustment week", which aims at the familiarisation 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 Secretariat'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 is presented 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 familiarisation with the academic life at PSiR, their rights and their obligations.

4.2. Information about academic life at PSiR

The information on general issues is provided through the announcement board and the website of the Department (http://pedis.uop.gr). All the information concerning the activities of the Department is on the website and is updated: 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 provided 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.

4.3. 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 Secretariat for the students' information (a detailed guide on the website of the Department http://pedis.uop.gr/)

5. STUDIES AT PSiR

5.1. The beginning of the lectures

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 provided through eClass (http://eclass.uop.gr– Course: Announcements: Undergraduate).

5.2. Duration of studies

The UC is organised according to the structure prescribed by the Bologna Process for the first cycle 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 is divided into eight semesters. 13 lectures/seminars per course are conducted every semester.

5.3. 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 announced in time, the interested students submit to the Secretariat 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 automatically loses the right to apply for its recognition, and if s/he has already submitted an application, the recognition procedure is interrupted.

5.4. 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 for 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 Secretariat at the beginning of every academic semester (a detailed guide on the website of the Department http://pedis.uop.gr

5.4.1 Maximum number of students enrolled in elective courses (FS)

In accordance with a decision by the Assembly, starting in the 2025-26 academic year, a maximum limit of 60 students per elective course (EE) will be set.

5.4.2 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 Secretariat 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.

5.5. 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 for 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).

5.6. Conditions for obtaining a degree

To obtain 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 Specialisation courses*
    - 12 Free Selection courses*

** Two of the above courses, which are offered in the fourth year of studies, can be replaced by the completion of a dissertation.*

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

5.7. Method of calculating the degree grade

In accordance with Decision 260/26-11-24 of the Senate of the University of the Peloponnese and Decision 5/18-3-2025 of the Department Assembly, the final degree grade for students admitted from the academic year 2025-26 onwards is calculated as the weighted average of the grades obtained by the student in the courses in which they have successfully been examined, where the weight of each course grade in the calculation is equal to the number of ECTS credits corresponding to the course. The mathematical formula for calculating the degree grade is as follows:

$$\text{Degree Grade} = \frac{\sum_{i=1}^{N} \text{grade}_i * \text{ECTS}_i}{\sum_{i=1}^{N} \text{ECTS}_i}$$

where:

- N is the number of courses included in the calculation of the degree grade
- gradei is the grade received by the student in the i-th course.
- ECTSi is the number of ECTS credits corresponding to the i-th course, according to the study guide.

More specifically, the following procedure is applied to calculate the degree grade:

a. The grade for each course is multiplied by the corresponding credit units (ECTS).

b. All the products are added together.

c. The credit units (ECTS) of all courses that have a grade are added together.

d. The sum of the products (dividend) in step (b) is divided by the sum of the credit units (divisor) in step (c).

e. The quotient of the division is the degree grade.

For students admitted up to and including the academic year 2024-25, the degree grade is calculated in accordance with Ministerial Decision Φ141/Β3/2166 (Government Gazette 308, vol. 18, 6.1987) and the provisions of paragraph 5 of Article 14 of Law 3374/2005. In particular, the degree grade is calculated by adding all the products resulting from multiplying the grade for each course and each other graded educational activity (Internship or Dissertation) by a weighting coefficient, which is defined on the basis of the number of Greek teaching units corresponding to each of them, and then dividing the sum of these products by the sum of the weighting coefficients corresponding to all the educational activities required for obtaining the degree.

From the winter semester exams of 2024-25 onwards, if a student successfully passes a number of courses corresponding to a total number of ECTS credits that exceeds the minimum required for obtaining a degree, then the choice of courses to be counted towards the calculation of the degree grade is made by the student himself/herself. The courses that are found to be surplus to the degree grade calculation using this method are listed on the transcript and on the Diploma Supplement (without being counted towards the degree grade).

The Department awards a unified degree, with grades given to the nearest hundredth of a point, ranging from 5.0 to 10.0. The degree bears the following designations, depending on the grade:

- From 5.00 to 6.49: Good
- From 6.50 to 8.49: Very good
- From 8.50 to 10.00: Excellent

5.8. Announcement of prospective graduates and graduation ceremony

From the winter semester 2024-25 onwards, students will be declared graduates on the last day of the examination period in which they completed the required number of credit units (ECTS). In the case of students who have completed a dissertation and successfully passed the examination, the date of completion of the examination is set as the date of graduation. Until the graduation ceremony, where the degree is awarded, the Secretariat may, upon request by the student, issue a “Certificate of Completion of Studies,” which certifies the completion of the student's studies with only the graduation ceremony pending.

5.9. 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.

6. CURRICULUM AND EDUCATIONAL ACTIVITIES

6.1. The Curriculum

The curriculum is structured in eight academic semesters. The number of courses per semester is set to six, and therefore the total number of courses is forty-eight. The course distribution structure is the following. From semesters 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 until the end of the studies (Semester H), a separation into respective specialisations is made, and the students choose one of the two fields in which they wish to specialise. The program has the following structure in each semester of these two final years: three obligatory specialisation 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 specialised knowledge for Political Scientists and Internationalists correspondingly (depending on the specialisation 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 specialisation 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 specialised knowledge, the mechanism of "prerequisite courses" has been adopted. According to this mechanism, six pairs of courses have been set, the first of which is a prerequisite for the second; that is, 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 method 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 General Assembly, a relevant announcement is posted immediately by the Secretariat, which includes any transitional arrangements.

According to the decision of the General 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,

6.2. Organisation/teaching of courses

The PSiR General Assembly assigns, based on the current provisions, the teaching of courses of the undergraduate curriculum to the Teaching Research Staff, PD 407/80, Special Educational Staff (SES),

Special Technical Laboratory Staff (STLS) with a doctorate and the authorised 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 organisation of the Curriculum are in line with the corresponding European Curricula and are innovative, redefines the ECTS credits in correspondence with the student workload.

6.3. 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 organisation 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.

6.4. 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 registration in the 7th semester of studies, the successful completion of 30 courses, no due courses 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 Secretariat 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 theses supervisions to three by a faculty member following his/her reasoned request to the Assembly.

The duration of the dissertation is set at 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 Secretariat or the General Assembly (e.g. extension approval), either

- May 31 of the academic year. In this case, the oral defence 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 defence 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 Secretariat'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.

6.5. 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, a 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 recognised 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 organisations, non-governmental organisations, 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, course correspondences), organises regular informative meetings and is responsible for the selection of students for movement based on the specified criteria.

6.6. 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 recognised 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 recognised by ASEP that certifies Excellent Knowledge with a "pass" grade.

6.7. Certificate of Computer Literacy

In accordance with current legislation (Presidential Decree 85/2022, Article 9, paragraph 2, subparagraph c, Government Gazette 232A and decision of the Supreme Council for Personnel Selection (ASEP) No. 20/2023 (Government Gazette 594B)) and decision 6 of the 225th/11-6-2025 Assembly of the PSiR Department, successful examination in four (4) of the following courses, including “Digital Research Methods” (3100Y), for those admitted from the academic year 2025-26 onwards, will lead to the award of a Certificate of Computer Literacy, which is awarded as an appendix to the degree.

List of courses:

1. Digital Research Methods, (3100Y), (3rd semester, Y)
2. Research and Methods in Social Sciences, (1060Y) (1st semester, Y)
3. Management Information Systems, (ΠΕ5080), (5th semester, ΕΚ, ΡΕ)
4. Digital Governance and Artificial Intelligence, (ΠΕ6080), (6th semester, ΕΚ, ΡΕ)
5. Experimental Methods in Social Sciences using Computer Systems (E3600E), (ΕΕ, 6th & 8th semester)
6. Digital Systems and Political Behaviour (PE8060) (Eighth semester, ΕΚ, ΡΕ)

For current students admitted up to and including the academic year 2023-24, regardless of the semester they are in, they are given the opportunity to obtain the certificate by selecting these courses as Free Elective (FE) courses and exceeding the requirements in terms of: the limit of 60 students in free elective courses and the required number of courses and ECTS credits for obtaining a degree.

7. ASSESSMENT OF PERFORMANCE IN THE COURSES

7.1. 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 e-class 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. According to a decision by the General Assembly, the clause on written assessment is not accepted by the teaching staff.

The grades in all the undergraduate courses are announced to the students no later than two weeks after 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 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.

Students with learning difficulties may apply by submitting the necessary supporting documents to the secretariat, to be examined orally in their courses. The oral examination procedure for students with learning difficulties has been decided by the General Assembly (meeting 108/28-1-2019) as follows:
1. Entry into the room during the written exam and a 2-hour preparation period.
2. This is followed by the oral exam in the presence of a third supervisor.

7.2. Time and duration of the final exams

The final exams take place at the end of the winter and spring terms. 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 replacement lessons between the lessons and the examination period.

According to paragraph 6 of Article 65 of Law 4957/2022, if a student fails the same course more than three (3) times, he or she may request, by submitting an application to the Head of the Department, to be evaluated by a three-member committee consisting of faculty members from the same or another Department of the university. The subject matter of this committee must be the same as or related to that of the course under review, and the instructor of the course may not serve on the committee.

7.2.1 Provisions for Students with Learning Disabilities

Students with learning disabilities may apply, by submitting the necessary supporting documents to the Secretariat, to take oral exams for their courses. The procedure for oral examinations for students with learning disabilities was established by the General Assembly of the Department (108th meeting, January 28, 2019) as follows:

1. Entry into the exam room during the written exam and a 2-hour preparation period.

2. This is followed by the oral exam in the presence of a third person/invigilator.

7.3. 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.

7.4. 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.
In addition, the Department has adopted a plagiarism detection procedure for written assignments using specialised software. It should be noted that the definition of plagiarism as "appropriation of another's intellectual property" also includes the use of artificial intelligence tools, such as ChatGPT software. Any findings of plagiarism will result in severe penalties. The UOP Anti-Plagiarism Regulation (available here) is in force and applicable.

7.5. Awards of Excellence and Honourable Mention

The Excellence and Honourable 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 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. Honourable 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. 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).

8. COMMUNICATION WITH THE STUDENTS WITH THE TEACHING STAFF

8.1. Studies advisor

The General Assembly of the department 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 is 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. The Regulations governing the operation of the Academic Advisor institution are available on the Department's website (https://pedis.uop.gr/kanonismoi-odigoi).

8.2. 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 the Teaching Research Staff as a practice. 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 if it is considered more convenient.

8.3. References

The instructors give reference letters to the students under the conditions that they set themselves. The interested students must have taken 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).

8.4. Regulation for handling student complaints and appeals

PSIR operates a mechanism for managing student complaints and appeals, which aims to effectively regulate and process, through a defined procedure, complaints and appeals raised by students. The Regulations for the Management of Student Complaints and Appeals are available on the Department's website (https://pedis.uop.gr/kanonismoi-odigoi).

9. 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 with feedback on the teaching practice from the comments and the evaluation of the students. The evaluation is done electronically in 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 General Assembly, and good practices and improvements are examined regarding the teaching procedure, the administrative support of the Department, etc.

10. SUPPORTIVE SERVICES OF STUDIES

10.1. 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 specialised, fully updated Library. The Department provides all its academic community, including the students with special educational needs, with full access to the premises, the infrastructure and its services.

10.1.1. The Secretariat

The Secretariat of PSiR serves students at predetermined hours during the academic year for academic and student issues. Applications for certificates which the Secretariat provides are processed either in person or through the service Universis (https://unistudent.uop.gr/), or through the services of the Citizens' Service Centres. The Secretariat informs with announcements the students of all the necessary procedures, as well as of events and other activities of the Department. The students are required to bring their academic identity card in all their transactions with the Secretariat of the Department.

10.1.2. 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 materials after their registration by showing their academic identity cards. Using the credentials of their institutional account, the students also have 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 Greek or a foreign language, to the entire academic community, with the opportunity for remote access (VPN). A digital search for items is done freely and from any computer with internet access through http://opac.library.uop.gr. In the library space, there is also a study room which provides 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).

10.1.3. 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.

10.2. Digital Services

10.2.1. 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.

10.2.2. 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 about the new positions and continuing education and training programs, as well as about the latest news and the actions of the Department which concern them.

10.2.3. University of Peloponnese e-services for students

E-mail account

The University of Peloponnese provides students with an e-mail account, exclusively through which their communication with instructors, the Secretariat 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.

https://uregister.uop.gr
This service is used by students to activate their institutional account, which is common for accessing any other e-service provided.

Institutional User Authentication Service Platform (https://sso.uop.gr)

Provides personalised information to students about their account details that are available to other services, active sessions, connection history, and information that the user has shared with services that have requested their consent.

https://mypassword.uop.gr
The user password management service allows students to enter a new password if they have forgotten their old one and to change their existing password to a new one in a secure manner. It provides personalised information to students regarding their institutional account details.

eClass platform (https://eclass.uop.gr)
The Open eClass platform is a comprehensive Electronic Course Management System. It is designed to enhance the educational process, is based on the philosophy of open source software, is actively supported by the Academic Network (GUnet), and is freely distributed. The main goal of the platform is to integrate new technologies and make constructive use of the internet in the educational process. It is used by students who enrol in courses. The platform provides personalised information to students, who are kept up to date on everything that concerns them.

Universis electronic student service information system (https://unistudent.uop.gr)
Student service subsystem with a modern responsive web interface and features for course registration, study program updates, grade issuance, and request submission. It is used by students of all study cycles, who log in with their institutional account. They receive personalised information relevant to them, register for courses, receive exam results, and request certificates from their department.

Support service for students of the Institution on issues related to their Institutional account and access to various electronic services. (https://studentaccount.uop.gr)
Students fill out and submit a form describing the problem they are facing, and staff from the Digital Governance Unit process the form and inform the student by email about the steps taken to resolve the problem. In addition, it includes informative content on student access to various electronic services, such as access to the Microsoft 365 suite of tools, activation of an institutional Mail account, instructions for activating an institutional account and setting a new password.

Support platform for the work of the Student Advocate (https://synigoros.uop.gr)
Used by students who want to send a structured request electronically regarding the issue they are facing. The Student Advocate is notified when a new request is submitted and handles it further.

Website of the Directorate of Studies and Student Welfare (https://studentcare.uop.gr)
Contains informative material and announcements about benefits and services for students, such as meals, accommodation, and scholarships.

Wecare platform (https://wecare.uop.gr)
A platform that aims to provide free counselling and psychological support services to the institution's students in order to best meet their psychosocial needs. It contains actions, objectives, announcements, and instructions for immediate assistance if required.

Liaison Office website (https://career.uop.gr)
It contains informative content for students. The informative material, announcements, events, etc. are posted by the Liaison Office staff. It is a tool that aims to contribute to connecting the University and the job market in an effective way.

Website with content on the internship framework for students of the Institution (https://praktiki.uop.gr)
Contains informative material, instructions, and guidelines on the internship program, as well as the requirements that students must meet in order to participate in an internship.

Information system for submitting and evaluating internship applications from students at the Institution. (https://praktiki-new.uop.gr)
Students log in with their institutional account, fill out and submit an application for an internship position at an organisation. Authorised staff of the Institution manage the platform and generate results for available internship positions. Personalised information is provided to the student who has submitted the application for an internship.

Student Welfare Department platform for free meal applications (https://sitisi.uop.gr)
This is a platform of the Student Welfare Department, where students log in with their institutional account details, fill in and submit an application for free meals. Authorised staff of the Directorate manage the applications and compile lists of eligible students. Students are provided with personalised information regarding the progress of their application.

Student course evaluation platform (https://courseeval.uop.gr)
Student course evaluation platform. Students log in using their institutional account details, complete and submit the course evaluation questionnaire as specified by the institution's QAU, during the periods specified for the evaluation process.

10.3. Study-related matters

10.3.1. The student's status

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

The students have the right to interrupt their studies, with a written application at the Secretariat 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 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, lose their student status for any reason or if they complete the maximum limit of duration of the provisions.

10.3.2. Maximum duration of study

According to articles 76 and 454 of Law 4957/2022 (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.

10.3.2.1 Option to extend for two (2) semesters

Since the internship is not mandatory in the Department's curriculum, students may submit a request for an extension of two (2) additional semesters provided that the following conditions are met:

a) at the time of submitting the application, they have completed at least seventy per cent (70%) of the program's credit units (ECTS), i.e., 168 ECTS

and

b) they have taken at least two (2) academic examinations, in accordance with the curriculum, one of which must have been completed—such as a course exam, thesis defence, or internship—during one of the four (4) academic semesters preceding the submission of the application.

The application must be submitted to the Registrar's Office within a strict deadline of thirty (30) days from the release of the grades for the September exam period during which the maximum duration of study is reached. During the extension period, it is not possible to apply for part-time enrollment or to suspend studies.

10.3.2.2. Make-up exams after the extension period has expired

Students who have yet to pass up to two (2) courses required for graduation after the expiration of the extension period as described above may, within a strict deadline of ten (10) days from the release of the grades for the September exam period, submit a request:

a) to hold a special make-up examination session exclusively for the courses they have not yet completed, and

b) to suspend their automatic dismissal until the results of the special

make-up examination session are released.

The results of the special make-up exam session are announced no later than December 15 of each year.

If they do not pass the exams and do not graduate by December 15, they are automatically dismissed.

10.3.2.3 Exceptional exceeding of the maximum duration of study for health reasons

Students may request an extension of the maximum duration of study for serious health reasons pertaining to:

a) the student themselves, or

b) a first-degree blood relative, spouse, or a person with whom the student has entered into a domestic partnership.

The Secretariat forwards the applications to the General Assembly of the Department, which decides whether to approve or reject the application, as well as the duration of the extension of enrollment, commensurate with the severity of the health reasons.

A further extension beyond the maximum duration of study may be approved again, following the same procedure, if the serious health reasons continue to exist.

During the period in which the duration of study is extended for serious health reasons, student status—with the exception of student welfare benefits—becomes inactive, and all procedures related to student status are suspended. Student welfare is excluded.

Supporting Documents:

a. A valid certificate from a medical board or a valid medical report from a public hospital, bearing the signature and seal of the Director of either a National Health System (ESY) clinic, laboratory, or university Department.

b. a recently issued (within the last two months) certificate of family status, in cases where the health reasons do not pertain to the student personally

c. a copy of a cohabitation agreement (where required).

The application process, additional supporting documents, and procedural details are specified in the Institution's Internal Regulations.

10.3.2.4 Exemption from the Rule on Maximum Duration of Study and Mandatory Withdrawal

Students with a certified disability of at least fifty per cent (50%) are exempt from the regulations regarding the maximum duration of study and mandatory withdrawal. This exemption is not granted automatically; interested students must submit a relevant application.

Supporting documents:

a. a medical report from the Health Committee of the Disability Certification Center (K.E.P.A.) or

b. a medical report from the Supreme Health Committees of the Army (A.S.Y.E.), the Navy (A.N.Y.E.), the Air Force (A.A.Y.E.), the Hellenic Police, or the Fire Department, which must confirm the certified disability and its exact percentage.

If the medical certificate issued by the competent authority specifies a specific time period for the certification of the disability, students are required to submit a new medical certificate in order to exercise their right to an extension beyond the maximum duration of study.

It should be noted that in cases where the disability certification is valid for a specific period and no new medical certificate is submitted, the period of certified disability is not counted toward the maximum duration of study.

During the extension period, it is not possible to apply for part-time enrollment or to suspend studies.

10.3.2.5 Maximum duration of studies for students admitted through placement exams

The maximum duration of studies for students admitted through placement exams and enrolled in a semester higher than the first is that provided for in paragraph 1 of Article 76 and paragraphs 3 and 4 of Article 454 of Law 4957/2022, with the start date for calculating this period being the date of their admission, regardless of the semester in which they are classified.

10.3.2.6 Sample Table of Estimated Time to Complete Studies

<table>
<tr><th>Academic year of entry</th><th>DELETION at the END including the September examination period</th><th>Current legislation</th><th></th></tr>
<tr><td>2025-26</td><td>2030-31</td><td rowspan="4">L.4957/2022, nu.76, par.1 (n+2)</td><td rowspan="4">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).</td></tr>
<tr><td>2024-25</td><td>2029-30</td></tr>
<tr><td>2023-24</td><td>2028-29</td></tr>
<tr><td>2022-23</td><td>2027-28</td></tr>
<tr><td>2021-22</td><td>2026-27</td><td>L.4957/21-7-22, article 454 (transitional provisions)</td><td>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,</td></tr>
</table>

			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, article454 (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		
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		

10.3.3. Suspension of studies (Law 4957/2022, Article 76)

Students who have not exceeded the maximum duration of study may, upon submitting a request to the Secretariat, take a leave of absence for a period not exceeding two (2) years.

The right to suspend studies may be exercised once or in instalments for a period of at least one (1) academic semester, but the total duration of the interruption may not exceed two (2) years if taken in instalments.

Student status is suspended during the period of interruption of studies, and participation in any educational activities is not permitted.

The period of interruption of studies does not count toward the maximum duration of study.

During the final academic year before reaching the maximum duration of study, a request for a leave of absence is permitted only for students who have earned at least seventy-five per cent (75%) of the ECTS credits (180 ECTS) required to complete their studies.

The university's Internal Operating Regulations specify the procedure for confirming the suspension of studies and the supporting documents that must accompany the application.

10.3.4. Part-time study (Law 4957/2022, Article 76)

According to paragraph 3 of Article 76 of Law 4957/21.07.2022 (A' 141), the following are eligible to apply for part-time study:

a) students who can prove that they work at least twenty (20) hours per week,

b) students with disabilities and special educational needs, and

c) students who are also athletes and, during their studies, belong to sports clubs registered in the electronic register of sports clubs of Article 142 of Law 4714/2020 (A' 148), kept at the General Secretariat of Sports (G.S.S.) under the following conditions:

(ca) for the years in which they rank 1st to 8th in national championships in individual sports with the participation of at least twelve (12) athletes and eight (8) clubs, or compete in teams of two (2) highest categories in team sports, or participate as members of national teams in European championships, world championships, or other international competitions under the Greek Olympic Committee, or

(cb) participate at least once, during their studies in the program for which they are applying for part-time student status, in Olympic, Paralympic, and Olympic Games for deaf people.

(d) Female students who are confirmed to be pregnant, for the duration of the pregnancy and for up to one (1) year following the date of childbirth.

e) Students who have minor children up to the age of eight (8) years.

f) Students who can demonstrate that they are facing chronic or serious health problems, as well as students with special educational needs.

For students enrolled on a part-time basis, each semester counts as half an academic semester. Such students may not register for or sit examinations in more than half the number of modules for the semester as specified in the programme of study. The maximum duration of study set out in paragraph 1 (n+2) also applies in this case.

During the final academic year prior to reaching the maximum duration of study, an application for part-time study is permitted only for students who have accumulated at least seventy-five per cent (75 per cent) of the ECTS credits (180 ECTS) required to complete their studies. The period of part-time study counts as half the duration when calculating the maximum duration of study.

Students who have not exceeded the maximum duration of study, in accordance with Article 76 of Law 4957/2022, are entitled to apply for part-time study.

Further conditions and details may be set out in the Institution’s Internal Regulations.

10.3.5. Implementation

The Head of the Department and the Dean of the School to which the Department belongs are responsible for overseeing the proper implementation of the above.

The Head of the Departmental Secretariat shall prepare an annual list of all students automatically removed from the register for exceeding the maximum duration of study. The list serves as a formal record of expulsion; it is published in anonymised form on the Department's website and sent to the Directorate-General for Higher Education of the Ministry of Education, Religious Affairs and Sport by 31 December each year. Failure to prepare, publish and submit the list constitutes a disciplinary offence.

10.3.6. Issuing of Certificates for Students Who Have Been Removed from the Register

Students who have been removed from the register may, upon application, obtain a certificate from the Departmental Secretariat, which must state:

• The year of enrolment,

• The date on which the maximum duration of study was reached,

• The modules and other educational activities in which they have been successfully assessed, in accordance with the current programme of study,

• The grades they have achieved for each course or other educational activity in which they have been successfully assessed.

• The total number of credit points (ECTS) they have accumulated.

Clarification:

The certificate is issued for any legitimate purpose and does not constitute a degree or a certificate of completion of studies.

The certificate may be used wherever the European Credit Transfer and Accumulation System (ECTS) is applied.

10.4. Student Welfare

10.4.1. Student Welfare

The University of the Peloponnese has a Student Welfare Department (https://studentcare.uop.gr/). Its website provides information on food and accommodation, scholarships and awards, housing allowances, sports activities, etc.

10.4.2. Meals

Students of all categories can apply for free meals after receiving their institutional account details upon registration from the Departmental Secretariat. Applications are submitted electronically via a special platform on the website https://studentcare.uop.gr, on dates specified by the Student Welfare Department. Those interested can find more details on the Student Welfare website (https://studentcare.uop.gr).

10.4.3. Medical and pharmaceutical care

Paragraph 3 of Article 31 of Law 4452/2017 (A' 17) (click here) stipulates that: 'Undergraduate and postgraduate students, as well as PhD candidates, who do not have any other medical and hospital care, are entitled to full medical and hospital care within the National Health System (NHS), with the relevant costs covered by the National Organisation for the Provision of Health Services (NOPHS), in accordance with Article 33 of Law 4368/2016 (A' 83).' Pursuant to Article 33 of Law 4368/2016 (A' 21), Joint Ministerial Decision No. A3(c)/GP/oik. 25132/04-04-2016 (908, B') was issued on the subject of 'Measures to ensure access to the Public Health System for the uninsured'.

The issue of the European Health Insurance Card (EHIC) for the above categories of students travelling to European Union countries, as well as the coverage of any costs that may arise, continues to be carried out by the University's services, subject to the applicable terms and conditions.

Those interested can find further details on the Student Welfare website at https://studentcare.uop.gr/iatrofarmakeytiki-perithalpsi

10.4.4. Housing

The student housing allowance is an additional state subsidy provided by the Ministry of Education to undergraduate students for financial support. Those interested can find more details on the student welfare website (https://studentcare.uop.gr).

10.4.5. The Liaison Office

The Liaison Office aims to connect education with the labour market by developing channels of communication, networking, and cooperation with productive bodies, employers, and the wider community, as well as by providing comprehensive support and guidance to students and graduates in planning their further studies and personal career paths.

The Office supports services:

• Individual and group counselling on issues such as resume writing, selection interviews, job search techniques, cover letter writing, exploring interests and work preferences, career planning, etc.
• Connecting with the job market and developing a network of partner companies and organisations at national and European level.
• Matching job supply and demand.
• Providing information on postgraduate programs and scholarships.
• Informing secondary school students about the content of the Institution's Departments.
• Organising events, conferences, and career orientation days.
• Developing and editing educational and counselling materials in print and electronic form, as well as managing and utilizing specialised psychometric tools for the provision of personalised information and counseling services to students and graduates.
• Conducting research and studies on issues within its responsibility.
• Informing interested members of the academic community, graduates, employers, and professional organisations about its activities and services, mainly through its website, the support information system of the Department of Employment and Career Services, and social media.
Detailed information: https://studentcare.uop.gr/career-office

10.4.6. The Student Advocate's Office

The Student Advocate's Office (https://synigoros.uop.gr/) of UOP mediates between students and professors or administrative services of the Institution, with the aim of upholding legality within the framework of academic freedom, safeguarding the smooth operation of the institution, and addressing instances of maladministration and mismanagement. The Student Advocate has no responsibility for matters relating to student examinations and grading. The Student Advocate investigates cases on his own initiative or following a report by a student and mediates with the relevant bodies of the institution for their resolution. He/she may request any information, document, or other evidence relating to the case from the institution's services, examine persons, conduct an autopsy, and order an expert opinion. If s/he finds that in a specific case legality is not being observed, or that there are instances of maladministration or mismanagement, or that the smooth functioning of the institution is being disrupted, it shall draw up a report which it shall communicate to the professor concerned, the person concerned or the competent administrative service and the student who submitted the report, and mediates appropriately to resolve the problem.

Detailed information: https://studentcare.uop.gr/synigoros-foititi

10.4.7. Student Counselling and Psychological Support Structure – WeCare

This University structure has specialised scientific staff (psychologists, social workers) and provides its services to students of all levels of study in order to best meet their psychosocial needs. More specifically, it provides:

- Counselling and psychological support for students from vulnerable social groups.
- Social counselling
- Recording and monitoring of student requests and problems.
- Individual or group counselling for students who are dealing with occasional concerns about personal or developmental issues and adjustment problems.
- Support services that help students make the most of their abilities/skills in their academic and personal lives.
- Support for students with special educational needs.

All services are provided free of charge and in strict confidence, in accordance with the code of ethics for the protection of the personal data of the students served. Meetings with students are arranged by telephone appointment or after a visit to the Centre itself.

More information about the Centre can be found on its website https://wecare.uop.gr/