



**UNIVERSITY OF PIRAEUS**

**DEPARTMENT OF INTERNATIONAL AND  
EUROPEAN STUDIES**

**MSC POSTGRADUATE PROGRAM**

**«AMERICAN STUDIES:**

**POLITICS, STRATEGY AND ECONOMICS»**

**MSc DEGREE GENERAL REGULATIONS**

PIRAEUS 2021

## **DECISION**

Approval of the Graduate Studies Regulations of the Graduate Studies Program (MSc) of the Department of International and European Studies of the School of Economics, Business and International Studies of the University of Piraeus, entitled "Master of Science (MSc) American Studies: Politics, Strategy and Economics".

### **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 establish and operate a Master of Science Program (MSc) entitled "Master of Science (MSc) American Studies: Politics, Strategy and Economics" beginning in the academic year 2021-2022 in accordance with the provisions of this decision and the provisions of Law 4485/2017, as amended and in force.

### **Article 2**

#### **Objective – Purpose**

The "Master of Science (MSc) American Studies: Politics, Strategy and Economics" program aims at training for the acquisition of a scientific background in a wide range of American Studies, covering the void of American Studies that culminate in academic titles in Greece in a systematic way. It approaches the field of American Studies in an interdisciplinary manner, under which students will be educated with an emphasis on cutting-edge contemporary research in specific themes and sub-themes. It exploits the long experience of Greek-American cooperation in the analysis of US regional policy over time and by periods, in three key areas, Strategy, Politics and Economics.

The content and nature of the Master of Science (MSc) American Studies: Politics, Strategy and Economics program is designed to contribute to the familiarization with American politics of various academics and professionals that have a multiplying influence and to respond successfully to the particular scientific needs generated by the understanding, analysis and deepening of American Studies, where strategy, politics, economics and regional issues are intertwined and mutually influenced. On the one hand, it aims to equip graduates with appropriate specialized knowledge and sufficient tools to gain a comparative advantage in the labor market. On the other hand, it offers deeper knowledge to scientists and professionals involved in decision-making or shaping foreign policy and public opinion (politicians, consultants, military officers, diplomats, journalists, communication experts, etc.).

The Master of Science (MSc) American Studies: Politics, Strategy and Economics program is offered by teaching staff with long experience in academic teaching and research in Greece and the USA and familiar with American policies in Greece, Cyprus and the wider region. It is offered in English and aspires to attract students from Greece and abroad, who wish, for example, to carry out postgraduate studies in English close to their homeland, such as indicatively the Balkans, Eastern Europe, the Eastern Mediterranean, the Middle East and other neighboring regions, on a subject that opens up multifaceted professional perspectives, promoting, in the context of extroversion, the networking of American studies students in the region with a view

to general directions of American policy and specific regional issues.

The purpose of the program is the training and preparation of specialized and capable scientists and researchers who will promote and take an active role in shaping Greek-American, Euro-Atlantic and international relations in general. The Master of Science (MSc) in American Studies: Politics, Strategy and Economics) Program, through the close cooperation of the academic community with society, businesses and international institutions and Universities, research centers and institutes that are active in the exploitation and dissemination of the results of scientific research in the fields of international relations, through the related international affairs and the strategy and decisions both at the political, military and business level, and through an organizational infrastructure that strengthens international cooperation with corresponding programs abroad, aims to provide substantive and formal qualifications for further professional or academic careers in fields related to the formation of Greek-American, Euro-Atlantic and international relations in general.

### **Article 3**

#### **Postgraduate Degrees**

The Program awards a Master of Science in American Studies: Politics, Strategy and Economics from the Department of International and European Studies of the University of Piraeus. The degree is drawn up in Greek and English.

### **Article 4**

#### **Structure and Organs of the Program**

1. Competent bodies for the establishment, organization and operation of the Program according to law 4485/2017 are:

- a) the Senate of the Educational Institution,
- b) the Assembly of the Department,
- c) the Coordinating Committee of the Program,
- d) the Graduate Studies Committee,
- e) the Director of the Program.

2. The Senate is the competent body for the academic, administrative, organizational and financial matters of Program. Also, the Senate exercises all powers related to the Program that are not specifically assigned by law to other bodies.

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

- a) recommends to the Senate, through the Graduate Studies Committee, the necessity of establishing a Program,
- b) designates the members of the Coordinating Committee,

- c) allocates teaching workload among the instructors of the Program,
- d) prepares and recommends proposals for the Program,
- e) sets up selection or examination committees for prospective graduate students as well as advisory and examination committees where deemed necessary.
- f) ascertains the successful completion of the studies in order to award the Postgraduate Degree,
- g) exercises any other authority provided by the provisions of this Chapter.

4. The Coordinating Committee (CC) of the Program is made up of five (5) faculty members of the Department, who have undertaken a postgraduate project and are elected by the Department's Assembly for a two-year term. The members of CC are not entitled to additional remuneration or compensation for their participation in the committee. The term of office of the President of CC can be renewed once.

The CC

- is responsible for monitoring and coordinating the operation of the program
- submits proposals for every matter concerning the operation of the Program to the Assembly, which decides whether to approve or reject them
- recommends to the Assembly the allocation of the teaching workload among the instructors of the Program
- appoints the supervisor and the members of the three-member dissertation examination committee, whose appointment is ratified by the Department Assembly
- examines student matters such as applications for suspension of studies, extension of studies, recognition of courses from previous postgraduate education, replacement of courses of this Program with courses of other Master's Programs, and submits proposals to the Assembly of the Department.

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

6. The Director of the Program is a full professor or associate professor of the faculty, of the same or related academic subject with the academic subject of the Program. In addition, he/she is a member and President of the CC and is appointed along with his/her Deputy, by decision of the Department's Assembly for a two-year term. The Director of the Program submits proposals to the competent bodies of the Foundation on any issue concerning the effective operation of the program. The Director cannot have more than two (2) consecutive terms and is not entitled to additional remuneration for his/her administrative work as Director. He/She has the following responsibilities:

- a) to summons the CC
- b) to draw up the agenda of the meetings, taking into account suggestions by the members of the Program.
- c) is responsible for drawing up the budget and reporting of the Program, which he/she submits to the Assembly.
- d) The Director of the Program as Scientific Officer is responsible for monitoring and

executing the approved budget as well as for issuing the payment orders for the relevant costs, signing the payment orders and co-signing the project assignment contracts.

The Deputy Director of the Program is a full professor or associate professor and fulfills the duties of the Director in his/her absence.

The administrative and secretarial support of the Program is undertaken by the Department Secretariat.

The administrative staff who support the Program outside of their University working hours, as well as those assigned MSc-related work, may be remunerated for the services they provide.

## **Article 5**

### **Admission categories**

The Program accepts holders of first cycle (Bachelor's) degree of Greek Educational Institutions or of recognized foreign institutions as well as graduates of Technological Educational Institutes with a degree in the relevant field in accordance with the provisions of article 34 of Law 4485/2017.

Candidates who are in the process of degree completion and are due to receive their degree during the September examination are admitted to the selection process but can only register if they provide proof of successful completion of their studies. If they do not present their degree immediately after the publication of these results, they lose their place and the advance payment of the fees they paid and the next runner-up is chosen.

The Program will accept a maximum of sixty (60) students per academic year and is planned to employ approximately up to nineteen (19) instructors in total.

It is noted that the maximum number of postgraduate students in the Department's Programs is approximately sixty (60) per year in relation to the number of approximately two hundred (200) undergraduate students per year and the twenty-three (23) faculty members of the Department of International and European Studies of the University of Piraeus (article 45, Law 4485/2017).

The above figures are approximate and correspond to the data of the year the Regulation was drawn up.

## **Article 6**

### **Criteria and Candidate Selection Process for the Program**

The selection of those admitted to the Program is made in accordance with the provisions of Law 4485/2017 and this Postgraduate Studies Regulation.

By decision of the Assembly, an announcement for the admission of postgraduate

students to the Program is published and posted on the website of the Department and the University. All the relevant details are listed in this announcement (dates and place of submission of the application, necessary supporting documents that must accompany it, etc.). The relevant applications together with the necessary supporting documents are submitted to the Secretariat of the Department, within a deadline specified in the announcement and may be extended by decision of the Assembly of the Department.

The required supporting documents that must be submitted by each candidate are as follows:

1. Application for registration
2. Curriculum vitae
3. A clear photocopy of degree or certificate of completion of studies
4. The official transcript on which the degree average is also indicated.
5. Two letters of recommendation
6. Language certificates e.g. English/French language, Proficiency (C2) level, Toefl, IELTS, etc.
7. Photocopy of both sides of the police ID
8. Photographs
9. Publications in peer-reviewed journals (if any)
10. Evidence of professional or research activity, if any
11. Copy of Bachelor's or Diploma capstone project (if any)

The Assembly of the Department by its decision may define additional supporting document(s).

Graduates from foreign institutions must present a certification of academic equivalence/degree recognition from the Hellenic National Academic Recognition and Information Center (DOATAP), in accordance with art. 34, par. 7 of Law 4485/17.

The selection of those admitted is carried out by a committee of faculty members (Selection Committee), established by decision of the Assembly.

The criteria are quantitative and qualitative and are included in the relevant Evaluation Report of the Selection Committee together with the weighting factor of each criterion. The selection criteria are made known to the candidates along with the Program announcement and include the following:

1. Studies and degree(s) average
2. Average grade in undergraduate courses relevant to the academic subject of the Program
3. Performance in the capstone project
4. Proficiency in and grade of foreign language(s) certificate exams

5. Relevancy of the first degree with the Program
6. Holding more than one first degrees or a Master's degree
7. Type and scope of work and/or research experience
8. Interview performance
9. Letters of recommendation from faculty members of university institutions and/or from an employer

Candidates should have an excellent knowledge of the English Language which will be proven by a certificate from organizations authorized for this purpose (language certificates from the Ministry of Education, Proficiency, Toefl, IELTS, etc.). Languages other than Greek and English will be an added advantage.

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

The selection process is carried out by the Selection Committee, which:

- a) Draws up a complete list of those who have submitted an application.
- b) Rejects candidates who do not meet the minimum criteria in case such criteria have been set by the Assembly and are included in the Program Operating Regulations.
- c) Invites to an interview those candidates who are decided to be invited. The interview is conducted by the members of the Selection Committee.
- d) Organizes any internal exams for the candidates that will be considered necessary for all or some of the candidates who do not have a relevant degree.
- e) Draws up the proposal for the list of winners and runners-up which it submits to the Assembly for the final approval.

Following the assessment of the candidates, the table of those admitted and the runners-up is drawn up based on their formal and substantive qualifications compared to the selection criteria. The final number of entrants may vary depending on the candidates' qualifications. The Selection Committee also ensures that there is as much diversity as possible in the selection of candidates.

In the event of non-registration of one or more of those who obtained the right to register, the runners-up, if any, will be invited to register for the Program.

1. Procedure for submission of applications: The Coordinating Committee of the Program decides on the date of publication of the relevant notice of interest, which specifies the deadline for submission of the supporting documents, the address and the method of submitting the necessary supporting documents. The Secretariat to which applications for admission are submitted by the candidates forwards all applications along with the accompanying material in photocopies to the Candidate Evaluation Committee and files the original documents for each candidate with protocol number and file number. The special application forms to be submitted are provided by/received from the Program Secretariat or downloaded from the Program's website.

2. Candidate evaluation process: The Candidate Selection Committee, in its first meeting, evaluates the candidates based on the criteria mentioned above. In a second meeting, the Candidate Evaluation Committee evaluates each candidate through a personal interview in terms of his personality characteristics, the breadth of his knowledge and his potential to deepen and specialize in the subjects of the Program. The ability to communicate clearly and persuasively, maturity, sound judgement, willingness to work in a team and experience from previous professional employment are of particular importance in forming an opinion about the candidate.

Through the evaluation that takes place in both phases, a list of the best candidates is drawn up and their final selection is confirmed. They are informed in writing by the Secretariat and are asked to also respond in writing whether or not they accept their admission in the postgraduate program, agreeing to its operating conditions. The rest of the candidates are included in the runners-up list.

Those who accept their admission in the program are required within 10 days of the acceptance response to pay as an advance payment 50% of the tuition fees of the first semester, which is offset against the total tuition fees of the first semester. If the candidate withdraws, the advance payment is non-refundable and is made available for the purposes of the Program. Only those candidates who will be exempted from the study fees according to article 35 of Law 4485 will receive the advance payment back as a refund. Candidates, if selected and after accepting their admission by paying the amount required by the Program or if they drop out of the Program for any reason, are not entitled to request a refund of the amounts they paid for their participation in the cost of running the program. Before registering, each candidate must become aware of this Regulation and declare in writing that he accepts the operating rules of the Program.

## **Article 7**

### **Duration of Studies - Terms of Study - Course Schedule**

The duration of study in the Post Graduate Program leading to the award of a Postgraduate Degree is set at one year, i.e. two semesters and a summer period for the full-time program and one additional semester for the part-time program of study, both modes including the time required to complete the MSc dissertation.

The maximum time allowed for the completion of the MSc Program can be extended to more than double the above duration of study. After the expiration of this extension, and after a thorough examination of the case by the Coordinating Committee, the student will be removed from the Program and not be entitled to the MSc Degree. Exceeding this limit is allowed only in very exceptional cases and after a reasoned recommendation from the Coordinating Committee and relevant decision by the Department Assembly.

For working postgraduate students, the possibility of part-time study is provided. Students in this category must prove to be working and provide a relevant employment contract or employer's certificate.

Part-time study may also be provided to non-working students who are unable to meet the requirements of full-time study due to health or family reasons, military obligations, etc.

In extremely rare cases (illness, serious family or professional reasons that demonstrably require

travelling abroad, etc.) the student may request the withdrawal or suspension of his/her studies provided it does not exceed four (4) semesters and/or he/she may request to reinstate the next year along with the new cohort of students. The possibility of reinstatement is examined by the Director and if approved by the Assembly, is only valid for one of the following three years, at which point the student will be bound by the syllabus and policies current at the time of reinstatement (curriculum, tuition fees, etc.). The semesters of suspension are not counted towards the maximum duration of typical-length studies. In case of reinstatement or permanent withdrawal or disenrollment, paid tuition fees are not refunded. If the student has attended the semester and due to suspension or withdrawal, he/she has not attended the exams, he/she is liable to pay the tuition fees for the semester.

## **Article 8**

### **Curriculum**

The MSc American Studies Program begins in the winter or spring semester of each academic year.

The study program includes two (2) semesters and a summer period for the completion of the dissertation. The taught courses are one semester-long and each study cycle leading to a Post Graduate Degree includes course attendance and research. The language of instruction is exclusively English. Postgraduate students must attend and be successfully examined in eight (8) compulsory courses as well as complete the postgraduate dissertation.

Courses are taught on-site and through on-line education. The percentage of teaching by means of online education will be in accordance with the written provisions.

For the acquisition of the Postgraduate Degree a total of seventy-five (75) credits (ECTS) are required. The credits per course, per semester and for the entire program are presented in the course table below.

The courses are organized in semesters, held on a weekly basis. Some of the postgraduate students' requirements during their studies are: attendance, successful examination of the postgraduate courses, research work, writing of scientific papers, preparation of the postgraduate dissertation.

The courses schedule and their distribution per semester is indicatively structured as follows:

	<b>COURSES</b>	<b>(ECTS)</b>
<b>1<sup>st</sup> SEMESTER</b>		
1.	American History: Politics, culture and ideology	7
2.	America's democracy and political system	8
3.	The American Economy: Commerce, Energy and New Technologies	8
4.	U.S. Foreign Policy: alliances, threats and anti-Americanism	7
<b>Total</b>		<b>30</b>

<b>2<sup>nd</sup> SEMESTER</b>		
1.	U.S. national security	7
2.	Transatlantic Relations	8
3.	US policies in the Balkans and the Eastern Mediterranean and the Middle East	8
4.	Art, Cinema and popular culture in America	7
<b>Total</b>		<b>30</b>

<b>Summer Season</b>	
Dissertation	15
<b>ECTS Total</b>	<b>75</b>

The modification of the course program and the redistribution of courses both between the two semesters and in the additional semester of the part-time study program can be done by decisions of the competent bodies and will be included in the Postgraduate Studies Regulations.

By decision of the Coordinating Committee, it may be stipulated that students must attend preliminary (bridging) courses without an examination offered by the program before the start of the main courses.

## **Article 9**

### **Terms of Study - Obligations and rights of postgraduate students**

1. Postgraduate students have all the rights and benefits provided for students of the 1st cycle of studies, except for the right to be provided with free textbooks. The University of Piraeus is obliged to ensure that students with disabilities and/or special needs have access to the proposed texts and tuition (par. 3, no. 34, Law 4485/2017).

2. Postgraduate students are expected to participate and attend research group seminars, laboratory visits, conferences/workshops with a subject relevant to that of the MSc Program, lectures or other scientific events.

3. Postgraduate students participate in the Information and Digital Literacy courses conducted by the library concerning: strategies for searching for information sources and evaluation of results (validity, timeliness, relevance), compilation of bibliography, bibliographic references/citation styles, academic integrity and ethics of information (avoiding plagiarism) and self-deposit of dissertation on DIONI, the Institutional Repository.

4. The Program may provide a number of scholarships to full-time students, either funded by its own resources or by private or public sector bodies and always in accordance with a decision of the Department Assembly. Scholarships may cover part or the full amount of the tuition fees. In no case can the amount of the scholarship exceed the amount of the tuition fees. Scholarships are awarded to students of the full-time mode of the program based on academic or other objective criteria in accordance with a decision of the Assembly and are registered in the approved budget of the Program. Any obligations arising for the scholarship recipient are determined by a decision of the Assembly.

5. The General Assembly of the Department, after a relevant proposal of the Coordinating Committee, may decide to terminate postgraduate students if they:

- exceed the maximum absence limit
- have failed the examination of a course or courses and have not successfully completed the Program,
- exceed the maximum duration of study at the Program, as defined in this Regulation,
- have violated the written provisions regarding disciplinary offenses
- request to be withdrawn (student-initiated withdrawal)
- commit an offense that falls under the law on intellectual property (L.2121/93) while writing the assigned coursework/dissertation,
- fail to pay the required tuition fee.

6. For their participation in the MSc American Studies: Politics, Strategy and Economics, postgraduate students pay tuition fees amounting to 5,000 euros for the entire program. Any necessary adjustment thereof will be approved by the Assembly of the Department and by the Senate, or the relevant bodies of the applicable legislation. The payment of the fees is made in four (4) installments: 1000 euros will be paid as an advance payment for accepting the position, 1000 at the start of the 1st semester, 1500 at the start of the 2nd semester, and 1500 at the start of the dissertation writing. In case of non-compliance with his/her financial obligations, the student will be terminated from the program.

Every candidate, before registering, must take cognizance of this Regulation and declare in writing that he/she accepts the rules of operation of the Program.

Attendance of all courses is mandatory and is monitored by the instructors assigned this responsibility by the Department Assembly. For each course there is a limit of absences that cannot exceed 25% of the total teaching hours per course. In case of exceeding this limit, the student is considered to have failed this course and in order to participate in the exams, he is

obliged to re-attend the course in the next corresponding semester. If he repeats being absent for more than 25% of the teaching hours of the specific course, he will be terminated from the Program.

The MSc, by decision of the Department Assembly, has the possibility to recognize for its students any courses that have been completed in the framework of previous postgraduate studies in other educational institutions of the same level.

The academic calendar as well as the timetable are prepared according to the academic calendar of the University of Piraeus, under the responsibility of the Director of the MSc and approved by the Assembly. At the beginning of the semester, the Secretariat announces the timetable, which includes the days and hours of teaching. The timetable may be modified in exceptional cases or for reasons related to educational visits, lectures by guest speakers, presentations, and the like.

## **Article 10**

### **Exams - Assessment**

The educational workload of each academic year is structured in two study semesters, the fall and the spring semester, each of which includes at least 11 weeks of teaching with 2-hour or 3-hour lessons, two or three weeks of exams and the summer period. Each course taught during the academic year is examined twice: at the end of the semester that it was taught and during the September re-sit exam period (in case the student failed the first examination). Attending courses/workshops etc. is mandatory. In the event of course cancellation due to unavoidable circumstances, a reschedule is arranged. The date and time of the reschedule are posted on the Program website.

The final evaluation and score in individual courses of the Program is determined by the teacher, who can organize written or oral exams at his/her discretion or rely on assignments or laboratory exercises. In the final grade, at the teacher's discretion, the grade for any mandatory or optional work completed within the course may be weighted. Performance in such assignments or exercises must not exceed 30% of the final grade. Each teacher determines the evaluation method and communicates it to the students at the beginning of the course. The marking system used is a system from 0 to 10. The mark range for negative performance is 0-4.99 while the mark range for positive performance is 5-10. The grades of the courses are submitted to the Program Secretariat within 30 days from the date of the examination. Those who have unexcused absenteeism rate beyond 35% of course attendance do not participate in the final exam.

During his/her studies, the postgraduate student is not allowed to fail more than two courses of the Program per semester. Re-sit examination of a failed course takes place either in September or by re-taking the course and re-sitting its exam in the next year. In case a student fails twice in the same course, this results in his/her dismissal from the Program. By decision of the Assembly, under special circumstances (illness, workload, etc.) a multiple number of examination of courses may be allowed. A student who has failed and therefore is considered that he/she has not successfully completed the program, may be further examined, following his/her application, by a three-member committee of faculty members of the Department, the committee comprising at least two faculty members who are experts in the same or a similar subject matter to the subject being examined and are appointed by the Assembly of the

Department. The course instructor is excluded from this committee (par. 6, art. 34, Law 4485/2017).

During the summer period of the Program, students are expected to prepare their postgraduate dissertation. The Coordinating Committee, following a request from the candidate in which the proposed dissertation title is indicated along with the proposed supervisor (unless already appointed at the start of his/her postgraduate studies) and an abstract is attached, designates its Principal supervisor and sets up the three-member examination committee for the approval of the dissertation, the Principal supervisor being one of the members (par. 4, art. 34, Law 4485/2017). The principal supervisor of the dissertation may be a faculty member of any rank, and the other two (2) members/co-supervisors may be faculty members of the Program and the Department that teach at the MSc and are PhD holders. The members of the committee must have the same or similar scientific specialty to the academic subject of the Program. The members of the committee are approved by the Assembly on the proposal of the Coordinating Committee.

In order for the dissertation to be approved, the student must support it before the three-member examination committee (par. 4, art. 34, Law 4485/2017). The dissertation must demonstrate originality, advanced theoretical knowledge, critical thinking, analytical, synthetic and research skills. It may refer to theoretical or applied topics and be carried out in collaboration with a private or public body that deals with related subjects (even as a result of an internship/work experience, the findings/results of which are submitted for evaluation and presented/supported before the three-member committee). In very special cases when a postgraduate student has a proven record of difficulties in writing his/her dissertation, specifically due to dyslexia, it is possible, by decision of the Program's Coordinating Committee, to be examined orally on what he/she has researched and be given the opportunity to demonstrate a thorough knowledge and analysis of the subject of his/her dissertation.

The method of submission, presentation, examination and grading of the postgraduate dissertation is as follows:

After the completion of the first semester courses and during the second semester, the postgraduate student submits to the Director the relevant form with the title/topic his/her dissertation. The topic of the dissertation is required to be relevant to the academic subjects taught at MSc Program. The Coordinating Committee ensures that it guides students towards the preparation of original dissertations that meet the criteria of high scientific standards. The postgraduate student can nominate a principal supervisor but this is not binding. The principal supervisor and the two co-supervisors of the three-member examination committee of the thesis are proposed by the Coordinating Committee to the Assembly, which decides. The acceptance of the thesis proposal is recorded on a special form which, in addition to the signatures of the three members of the three-member examination committee, bears the title of the thesis and the student's signature. In addition to the subject's relevance to international and European studies, the examination committee considers criteria such as contribution to research, originality and epistemological competence. The postgraduate student must cooperate with the supervisor who will closely monitor and scrutinize the progress of the research and writing.

The thesis begins after the 2nd semester of studies and is handed in until the end of the next academic year the latest. The thesis may be an independent project or study or analysis in the context of internship or work experience in a related body, public or private and in a related subject. Depending on the progress in the preparation of the thesis, the student submits progress reports to the principal supervisor who checks whether the goals and specifications of the research are met.

After completion of the thesis, the student must present his work to the three-member committee, which prepares a special evaluation form, on which the grade is entered both in numerals and in words and sent to the Secretariat.

All dissertations must be written in English.

The Coordinating Committee prepares, and the Assembly approves a MSc thesis writing guide which is communicated to postgraduate students, and includes instructions manual for writing the postgraduate thesis, e.g., cover page, logo, font, minimum-maximum number of words, etc. Before submission under the postgraduate student's responsibility, the thesis must be submitted to the plagiarism checker application of the institutional e-class system.

Postgraduate theses, once approved by the three-member examination committee, are posted on the Department's website (art. 34, par. 5 Law 4485/17). In addition, students have to deposit a copy of their final thesis to DIONI, the Institutional Repository of the Piraeus University Library, in compliance to the Senate's decision.

In order to obtain the Master of Science, every postgraduate student must attend and be successfully examined in all the offered courses of the Program and complete a postgraduate thesis, accumulating seventy-five (75) credits (ECTS).

The overall grade of the MSc derives from the sum of the grades of all courses plus three times the grade of the thesis divided by the total number of the courses plus three. The overall grade of the MSc is registered in the student's personal file under the responsibility of the Secretariat.

The general performance and behavior of the student during his/her postgraduate studies are core requirements for maintaining normal academic progress. Cases of misconduct and dishonest behaviour such as cheating in exams or in the preparation of assignments, plagiarism, inappropriate behavior, anti-academic behavior, exceeding the permitted limit of absences and the like, lead to deletion from the Program following a suggestion of the Coordinating Committee and a decision of the Assembly. The deletion proposal is submitted by the Director of the Program and approved by the Assembly.

All exam papers must be retained under the responsibility of each instructor for two (2) years. After the expiry of this period, the exam papers cease to have effect and are destroyed, unless a relevant criminal, disciplinary or any other administrative procedure is pending.

## **Article 11**

### **Teaching assignment – teaching staff**

The MSc Program will employ faculty members and senior teaching fellows from other ranks or retired faculty members of the Department of International and European Studies or lecturers according to the P.D. 407/1980 (A'112) or article 19 of law 1404/1983 (A' 173) or par. 7 of article 29 of law 4009/2011., faculty members of other Departments of the same or another Educational Institution or researchers from local research centers, as well as renowned scientists from abroad who have a position or qualify as professors or researchers in a research center, artists or scientists of recognized prestige with specialized knowledge or relevant

experience in the academic subject of the Program, in order for the educational needs of the Program to be met in accordance with the provisions of article 36 of Law 4485/2017.

The assignment of teaching courses, delivering seminars and exercises of the Program is done after the proposal of the Coordinating Committee and approval of the Assembly of the Department.

Local or foreign scientists and researchers who have sufficient scientific, research, professional or writing activity may be invited to teach courses.

For the development of special topics, scientists or experts of recognized prestige may be invited, who have specialized knowledge or extensive experience in the subject of the Program.

Tutoring exercises in the context of the Program courses can be assigned, in addition to the above, to members of the teaching staff as well as PhD candidates of the Department or other Departments of the University of Piraeus or of another University that have expertise in relevant topics.

Faculty members are not allowed to be exclusively employed in the Program. The assignment of the teaching of the courses and tutorial exercises of the Program courses is done by decision of the Assembly.

The teachers propose for each course they are assigned to teach a list of textbooks, articles and supplementary materials to facilitate postgraduate students.

Each instructor responsible for teaching a course in the Program is obliged to:

- a) To faithfully observe the weekly schedule for the delivery of the course.
- b) To determine the content of the course in accordance with the current developments, using internationally established textbooks and scientific articles from the international literature, in the context of the course material.
- c) To highlight the correlation of the theoretical part of the teaching with the high-level practice, as it is applied in modern organizations or services and analyzed by the internationally prestigious relevant institutes. This task should be enhanced by the use of case studies and by inviting speakers, recognized for their experience and/or expertise.
- d) To hold adequate student office hours and make his/her contact information known in order to facilitate communication with students on matters related to their studies and the specific course.
- e) To submit to the Program Secretariat, at the beginning of each semester a detailed syllabus that will be covered on a weekly basis, resource material for each module of the course, case studies and relevant bibliography and articles (module syllabus). Each teacher at the beginning of the course must post a file of articles and studies as well as an indicative bibliography easily accessible through databases and books of the Piraeus University Library.
- f) The Program instructors may have access to educational material developed at or intended for the University of Piraeus. This material is limited exclusively to meeting the needs of the Program, either for courses of the curriculum, or for parallel educational activities, special seminars or workshops for administrative staff, etc. It is prohibited this specific educational material to be used by teachers or collaborators in their individual activities outside the framework of the program or in activities or programs of competitive organizations or

companies. Violation of this basic rule of conduct applies to everyone and is grounds for cancellation of a teaching assignment, exclusion from the program activities and subject to other civil or criminal penalties.

## **Article 12**

### **MSc Degree**

The Degree of Postgraduate Studies is a public document. Its type is defined by a decision of the Senate.

This MSc leads to a level 7 qualification according to the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).

The Degree which is awarded by the MSC offered by the Department is signed by the Rector, the Chairman of the Department and the Secretary of the Department.

There are three grade levels for the Degree each characterized by a performance descriptor as follows: from 5 to 6.49 as GOOD, from 6.50 to 8.49 as VERY GOOD and from 8.50 to 10 as EXCELLENT.

The book of qualified postgraduate students is signed by the Secretary of the Department, the Chairman of the Department and the Rector of the University.

For the MSc degree, a Diploma Supplement in both Greek and English is attached in accordance with the provisions of article 15 of Law 3374/2005 (Government Gazette 189, section A') and the Ministerial Decision GG5/89656/B3/13-8-07 (Government Gazette 1466, p. B').

## **Article 13**

### **Taking the Oath on Graduation**

A student who has successfully completed his/her postgraduate studies takes an oath before the Vice-Rector or the Dean (as a representative of the Rector) and the Chairman of the Department. Taking the oath does not indicate the successful completion of the studies, but it is a necessary condition for the awarding of the postgraduate degree. Before taking the oath, it is possible for the graduates to receive a relevant certificate of successful completion of their postgraduate studies. The oath-taking ceremony, as well as the oath format for the MSc graduates, is defined by a decision of the Senate.

## **Article 14**

### **Program infrastructure**

1. The existing (or part of the existing) infrastructure (e.g. classrooms, library, laboratories, etc.) of the University of Piraeus will be used for the proper functioning of

the Program.

2. The administrative and secretarial support of the Program is implemented by the Secretariat of the Program.

3. The operating costs of the Program will be covered by: donations, benefits, legacies, sponsorships, research programs, EU programs. or other international organizations and tuition fees amounting to 5,000 euros.

4. At the end of the term of office of the Coordinating Committee, under the responsibility of the outgoing Director, a detailed report of the research and educational work and rest of activities of the Program is drawn up, which is submitted to the Department (par. 2, art. 44, Law 4485/2017). The report in question, under the responsibility of the Dean's Office, is sent without delay to the members of the Scientific Advisory Committee (par. 5, art. 44, Law 4485/2017).

5. At the end of each semester, an evaluation of each course and each teacher is completed by the postgraduate students of the Program. The internal and external evaluation of the Program as well as the quality assurance and certification will be performed in accordance with the provisions of Law 4009/2011 (A' 189) and the provisions of article 44 of Law 4485/2017.

The Program follows regular internal and external evaluation methods and procedures. These methods include the following:

a) At the end of each course, the students evaluate the course as a whole in terms of the content, the teaching methods, the suggested textbooks, etc. using a special form distributed by the Secretariat. The results of the evaluation are communicated to the interested party under the responsibility of the Program Director.

b) Under the responsibility of the Program Director, meetings/seminars are organized with the participation of senior executives from various organizations and services with to discuss and study the courses of the Program and their contents in order to assess the degree to which the program is linked to the labor market and the needs of the economy and the market.

## **Article 15**

### **Transitional provisions**

Postgraduate students who will be admitted from the academic year 2021-2022 onwards will study in accordance with the provisions of this Regulation.

Matters not regulated by this Graduate Studies Regulations will be regulated by the competent bodies in accordance with the current legislation.

The decision will be published in the Government Gazette.

Piraeus, .....(date)

The rector

ANGELOS H. KOTIOS