



UNIVERSITY OF PIRAEUS

SCHOOL OF ECONOMICS, BUSINESS & INTERNATIONAL STUDIES

DEPARTMENT OF INTERNATIONAL & EUROPEAN STUDIES

POSTGRADUATE PROGRAM

“ENERGY: STRATEGY, LAW AND ECONOMICS”

OPERATING REGULATION

PIRAEUS 2018

DECISION

Approval of the Regulation of Postgraduate Studies of the Postgraduate Studies Program (PMS) of the Department of International and European Studies of the School of Economics, Business and International Studies of the University of Piraeus, entitled "MSc Energy: Strategy, Law and Economics - Ενέργεια: Στρατηγική Δίκαιο και Οικονομία".

Article 1 General Provisions

The Department of International and European Studies of the School of Economics, Business and International Studies of the University of Piraeus will organize and operate from the academic year 2018-2019 the Postgraduate Studies Program (PMS) entitled "MSc Energy: Strategy, Law and Economics - Ενέργεια: Στρατηγική Δίκαιο και Οικονομία", in accordance with the provisions of this decision and the provisions of Law 4485/2017 as amended and is currently in force.

Article 2 Objectives – Purpose

The Postgraduate Studies Program (PMS) "Energy: Strategy, Law & Economics - Ενέργεια: Στρατηγική, Δίκαιο & Οικονομία", has the following objectives:

1. Education for the acquisition of scientific background across the whole spectrum of energy affairs, in the way in which the energy sector gets intergrated in the strategic developments of the 21st century, in energy policies embedded in bilateral, multilateral and European policies, in arising legal and institutional issues, as well as in matters regarding networks and transportation of existing and new energy fields and resources.
2. The Postgraduate Studies Program (PMS) "Energy: Strategy, Law & Economics - Ενέργεια: Στρατηγική, Δίκαιο & Οικονομία" approaches the energy sector in an interdisciplinary way, based on which students will be trained to link the political-economic issues of energy to the institutional, economic and political dimension of the energy policies of the States and the EU and to deepen into the way these policies are affected by the interrelated strategic and regional issues.
3. The content and the nature of the Postgraduate Studies Program (PMS) "Energy: Strategy, Law & Economics - Ενέργεια: Στρατηγική, Δίκαιο & Οικονομία" are shaped as to respond successfully to the particular scientific needs related to understanding, analyzing and deepening energy business, where strategy, policy, law, economics and regional issues are intertwined and interacting.

The purpose of the Program is the training and preparation of qualified and competent scientists and researchers wishing to promote and take an active role in shaping the institutional/ regulatory framework and the Greek and European energy policy. Finally, the PMS aims, through the close collaboration of the academic community with the society and the bussinesses and the international institutions involved, to develop and disseminate findings of scientific research in the fields of energy policy implementation,

the associated international affairs and the strategy and decision-making at both political and business levels.

4) Exploitation and dissemination of findings of scientific research in the fields of energy policy-making, the associated international affairs, policy and decision-making at both political and business level, through close cooperation of the academic community with society and businesses and the international institutions involved.

5) Creation of an organizational infrastructure enhancing international co-operation with corresponding programs abroad.

6) Provision of substantial and formal qualifications for further professional or academic career in the field of energy.

Article 3 Masters' Titles

The PMS awards a Master of Science (MSc) in Energy: Strategy, Law & Economics/ MSc - Ενέργεια: Στρατηγική, Δίκαιο & Οικονομία. The degree is issued in Greek and English.

Article 4 Structure and Operating Instruments of the Postgraduate Studies Program (PMS)

1. The competent bodies for the establishment, organization and operation of the PMS according to Law 4485/2017 are:

- a) the Senate of the Institution,
- b) the Assembly of the Department
- c) the Coordinating Committee of the PMS,
- d) the Postgraduate Studies Committee,
- e) the Director of the PMS.

2. The Senate is the competent body for the academic, administrative, organizational and economic issues of the PMS. The Senate also bears all the responsibilities not specifically assigned by law to other bodies regarding the PMS.

3. The Assembly of the Department has the following responsibilities:

- a) suggests to the Senate through the Postgraduate Studies Committee on the necessity of establishment of PMS,
- b) appoints the members of the Coordinating Committee,
- c) allocates the teaching work among the teaching staff of the PMS,
- d) prepares and submits proposals for the PMS,
- e) organizes the selection or examination committees for postgraduate studies candidates, such as advisory and selection committees where necessary.
- f) concludes as to the successful completion of studies in order to grant the PMS degree,
- g) exercises any other authority provided for by the provisions of this Chapter.

4. The Coordinating Committee of the PMS is composed of 5 members of the Teaching Research Staff of the Department, who have undertaken postgraduate work and are elected by the Assembly of the Department for a two-year term. The members of the

Coordinating Committee are not entitled of any additional remuneration or compensation for their participation in the committee. The term of office of the President of the Coordinating Committee may be renewed once.

The Coordinating Committee:

- Is responsible for monitoring and coordinating the operation of the program,
- Submits proposals for any issue related to the operation of the PMS to the Assembly and the latter decides,
- Suggests to the Assembly the allocation of the teaching work among the teaching staff of the PMS,
- Appoints the supervisor and the members of the three-member committee for the evaluation of dissertation papers, designation of which gets ratified by the Assembly of the Department,
- Examines student issues such as applications for suspension of studies, extension of studies, recognition of courses from previous postgraduate studies, replacement of courses of this Program with courses of other postgraduate programs, and makes proposals in this respect to the Assembly of the Department.

5. The Postgraduate Studies Committee is established at each Institution, consists of the Vice-Rector of Academic Affairs who has the duties of the President and the Deans of the Institution as members and has the responsibilities provided for in paragraph 5 of Article 32 of Law 4485/2017.

6. The Director of the PMS is a first or second rank member of the Teaching Research Staff, of the same or of related subject with the subject matter of the PMS. In addition, he/she is a member and President of the Coordinating Committee and gets appointed for a two-year term together with his/her Deputy, by decision of the Assembly of the Department. The Director of the PMS makes recommendations to the competent bodies of the Institution concerning any matter related to the effective operation of the program. The Director may not serve for more than two (2) consecutive terms and shall not be entitled to additional remuneration for his/her administrative work as a Director. The Director has the following responsibilities:

- a) Calls for meetings the Coordinating Committee.
- b) Prepares the agenda for these meetings, taking into account suggestions made by the members of the PMS.
- c) Drafts the budget and the report of the Program, which he/she submits to the Assembly.
- d) The Director of the PMS as the Academic Coordinator of the respective project is responsible for monitoring and execution of the approved budget as well as for issuing payment orders for the relevant expenses, signing the payment orders and co-signing the contracts for the award of the project. (University of Piraeus Regulation)

The Deputy Director of the PMS is a Professor or Associate Professor and fulfills the duties of the Director in case of his/ her absence.

The Secretariat of the Department is responsible for the administrative and secretarial support of the PMS.

Administrative employees supporting the PMS outside their working hours at the University, as well as those who have been assigned work regarding the PMS, may be remunerated for the services they provide.

Article 5

Categories of Incoming Students

Graduates with an undergraduate degree from national Higher Education Institutions (HEI) or from equivalent foreign Institutions can get admitted to the PMS according to the provisions of article 34 of Law 4485/2017.

Candidates at the last year of their undergraduate studies who are expected to receive their degree after the September examinations are getting admitted to the selection process but can get enrolled only after submission of the certificate proving successful completion of their undergraduate studies. Unless they submit their degree immediately after these examination results are issued, they lose the position and the advance deposit of the tuition fees they have paid and the next runner-up is selected.

The PMS can admit sixty (60) students per academic year and it is planned to employ teaching staff of nineteen (19) people overall.

It is noted that the maximum number of postgraduate students in the Department's PMSs is about fifty (50) per year in relation to the number of about two hundred (200) undergraduate students per year and the twenty-three (23) members of the teaching staff of the Department of International and European Studies of the University of Piraeus. (Article 45, Law 4485/2017)

The above figures are approximately calculated and correspond to the available data for the year the Regulation was drafted.

Article 6

Criteria and Procedure for the Selection of Candidates of the PMSs

The selection of candidates for admission to the PMS falls under the provisions of Law 4485/2017 and the regulations of the present Regulation of Postgraduate Studies.

Following a decision by the Assembly, a call for applications regarding the admission of postgraduate students to the PMS gets published and posted on the Department's and the Institution's website. The call for applications states all relevant details (dates and place of filing of the application, necessary supporting documents, etc.). The relevant applications together with the necessary documentation shall be submitted to the Secretariat of the Department within a deadline specified based on the call for applications and may be extended by decision of the Assembly of the Department.

The necessary documentation to be submitted by each candidate are the following:

1. Registration form,
2. Curriculum vitae,
3. A clear photocopy of the undergraduate degree or a certificate proving successful completion of the undergraduate studies,
4. An analytical transcript of records, indicating the final grade of the undergraduate degree,
5. Two recommendation letters,
6. Foreign language certificate(s) eg. for English/French language, proficiency level, Toefl, IELTS etc.,
7. A photocopy of double faces of the national ID,
8. Photos,
9. Publications in reviewed journals (if available),
10. Evidence of professional or research activity, if any,
11. Copy of Dissertation or Diploma thesis (if prepared).

The Assembly of the Department may, by a decision, request additional supporting document(s).

Students of foreign institutions must submit a certificate of equivalence from the Hellenic National Academic Recognition Information Center (ΔΟΑΤΑΠ), according to article 34, paragraph 7 of Law 4485/17.

The selection for the admission of candidates is carried out by a Committee of members of the Teaching Research Staff (Selection Committee), which is appointed by a decision of the Assembly.

The criteria are quantitative and qualitative and are included in a relevant Evaluation Sheet of the Selection Committee along with the gravity of each as a determinative factor. The selection criteria are announced to the candidates with the call for applications of the PMS and include the following:

1. Degree(s) and Grade(s),
2. Grade point average based on grades of undergraduate studies for courses of relevant subject matter to the PMS
3. Performance in Dissertation or Diploma thesis
4. Foreign language(s) qualifications and grades
5. Relevance of the Department of origin to the PMS
6. Possession of a second degree of undergraduate or postgraduate studies
7. Type and extent of work and/or research experience
8. Interview
9. Recommendation letters by members of the Teaching Research Staff and/or by an employer.

Candidates should have an excellent knowledge of the English language, to be certified by a body authorized to do so (language certificate of the Ministry of Education, Proficiency, Toefl, IELTS, etc.). Other languages other than Greek and English will be considered as an added asset.

The Selection Committee may decide, after consent of the Assembly, to conduct additional (internal) examinations for all or for some candidates. The subject and schedule for these examinations are determined by the Selection Committee.

The selection process is conducted by the Selection Committee, which:

- a) Prepares a complete list of those who have applied.
- b) Rejects the candidates who do not meet the minimum criteria if so set by the Assembly and included in the Regulation of Postgraduate Studies of the PMS.
- c) Calls for an interview those candidates that are determined to be called. The interview is conducted by the members of the Selection Committee.
- d) Conducts any internal examinations for candidates, if so deems necessary, for all or for some candidates without any relevant degree of studies.
- e) Drafts a recommendation with the Table of the successful candidates and the runner-ups and submits it to the Assembly for the final selection.

After the evaluation of the candidates the List of successful candidates and the runner-ups is drafted on the basis of a determination whether they meet the formal and substantive requirements, based on the selection criteria. The final number of candidates admitted may vary depending on the quality of the applications. The Selection Committee takes also reasonable care to ensure the widest possible diversity in the selection of the candidates.

In the event of non-registration of one or more of those who have been admitted to register, if there are next runner-ups they will be called to enroll in the Program.

1. Procedure for submitting applications. The Coordinating Committee of the PMS decides the time of publication of through a relevant announcement addressed to potential candidates, which specifies the deadline for submission of documents, the address and the manner of submitting the necessary documents. The Secretariat, to which applications are submitted by candidates for postgraduate studies, promotes to the candidates' Selection Committee all the applications with supporting material in photocopies and archives the originals for each candidate with a protocol number and a folder number. Applications are submitted in a special form provided and received by the Secretariat of the PMS of DIES or through the Program's website.

2. Procedure for the evaluation of candidates. The candidates' Selection Committee, at its first meeting, evaluates the candidates on the basis of the criteria mentioned above. At a second meeting, the Committee evaluates each candidate after a personal interview as regards the characteristics of his/her personality, the breadth of their knowledge and their ability to deepen and specialize in the cognitive subjects of the PMS. In the formation of an opinion for the candidate, special weight is given to the ability to communicate with clarity and persuasion, to maturity, good judgment, predisposition to teamwork and to the experience from previous professional employment.

Through the combined evaluation during the first and second phase, a list of the top candidates is prepared and the final selection of the highly ranked candidates is made. Those candidates selected are getting informed in writing by the Secretariat and are requested to also answer in writing whether they accept their position in the postgraduate program or not, by accepting the terms of its operation. The rest are placed among the runners-up.

Those accepting a position to the program are required within 10 days of

acceptance to prepay as an admission fee 50% of the first semester's tuition fees, amount which is offset against the total tuition fees of the first semester. If the candidate withdraws, the deposit is not refunded back and is subject to the purposes of the PMS. Only candidates who will be exempt from tuition fees in accordance with Article 35 of Law 4485 will be reimbursed the prepayed admission fee. Candidates, if selected and after acceptance of their place by payment of the amount required by the Program, or if they leave the Program for any reason, are not entitled to claim reimbursement of the amounts paid for their participation in the running costs of the Program. Each candidate before registering must become aware of this Regulation and declare in writing that he or she accepts the rules of operation of the PMS.

Article 7

Duration of Studies - Conditions of Attendance – Curriculum

The duration of the studies for award of the degree of the Diploma of Postgraduate Studies of the PMS is one year, ie. two semesters and a summer period for the full-time program and one (1) additional semester for the part-time program, including the time for preparation of the degree thesis.

The maximum permissible time for completion of studies may be extended up to a period two times more than the above mentioned duration of studies of the PMS. Upon expiration of this extension too, the student is to be deleted from the PMS. This limit can be exceeded only in very exceptional cases and after a reasoned recommendation by the Coordinating Committee and decision by the Assembly of the PMS.

There is the possibility of part-time studies for the post-graduate students that are employed in parallel. Students in this category must have a proven record of employment and to submit a contract of services or an employer's certificate.

There is also the provision for part-time studies for non-working post-graduate students who are unable to meet requirements of full-time studies for reasons related to health, family, military, etc.

In very special cases (illness, proven serious family or professional reasons requiring transportation abroad, etc.) the student may request the interruption or suspension of his / her studies of no more than four (4) semesters and/or to repeat attendance of his/her studies in the next academic sequense. The case of repetition during the next academic period is examined by the Director, and if approved by the Assembly, is only valid for the next three academic timeframes, and in such case everything in force during that time will be applicable to the student (curriculum, tuition fees, etc.). The semesters of studies' suspension are not included in the expected maximum period of normal studies. Tuition fees already paid are not refunded in case of repetition of studies or permanent withdrawal or deletion of the student from the studies.

Article 8

Curriculum

The PMS starts in the winter or spring semester of each academic year.

The curriculum includes two (2) semesters and a summer period for the preparation of the diploma thesis. The lessons are taught on a semester basis and each cycle of studies leading to the grant of the PMS's degree includes lectures and research activity. The instruction language of the classes is English. The postgraduate students must attend and be successfully examined to eight (8) courses, six (6) out of which are compulsory and two (2) are of elective nature, as well as, to prepare for submission a postgraduate diploma dissertation.

In order to be awarded the degree of the PMS a total of seventy-five (75) credits (ECTS) are required. Credits per course, per semester and of the program in total are presented in the table below.

The courses are scheduled in semesters, taught on a weekly basis.

During their studies, the postgraduate students are obliged to eg. attend and successful be examined in the postgraduate courses, conduct research activity and write scientific papers, etc., as well as to prepare and submit the postgraduate diploma thesis. The language of instruction is set to be English. The lessons are taught based on physical presence.

The course schedule is indicatively formed as follows:

| No | LESSONS | CREDITS (ECTS) |
|--------------------------------|--|----------------|
| 1st SEMESTER | | |
| 1. | International Policy – International Political Economy of Energy | 7 |
| 2. | Energy Policies and Law in EU and Member States | 8 |
| 3. | Energy Security and Economics | 8 |
| 4. | Elective Course (see list below) | 7 |
| IN TOTAL | | 30 |

| | | |
|---|--|-----------|
| No | 2nd SEMESTER | |
| 1. | Intergovernmental Agreements and Commercial Energy Contracts | 7 |
| 2. | Geopolitics of Energy | 8 |
| 3. | Energy Networks in Southeast Europe, Mediterranean and Caucasus: International Law and International Relations | 8 |
| 4. | Elective Course (see list below) | 7 |
| IN TOTAL | | 30 |
| SUMMER PERIOD | | |
| Preparation and Submission of Postgraduate Diploma Dissertation | | 15 |
| CREDITS IN TOTAL | | 75 |

| No | LIST OF ELECTIVE COURSES | CREDITS (ECTS) |
|-----|---|-------------------|
| 1. | Competition in Energy Markets: Strategy & Institutions | |
| 2. | Foreign Policy and Energy: The cases of Greece, Turkey and Cyprus | |
| 3. | Special Issues in Energy Finance and Risk Management | |
| 4. | NATO and the EU: Energy Strategy and Policies | |
| 5. | Special Issues in Energy, Environment and Climate Change | |
| 6. | Special Issues in Greek Energy Policy | |
| 7. | Special Issues in Energy Law | |
| 8. | Special Issues in Research and Exploitation of Hydrocarbons | |
| 9. | Special Issues in Regulation and Operation of Contemporary Energy Markets | |
| 10. | Energy transportation with emphasis on shipping | |

Modification of the curriculum and reallocation of courses both between the semesters and in relation to any extra semester of part-time studies can be made through decisions of the relevant bodies and will be included in the Regulation of Postgraduate Studies.

By decision of the Coordinating Committee, it may be stipulated that students are required to attend preliminary courses without taking examinations, such courses be offered by the program prior to the commencement of normal courses.

Article 9

Conditions of Studies – obligations and rights of postgraduate students

1. Postgraduate students have all the rights and benefits provided for undergraduate students, except for the right to be provided teaching material free of charge. The Institution is required to provide students with disabilities and/or special needs with access to the suggested textbooks and teaching environment (par. 3, art. 34, Law 4485/2017).
2. Postgraduate students are invited to participate and attend eg. seminars of research teams, workshop visits, conferences/seminars with a subject related to that of the PMS, lectures or other scientific events of the PMS etc.
3. Postgraduate students participate in the Information Literacy presentations conducted by the library on: information resource search strategies and evaluation of results (validity, timeliness, relevance), bibliography preparation and bibliographic

references' modeling, information ethics (avoidance of plagiarism) and self-deposit of diploma intellectual works at the DIONE Institutional Repository.

4. The Program may provide a number of scholarships to full-time students, either from its own resources or from private or public sector bodies and always at its discretion. Scholarships may cover part or all of the tuition fees. Under no circumstances may the amount of the scholarship exceed the amount of the tuition fees. The scholarships are awarded to full-time students on the basis of academic or other objective criteria according to a decision by the Assembly and are noted in the approved budget of the Program. Any obligations of the scholars are determined by a decision by the Assembly.

5. The Assembly of the Department may, following the recommendation of the Coordinating Committee, decide to delete postgraduate students if:

- they exceed the maximum limit of absences,
- they have failed to pass examination for course(s) and they have not successfully completed the program,
- they exceed the maximum period of studies of the PMS, as defined in this Regulation,
- they have violated the applicable provisions regarding handling of disciplinary offenses of the competent disciplinary Bodies,
- they request so, with an automatic effect,
- they commit a violation under copyright law (L.2121/93) when writing their intended intellectual works,
- they do not pay the expected tuition fees.

6. Postgraduate students pay tuition fees of €5.000 (Euros) for their participation in the PMS of Energy: Strategy, Law and Economics, for the whole program. Any necessary adaptation of those fees will be approved by the Assembly of the Department and by the Senate, or by the competent bodies of the any applicable legislation. Payment of the fees is made in four (4) installments, which will be payable in the amount of €1.000 Euros as a prepayment for the acceptance of the position, the amount of €1.000 Euros at the beginning of the 1st Semester, the amount of €1.500 Euros at the beginning of the 2nd Semester and the amount of €1.500 Euros at the beginning of the diploma thesis preparation. If the student fails to meet his/her financial obligations, he/she is deleted from the program.

Each candidate must, before registering, become aware of this Regulation and declare in writing that he/she accepts the rules of operation of the PMS.

Attendance of all courses is obligatory and is monitored by professors under such responsibility appointed by the Assembly of the Department. For each lesson there is a limit of absences that can not exceed 25% of the total class hours per lesson. If this limit is exceeded, the student is considered to have failed this class and, in order to be able to participate to the exam, he has to repeat attending the course during the next corresponding semester. If he or she again is not attending the course for more than 25% of the lesson's class hours, he or she is to be deleted from the PMS.

There is the possibility for the PMS to recognize to its students, based on a decision by the Assembly of the Department, courses from previously completed postgraduate studies of equivalent institutions.

The academic calendar as well as the Timetable Schedule are being prepared, based on the scope of the academic calendar of the University of Piraeus, under the responsibility of the Director of the PMS and with the approval of the Assembly. At the beginning of the semester, the Timetable Schedule of the period is announced by the Secretariat including the days and hours of class. The Timetable Schedule may be modified in exceptional cases or for reasons related to educational visits, lectures of invited speakers, presentations, etc.

Article 10

Exams – Knowledge Examination

The educational subject of each academic year is structured in two semesters of study, the winter and the spring semesters, each of which amounts to at least 11 weeks of courses with 2 or 3-hour classes and 2-3 weeks of examinations, and the summer period. Each lesson taught during the academic year is examined in two periods: once at the end of the semester and once again in September (if the student failed in the first exam). Attendance of all courses/ workshops etc. is obligatory. In case a class cannot be conducted, there is the provision for it to be rescheduled. The revised date and time of the class are posted online on the PMS's website.

The final evaluation and grade for each lesson of the PMS is determined by the professor, who can organize written and/or oral examinations at his/her discretion or rely on assignments or laboratory exercises. In calculating the final grade, the professor at his or her discretion may weight as well the grade in any obligatory or optional homework in connection with the course. Performance in such assignments or homeworks cannot exceed 30% of the final grade. Each instructor decides the manner of evaluation and communicates it to the students at the beginning of the course. Grading scale ranges between 0-10: with failure from 0 to 4.99 and the passing rate from 5 to 10. Grades for the courses are submitted to the Secretariat of the PMS within 30 days of the date of the examination.

The postgraduate student is not allowed to fail in more than two courses of the Program per semester during his/her studies. The re-examination of a pending course takes place either in September or by re-attending the course next time it is taught. The student's failure in the same course for a second time entails his or her deletion from the PMS. Special cases of force majeure (illness, workload, etc.) in which a larger number of courses may be allowed are determined by a decision by the Assembly in case a postgraduate student fails to course(s), so that to be considered, in accordance with the provisions of the Regulation of Postgraduate Studies, that he/she has not successfully completed the program, being examined at his/her request by a three-member committee of the Teaching Research Staff of the Department, the members of which being of the same or similar background as the subject under examination and being appointed by the Assembly of the Department. The professor bearing the

responsibility for the examination is being exempted from the committee (par. 6, article 34, Law 4485/2017).

The preparation of the postgraduate diploma thesis is planned for the summer period of the Program. Following an application by the candidate in which the proposed title of the diploma thesis, the suggested supervising professor (if not already appointed as a supervisor of the postgraduate student since the commencement of the postgraduate studies) and the abstract of the proposed dissertation are filled, the Coordinating Committee appoints the supervisor and establishes the three-member committee for the approval of the thesis, one of the members of which is also the supervisor (par.4, article 34, law 4485/2017). The supervisor of postgraduate diploma thesis may be a member of the Teaching Research Staff of all levels, and the other two (2) members may be members of the Teaching Research Staff of the program and the Department, teaching staff at the PMS holding a PhD degree. The members of the committee must have the same or relevant scientific expertise as the subject of the program. The members of the committee are approved by the Assembly at the recommendation by the Coordinating Committee.

For the approval of the dissertation, the student must present his/her thesis to the three-member committee (par. 4, art. 34, Law 4485/2017). The diploma thesis must demonstrate originality, advanced theoretical knowledge, critical thinking, analytical, synthetical and research skills. It may refer to theoretical or applied issues and may be carried out in collaboration with a private or public body dealing with related issues (even as a result of a traineeship, the findings/results of which are submitted for evaluation and are presented/ defended before a three-member committee).

The manner of submission, presentation, examination and grading of the diploma thesis is the following:

After successful examination of the courses of the 1st Semester and during the 2nd Semester, the postgraduate student submits to the Director a relevant form with the title/subject of the diploma thesis. The subject of the thesis has to be relevant to the subjects taught at the PMS. The Coordinating Committee ensures that students be oriented to prepare original dissertation papers that meet the criteria of high scientific standards. The postgraduate student may propose a supervisor but without a binding effect. The Coordinating Committee proposes to the Assembly the supervisor and the other 2 members of the three-member examination committee of the thesis. to the Convention in order for it to make a decision. The acceptance of the proposal for the diploma thesis is reflected in a special form, in which, except for the signatures of the three members of the three-member examination committee, the title of the dissertation and the student's signature are also included. The examination committee, apart from the relevance of the subject with international and European studies, takes also into account criteria such as the contribution to research, originality and scientific adequacy.

The diploma thesis preparation begins after completion of the 2nd Semester of courses and the thesis is expected to be delivered by the expiration of the next academic year at the latest. The diploma thesis may also consist of elaboration of an independent work or study or analysis in the context of a traineeship or work-related experience in a related public or private institution, and in a related subject matter. Depending on the development of the dissertation preparation, the student submits progress reports to the supervising professor, who monitors to what extent the research objectives and requirements are met.

5. Upon completion of the dissertation, the student must present his/her thesis to the three-member committee, which then completes a special evaluation form, in which the grade in letters and numbers is marked and submits it to the Secretariat.

The postgraduate diploma thesis has to be written in English.

The Coordinating Committee and the Assembly approve a postgraduate diploma thesis Guide, which is communicated to the postgraduate students, and includes instructions for writing the postgraduate diploma thesis eg. cover page, logo, font, minimum-maximum number of words, etc.

The postgraduate diploma dissertations, if approved by the three-member examination committee, are posted on the website of the Department (art. 34, par. 5, Law 4485/17). Moreover, an electronic submission of the diploma thesis is made by the student himself/herself, at the DIONE Institutional Repository of the Library of the University of Piraeus, according to a decision by the Senate.

In order to be granted the degree of the PMS, each postgraduate student is required to attend and be successfully examined in all the offered courses of the PMS and to prepare a postgraduate diploma dissertation, totalling to seventy-five (75) credits.

The grade of the degree of the PMS is calculated as the sum of the grades of all courses plus three times the grade of the diploma thesis divided by the number of graded courses plus three. The grade of the degree of PMS is recorded under the responsibility of the Secretariat in the student's personal file.

Standard presence and behavior of the student during his/her postgraduate studies is a prerequisite for continuing attendance. Cases of violation such as copying during the examinations or the preparation of assignments, plagiarism, inappropriate or anti-academic behavior, excess of the limit of allowed absences, etc., result in deletion from the Program following the decision by the Assembly. The proposal for deletion is submitted by the Director of the program and gets approved by the Assembly.

Writings are mandatorily stored under diligence of the professor for two (2) years. After that time, writings cease to be valid and get destroyed, unless pending disciplinary,

administrative or other proceedings are pending.

Article 11 **Teaching assignment – Teaching staff of the PMS**

Members of the Teaching Research Staff, Special Scientific Personnel, Laboratory Educational Staff and Special Technical Laboratory Staff or retired members of the Teaching Research Staff of the Department of International and European Studies or teaching staff under the Presidential Decree 407/1980 (A'112) or par. 7 of Article 29 of Law 4009/2011, members of the Teaching Research Staff other Departments of the same HEI or other HEIs or researchers from national research centers, as well as, distinguished scientists from abroad, holding position or qualification as a professor or researcher in a research center, artists or scientists of recognized reputation with specialized knowledge or relevant experience in the subject of the PMS will be employed at the PMS, in order for the educational needs of the PMS to be met in accordance with the provisions of article 36 of Law 4485/2017.

Teaching assignment of courses, seminars and exercises of the PMS is carried out after the recommendation by the Coordinating Committee and the approval by the Assembly of the Department.

Domestic or foreign scientists and researchers who have sufficient scientific, research, professional or writing activity can be invited for teaching of the Program's classes.

For the development of specific topics, scientists or experts of recognized standing, who have specialized knowledge or increased experience in the subject matter of the PMS, can be invited.

Tutorial exercises in the framework of the PMS courses may be assigned, in addition to the above, to members of the teaching staff as well as to PhD candidates of the Department or other Departments of the University of Piraeus or other Universities/Higher Education Institutions (AEI) of related subjects.

It is not allowed to members of the Teaching Research Staff to work exclusively at the PMS. The assignment of teaching of the courses and tutorial exercises of the PMS courses is done by the decision of the Assembly.

Professors propose for each course of their competence a list of teaching books, articles and aiding material in order to facilitate postgraduate students.

Each person responsible for teaching a course of the PMS is obliged to:

- a) Keep faithfully the program regarding delivery of the course.
- b) Determine the content of the course in line with current developments, as a result of the use of internationally established books and scientific articles from the international literature in the context of the course's subject matter.
- c) Ensure the correlation of the theoretical part of teaching with high-level practice, as applied to modern organizations or services. This effort is enhanced by the use of case

studies, exploitation of invited speakers, recognized for their experience and expertise or a combination of both.

d) Maintain sufficient office hours and/or published contact information that will allow students to keep an unobstructed communication with him about subjects related to their studies and the particular course.

e) To submit, at the beginning of the semester, a detailed program to be distributed to the PMS's Secretariat covering, on a weekly basis, the content for each module of the course, case studies and related bibliography and articles (module syllabus).

f) Professors of the PMS may have access to educational material developed in or intended for the University of Piraeus. This material is limited to the needs of the PMS, either in curriculum or in parallel training activities, special seminars or workshops for executives, etc. It is forbidden to use this specific training material by professors or associates in their individual activities outside the scope of the program or in activities or programs of organizations or businesses competing with it. Breach of this basic ethical rule applies to all, and is a reason for canceling teaching assignment and for exclusion from program activity, without prejudice to other civil or criminal penalties.

Article 12 **Degree Title**

The Diploma of Postgraduate Studies is a public document. The form is determined by a decision by the Senate.

The PMS leads to a Level 7 qualification degree according to the European Qualifications Framework (EQF) and the National Qualifications Framework (EQF)

The Diploma granted by the PMS, organized by a Department, is signed by the Rector, the Chair of the Department and the Secretariat of the Department.

The grading scale of the Diploma is defined as follows: WELL from five (5) to six and forty-nine (6.49), VERY GOOD from six and fifty (6, 50) to eight and forty-nine (8.49) and EXCELLENT from eight and fifty (8.50) to ten (10).

The graduate students' book is signed by the Secretariat of the Department, the Chair of the Department and the Rector of the University.

The Diploma of Postgraduate Studies is accompanied by the Diploma Supplement in Greek and English, in accordance with the provisions of article 15 of Law 3374/2005 (Government Gazette 189, A') and the Ministerial Decision Φ5/89656/B3/13-8-07 (Government Gazette 1466, B').

Article 13 **Oathing**

A student who successfully completed his/her postgraduate studies is sworn in before

the Vice-Rector or the Dean as the Rector's representative and the Chair of the Department. Swearing is not a component part of successful completion of studies, but it is a prerequisite for the award of the Diploma of Postgraduate Studies. Prior to the oath, a certificate of successful completion of postgraduate studies may be provided to graduates. The ritual of the swearing-in, including the swearing-in text for graduates of the PMS, is determined based on a decision by the Senate.

Article 14 **PMS Infrastructure**

1. Teaching and seminar rooms, amphitheatres equipped with audiovisual equipment and spaces for workshops of the Institution will be provided for the smooth operation of the PMS.
2. The administrative and secretarial support for the PMS is provided by the Secretariat of the PMS.
3. Funding for the PMS will be covered by: donations, benefits, scholarships, sponsorships, research programs, EU programs or of other international organizations and tuition fees amounting to EUR 5.000.
4. Upon the expiration of the term of the Coordinating Committee, under the responsibility of the outgoing Director, a detailed assessment of the research and educational work and any other activities of the PMS is made, which is submitted to the Department (par. 2, art. 44, N.4485/2017). This report under the responsibility of the Deanery, is promptly sent to the members of the Special Steering Committee (par. 5, art. 44, Law 4485/2017).
5. At the end of each semester, each course and each member of the teaching staff are evaluated by the postgraduate students. The internal and external evaluation of the PMS, as well as the quality assurance and certification, will be carried out in accordance with the provisions of Law 4009/2011 (A' 189) and the provisions of article 44 of Law 4485/2017.

PMS follows regular internal and external evaluation methods and procedures. These can include the following:

- a) The students, at the end of each lesson, evaluate the course as a whole in terms of content, means of teaching, suggested books/texts, etc. based on a special form distributed by the Secretariat. The results of the evaluation are communicated to the person concerned under the responsibility of the Director of the PMS.
- b) Under the responsibility of the Director of the PMS, conferences/meetings can be held with the participation of executives of various organizations and services with the aim to discuss - study the courses of the PMS and their contents in order to assess the degree of connection between the program and the market and the needs of the economy and the market.

Article 15
Transitional provisions

Postgraduate students who will be admitted from the academic year 2018-2019 will study at the Program in accordance with the provisions of this Regulation. Postgraduate students enrolled up until the academic year 2017-2018 will complete their studies in accordance with the provisions of the previous Operating Regulation of the Program.

Issues that do not fall under the arrangements of the Regulation of Postgraduate Studies will be regulated by the competent bodies in accordance with applicable law.

The decision to be published at the Government Gazette.

Piraeus,(date)

The Rector

ANGELOS C. KOTIOΣ