UPDATED

REGULATION OF OPERATION

of the

POSTGRADUATE RESEARCH PROGRAMME
MPhil "COMPUTER SCIENCE AND INFORMATICS"

USEFUL INFORMATION

Address

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School of Digital Technology

Department of Informatics and Telematics

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CHAPTER 1: INSTITUTIONAL FRAMEWORK

Article 1: General Principles

The Department of Informatics and Telematics of Harokopio University has been organizing and offering, since the academic year of 2022-2023, the Postgraduate Programme with Research Orientation (MPhil) titled **"Computer Science and Informatics."**

The program accepts graduates of Departments of Computer Science, Informatics, Computer Engineering, Natural Sciences, and related fields, as well as graduates of Technological Institutes of Greece or equivalent departments of peer institutions abroad, whose scientific areas are relevant to the program's specialization.

The objective of the Postgraduate Research Programme in **"Computer Science and Informatics"** is to pursue research in the fields of Computer Science and Informatics. The ultimate goal is to specialize postgraduate students in cutting-edge research areas within the School of Digital Technology, such as, but not limited to, the following:

- Data Science
- Computational Intelligence and Cognitive Computing
- Software Systems and Algorithms
- Embedded Systems and Robotics
- Computing Infrastructures, Services, and Systems
- Systems Security and Cryptography
- Technology Management
- Systems Technology
- Communication and Network Technologies
- Internet of Things (IoT), etc.

The programme emphasizes on the foundational principles of research in Computer Science and Informatics. It aims to provide a high level of knowledge in these fields and to strengthen the research foundation of students in core subjects taught during the undergraduate studies by Computer Science and Informatics departments. The programme primarily directs students toward research and, at second place, equips them for the job market with enhanced knowledge and skills in the research areas addressed by the programme.

To achieve this, the programme focuses on research-related activities, such as the preparation of research papers, the writing of technical reports, and the publication of scientific articles on cutting-edge topics in the fields of Informatics and Computer Science.

The Postgraduate Research Programme aims to:
- Specialize students and deepen their understanding of topics at the forefront of modern research and cutting-edge technologies in Computer Science and Informatics.
- Pursue high-level research, funded by the resources of the Programme and of the Department's research projects.
- Generate and promote new scientific knowledge.
- Reward students' excellence in academic performance.
- Provide continuing support to graduates through the University's Career Office.

Through the provision of a modern educational structure and technical infrastructures for both in-situ and distance learning studying modes, the programme aims to:
- The establishment of a research framework in cooperation with other universities and research institutions in Greece and abroad.
- The enhancement of mobility opportunities for students and faculty members to research centers or Universities in Greece and abroad, for research activities and participation in conferences.

- Showcase of the research achievements of students at international and national conferences, where they are invited to present their research work.

Article 2: Post-graduate title

The Postgraduate Program awards the Master of Philosophy (MPhil) in "Computer Science and Informatics".
The programme offers the option for both full-time and part-time postgraduate studies.

Article 3: Administrative Bodies

The administrative bodies of the Postgraduate Program include the Senate of Harokopio University of Athens, the Postgraduate Studies Committee (P.S.C.), the Assembly of the School of Digital Technology (A.S.D.T.), the Postgraduate Programme's Coordination Committee (C.C.), the Committee for the Selection of Postgraduate Students (C.S.P.S.), and the Director of the Postgraduate Program.

The specific responsibilities of these bodies are defined by the applicable legislation and the Harokopio University Regulation (HUR).

Article 4: Students' Representation to the Operating Bodies

Postgraduate students are represented by their elected representatives to the University's administrative bodies and selection committees for the selection of the administrative bodies of the University, in accordance with the provisions of the applicable law and the Regulation of Studies (R.S.) of Harokopio University.

Article 5: Technical Infrastructure

The department provides modern classrooms and fully equipped laboratories for computing, automation and robotics, telecommunications, Internet of Things (IoT) applications, and private cloud infrastructure. These facilities support the operation and research needs of the Postgraduate Program.

Article 6: Student Welfare

Postgraduate students are entitled to healthcare, free meals, housing, and transportation benefits equivalent to those of undergraduate students. Specific provisions and procedures are determined in accordance with current legislation and the Regulation of Studies (R.S.) of Harokopio University.

Article 7: Student Ombudsman and Advisor for Students with Special Educational Needs

The University hosts the institution of the Student Ombudsman (S.O.) and the Academic Advisor for Students with Special Educational Needs (A.A.S.E.N.). Specific regulations and procedures regarding these roles are defined by the current legislation and the Regulation of Studies (R.S.) of Harokopio University.

Article 8: Library and Information Center (L.I.C.)

Along with the establishment of Harokopio University, the Library and Information Center (L.I.C.) operates to meet the academic community's scientific information needs. For students, the L.I.C. provides: user training seminars, a studying area, computers for searching print and digital materials, personal storage lockers, automated borrowing and photocopying services for non-lendable materials, in compliance with

copyright laws. Part of the L.I.C.'s services can be provided remotely when conditions require it. The L.I.C.'s operations are further detailed in the Regulation of Studies (R.S.) of Harokopio University.

Article 9: Student Welfare Center (S.W.C.)

The university's Student Welfare Center (S.W.C.) provides information and assistance regarding:
- University operations
- Students' rights and responsibilities
- Services offered by the University and the State

The SWC also supports:
- Student welfare services
- The Career Office, aiding students' networking the job market and further studies, both in Greece and abroad
- The Internship Office, and
- Offices supporting international academic collaboration and mobility for studies and internships.

The SWC's structure and operations are outlined in the Regulation of Studies (R.S.) of Harokopio University.

Article 10: "Aikaterini Maridaki-Kassotaki" Department for Staff's and Students' support"

This Department aims to enhance the provision of psychological and pedagogical support to staff and students for issues related to academic life and daily challenges. Its operation is further described in the Regulation of Studies (R.S.) of Harokopio University.

Article 11: Provisions for Special Student Groups

The University ensures the establishment and maintenance of infrastructures necessary for the mobility and inclusion of special student groups, as stipulated by applicable laws and the Regulation of Studies (R.S.) of Harokopio University.

Article 12: Provision of E- Services

1. Postgraduate students receive a unique password upon their registration, granting access to all Universities' and State's e-services. The Information Technology Center (I.T.C.) is in charge of the account setup, and credentials are provided through the university's procedures.

2. Students gain access to:
a) Basic e-services (email, website hosting, file storage, and cloud computing)
b) E-learning services
c) Access to online resources
d) University-supported software applications

3. Students must comply with the terms of electronic services, as specified by the I.T.C.'s operating regulations and published at the University's website.

4. Students are solely responsible for the accuracy and legality of content on their personal websites and other University's stored data. They must:
a) Safeguard their credentials and respect others' privacy
b) Access only authorized or public data

5. In the event that a user engages in actions that are not in compliance with the applicable legislative framework governing the proper use of electronic services and the rules of the Information Technology

Center (I.T.C.), the Information Technology Center (I.T.C.) reserves the right to deactivate their account immediately.

6. Students are responsible for backing up their files on a regular basis. The University is not responsible at any case of loss of data.

Article 13: Foreign Language Teaching Center (F.L.T.C.)

The Foreign Language Teaching Center (F.L.T.C.) offers specialized language courses to the programme's students, ensuring foreign language proficiency in accordance with applicable legislation and the Regulation of Studies (R.S.) of Harokopio University.

Article 14: Academic Advisor

The Academic Advisor provides guidance and support to the students. The Academic Advisor is a Member of the Teaching Staff of the Department where the student is enrolled, and is appointed during the student's first year of studies, following the procedures approved by the Assembly of the School of Digital Technology (A.S.D.T.).

Article 15: Students Mobility

Postgraduate students have the right to participate in mobility programs both within the country and abroad. These programs include, Student exchanges or transfers under European initiatives, such as Erasmus or European University initiatives, Bilateral agreements between Greek and foreign universities, Domestic mobility programs as defined by applicable legislation. Details on mobility terms, including the framework and procedures for credit recognition (ECTS), are defined in the Regulation of Studies (R.S.) of Harokopio University.

CHAPTER B: GENERAL OPERATING ISSUES

Article 16: Programme Enrollment

1) Student status is acquired upon registration to the Postgraduate Program (Mphil). Course attendance is mandatory for all students. This means registration and participation in all compulsory activities are required by the study program.

2) Enrollment in the program is compulsory and should be completed before the deadline, as indicated in the academic scheduling calendar. Full-time students are registered each semester, while part-time students register on an annual basis. Failure to meet the registration deadline results in the loss of the ability to attend the current semester. In this case, continuation of studies requires a decision by the Coordinating Committee (C.C.).

3) Applications and course selection are submitted electronically through the electronic secretariat system and must adhere to strict deadlines.

Article 17: Students: Rights and Responsibilities

1. The Postgraduate Students are members of the university community. Mutual respect between the coordinator and the student is a fundamental prerequisite for a successful learning, teaching, and research process.

2. A fundamental right of the students is the right to learn.

3. The Postgraduate Students have the following rights:
a) To be informed promptly and sufficiently about all issues of academic life that concern them.
b) To freely express their views on educational and other issues within the framework of academic freedom, while respecting ethical standards.
c) To evaluate the quality and effectiveness of the educational activities, administrative services, and the actions of the Institution's regulating practice as per the applied law and the Institution's internal regulations.
d) To be served promptly and effectively by the administrative services of the Institution.
e) To use the facilities and infrastructure of the Institution in accordance with its regulations.
f) To benefit from social and other privileges owning as students of Harokopio University.
g) To submit reports and requests to the relevant bodies of the Department and the Institution on issues directly concerning them, such as grade revision/reexamination and reviewing disciplinary decisions or issues related to the student community.
h) To be represented in the election bodies and committees of the Department and the Institution as stipulated by the applicable legislative framework, the Institution, the internal regulations, and decisions of the Institution. They should also actively participate in all activities of the academic community.
i)To participate in students' associations or other organizations and groups that operate within the Institution's framework, respecting its regulations.
j) Students are entitled to participate in paid activities of the Institution.

4. The Postgraduate Students are obligated to:
a) Familiarize themselves with the institution's internal regulations, ethical guidelines, operational rules, and decisions that concern them, and to adhere to them consistently and responsibly.
b) Stay informed about their study program and the academic scheduling calendar.
c) Contribute to the good reputation of the Department and Institution through academic, cultural, and collective activities.

d) Respect and protect the Institution's facilities and infrastructure and ensure the cleanliness of the surroundings.
e) Regularly check their institutional email, in order to check the received announcements related to academic or other issues.

5. Upon the enrollment of each Student to the programme, he/she:
Accepts the operating rules of the Postgraduate Program as outlined in this internal regulation of operation.
Accepts their responsibilities and the evaluation methods for each thematic unit as determined at the beginning of each semester.

6. Depending on their academic background, postgraduate students may be required to attend courses of the other Master programs offered by the Department of Informatics and Telecommunications during their studies. This will be evaluated on a case-by-case basis by the Coordinating Committee and decided by the relevant Assembly of the School of Digital Technology.

7. Participation in the research activities assigned within each thematic unit is mandatory. Problems related to participation and responsibilities will be at first place addressed by the head instructor of each thematic unit and subsequently by the Program's Director and the Coordinating Committee.

8. Anticipated Research activities are not conducted on holidays. To ensure proper scheduling, instructors may shift research activities to different dates, if necessary.

9. During the first semester of studies, students must choose three (3) thematic units from those offered by the Postgraduate Program. They are required to specialize in each chosen thematic unit and record the research findings in a written report. Specialization is achieved through lectures (possibly offered by the other Master programs of the Department), research meetings, and research participation as scheduled by the coordinators.
Successful completion of a thematic unit is achieved by submitting a technical report and presenting the research findings, which may occur at the end of the first or second semester(as determined by the instructor of the thematic unit).

10. If a student fails to complete a thematic unit, he/she may be allowed one (1) extra attempt to retake it from the beginning or fulfill it through another method of study, subject to the decision by the Coordinating Committee. If a student fails in more than one thematic units, the Director of the Master Programme will notify the Assembly of the School of Digital Technology, which will decide whether the student shall retake the thematic units or expel them from the Master's Program.

11. Each student has the right to replace a thematic unit within 30 full days since semester's beginning, by submitting a request to the Director of the Programme. After the 30-day period, the request will be reviewed by the Coordinating Committee, which will make a recommendation to the Assembly of the School of Digital Technology.

12. Every postgraduate student has the right to request a temporary suspension of studies, which may not exceed two (2) consecutive semesters. Suspension of studies is granted by decision of the Coordinating Committee. When approving the suspension period, the structure of the Graduate Program's curriculum will be taken into account. The time of suspension of studies is not calculated in case of exceeding the duration of studies. During the suspension period, the postgraduate student is not required to pay additional tuition fees.

13. If a student wishes to terminate their studies, they must submit a written declaration to the Director of the Master Program. Upon decision of the Assembly of the School of Digital Technology, each person

ceases to hold the status of a postgraduate student. Refunds for tuition fees already paid by the student are not provided.

14. If a student fails a thematic unit, the Coordinating Committee may permit the examination by a three-member academic committee (excluding the already appointed head instructor for the thematic unit). The committee evaluates whether the technical report and the presentation of the research results by the student are sufficient for successful completion.

15. At the end of each semester and before presenting their research findings, students are required to evaluate the quality of the administrative/supporting framework provided during the respective thematic unit via electronic questionnaires. These evaluations are analyzed by the Department's Quality Assurance Department and the Postgraduate Program's Coordinating Committee, which recommends changes to the Assembly of the School of Digital Technology if necessary.

16. Additional rights and obligations of students enrolled in the Postgraduate Program (MPhil) are outlined in the Regulation of Studies (R.S.) of Harokopio University, which takes precedence over the provisions of the current regulations.

Article 18: Instructors' responsibilities

Each instructor of the Postgraduate Program (Mphil) is obliged:

1. To understand the fundamental principle that the focal point of the graduate program is the developing personality of the prospective scientist, and to respect it unconditionally and without discrimination.

2. To safeguard the value and integrity of the scientific and research process, clearly defining the appropriate course of action for acquiring scientific knowledge.

3. To continually expand their scientific horizons and stay regularly updated on topics related to their field of expertise in order to provide contemporary knowledge.

4. To be approachable and cooperative with graduate students, offering their knowledge and experiences without discrimination.

5. To present a clear research plan with guidelines, bibliography, and an enriched syllabus in line with international practices, ensuring that the material for study and research adequately meets the scientific demands of the subject.

6. To announce the results of evaluations of activities included in the curriculum within fifteen (15) working days from the date they are conducted and to provide adequate feedback to the students.

7. To assume ultimate responsibility for selecting the research topic for each of their supervised graduate students and to exhaust all possibilities for its successful completion, regardless of other workload obligations.

8. To inform the Director of the Program in a timely manner if, for any reason, they are unable to continue supervising a student, so that supervision can be reassigned to another instructor.

9. To accept the evaluation processes of the teaching and research work introduced by the graduate program, as well as the publication and statistical analysis of the evaluation results on the department's website.

10. To allocate time for students for whom they serve as an academic advisor, and, if unable to address an issue, to refer it to the appropriate regulating bodies.

11. To provide the Program Director, upon request, with all necessary information regarding their research work, including their CV (in Greek and English), a list of research publications, citations of their work, and any related information (e.g., photo) required for publication on the program's and department's website.

12. To maintain the course website assigned to them on the e-class e-system.

13. To provide updated ECTS course descriptions for the thematic units they teach, as specified by the Program Director and the program's administrative office.

14. To immediately inform students via the e-class system and the program's administrative office in case of lecture cancellations, and to communicate the time and place for their rescheduling.

15. If they are permanent members of the department's teaching staff, they must announce at least three (3) thesis topics, as specified in the current regulations.

16. Each instructor should:
a) Announce possible research topics for each thematic unit at the beginning of the semester.
b) Inform students about the scheduling and assessment process for projects.
   The time schedule must also be communicated to the program's administrative office and the Director of the Programme at the beginning of the semester. If an excessive workload due to project deadlines is identified during a specific period, the Director of the Programme may extend submission deadlines either unilaterally or in collaboration with the instructor of each thematic unit.

17. The instructor of each thematic unit must inform students about the method of assessing their performance of the courses. This information must be included both in the ECTS thematic unit descriptions and on the thematic units' e-class webpage, under the instructor's responsibility.

CHAPTER C: STRUCTURE AND OPERATION OF THE STUDY PROGRAMME

Article 19: Thematic Units

The thematic units of the Postgraduate Program with Research Orientation in "Computer Science and Informatics" include areas of knowledge that will dynamically adapt based on research developments and broader research needs. Indicatively, they encompass the following research fields:
1) Data Science
2) Computational Intelligence and Cognitive Computing
3) Embedded Systems and Robotics
4) Computational Infrastructures, Internet of Things, Services, and Systems
5) System Security and Cryptography
6) Technology Management
7) System Technology
8) Communication and Network Technologies
9) Programming Languages/Software Systems

10) Algorithms and Optimization
11) Internet of Things

By decision of the Assembly of the School of Digital Technology (A.S.D.T.) following a proposal from the Coordinating Committee (C.C.), the name and description of a thematic unit may be modified, existing thematic units may be discontinued, and new thematic units may be added.

Article 20: Duration of Studies

1. The duration of studies for awarding the Research-Oriented Postgraduate Diploma (RO-PD) is defined as follows:
   - **For full-time studies,** the minimum duration is three (3) semesters. During the first semester, participants specialize in the thematic units covered by the postgraduate program and complete assignments in these areas. In the second and third semesters, they undertake their postgraduate thesis, which also has a research focus.
   - **For part-time studies,** the above durations are doubled in accordance with the provisions of the applicable legislation. For part-time studies, the thematic units will be carried out during the first and second semesters and will be followed by the preparation of the final thesis over four semesters.
   - **The maximum duration** of studies is five (5) semesters for full-time study and eight (8) semesters for part-time studies.

2. When the maximum duration of studies is exceeded, the Director informs the Assembly of the School of Digital Technology (A.S.D.T.), which may decide on the student's dismissal.

3. For serious reasons and upon the student's request, the A.S.D.T. may extend the duration of studies following a justified recommendation by the Coordinating Committee. In such cases, no additional tuition fees are charged.

4. Every postgraduate student has the right to request a suspension of studies once, for a period not exceeding two (2) consecutive semesters. The semesters during which the student status is suspended are not counted toward the maximum allowable duration of regular study.

5. Student registration in the postgraduate program is mandatory and must be completed before the deadline specified in the academic calendar. Full-time students must register every semester, while part-time students register annually. Failure to meet the registration deadline results in losing the ability to attend the current semester. In such cases, continuation of studies requires approval from the Coordinating Committee.

Article 21: Time Schedule of the Academic Year and Exams

1. The start and end of the academic year, the schedule for semesters and examination periods, the number of scheduled lectures, and holidays are determined in the Regulation of Studies (R.S.) of Harokopio University.

2. The time and place of examinations are determined in the Regulation of Studies (R.S.) of the institution. This includes the time and place for the examination of thematic units.

Article 22: Timetable of Courses and Distance Learning

1. During their studies, postgraduate students are required to specialize through the completion of research assignments in the subjects covered by the program's thematic units, as well as to prepare a research-oriented diploma thesis. They may also attend supplementary lectures suggested by the responsible professors of the thematic units and participate in research meetings. Attendance at these lectures is mandatory, but participation in their written exams, if any, is not required.

2. The use of distance learning methods follows the applicable legislation and the provisions outlined in the Regulation of Studies (R.S.) of Harokopio University.

Article 23: Part-time studies

The postgraduate program offers the option for part-time studies in the following cases:
a) for working students,
b) for students who permanently reside outside of Athens,
c) for students facing family issues or who have increased family responsibilities,
d) for students with health problems.
Interested students must declare in their application for participation in the selection process that they wish to pursue part-time studies, stating the reasons for their request.

Article 24: Selection Process for Postgraduate Students

1) Every year, during the Spring Semester, the Department publishes an announcement, which is posted on its website, for the admission of students to the Postgraduate Program (P.P.) set to begin in the next academic year. The announcement is also communicated to the relevant Ministries, Public Legal Entities (P.L.E.), Private Legal Entities (P.L.E.), and relevant professional organizations. The Department may, by decision of the A.S.D.T., upon a substantiated proposal from the Director of the Program, in accordance with the provisions of the Regulation of Studies (R.S.) of Harokopio University, publish supplementary announcements for the admission of students during the academic year.

2) Interested candidates have the right to submit an application for admission to the Postgraduate Program (P.P.) within the timeframe specified in the published announcement. Applications must be accompanied by the required supporting documents. Applications that are not accompanied by the necessary certificates and other evidence will not be considered in the selection process.

3) The Postgraduate Program (P.P.) admits holders of a first-cycle degree from Greek Higher Education Institutions (HEIs) or equivalent foreign institutions, with relevant fields of study to the Program, graduates in Computer Science, Informatics, or Natural Sciences with proven experience in the Program's subject areas, as well as graduates from equivalent recognized foreign institutions that are included in the National Registry of Degree Types of Recognized Institutions (NRDTRI), and whose degree was issued by an institution abroad that is listed in the National Registry of Recognized Higher Education Institutions or in the list of foreign institutions awarding degrees through franchising agreements with private entities in Greece, provided that all studies have been completed abroad or at a public Greek HEI. Acceptance criteria include, among other things, the candidates' performance in their undergraduate studies, particularly in courses related to the Program's thematic units, previous research experience, and their involvement in research related to Computer Science and Informatics.

4) Students enrolled in the third-cycle doctoral program of the Department of Informatics and Telematics may transfer to the Postgraduate Program (P.P.) as PhD candidates. This process takes place with the approval of the A.S.D.T. after a justified application from the interested student. The registration date in

the program is considered to be the registration date of the student in the third-cycle doctoral program of the Department of Informatics and Telematics. For students already enrolled in the third-cycle doctoral program before the current program started, the registration date is considered to be the program's start date. Any other related obligations of the transferring student are determined in the approval decision by the A.S.D.T.

5) The number of students admitted to the Postgraduate Program (P.P.) is capped at a maximum of twenty-five (25) students per year. This number includes part-time students. Those who tie in with the last candidate in the evaluation process will be accepted as additional students.
The thematic units include fields of study related to Computer Science and Informatics and are dynamically adjusted each year based on research developments and broader research needs, after evaluating:

- the capabilities of the scientific staff and the institution to effectively support the Postgraduate Program,
- the educational obligations of the scientific staff to satisfactorily carry out undergraduate educational programs,
- the institution's commitments regarding the smooth progress of research programs,
- the material and technical capabilities of the institution,
- the scientific interest of the program,
- the country's needs for specialized scientific personnel.

Members of the categories Special Educational Staff (S.E.S.), Laboratory Teaching Staff (L.T.S.), and Special Technical Laboratory Staff (S.T.L.S.), who meet the conditions and criteria set by the Regulation for student admission, may, upon request, be enrolled as additional students, with only one such admission allowed per year.

With a well-founded recommendation from the Coordinating Committee (C.C.) and a decision by the A.S.D.T., the number of admitted students may be revised before the publication of the invitation to apply for the Postgraduate Program if special circumstances arise.

6) In order to ensure the objectivity of the selection process for candidates, a Committee for the Selection of Postgraduate Students (C.S.P.S.) is established by the decision of the A.S.D.T., consisting of faculty members from the Department. The Committee receives the candidates' applications along with supporting documents. The responsibilities of the Committee include:
- Checking the applications for timely submission.
- Checking and evaluating all submitted evidence.
- Checking the language proficiency. Proficiency in the English language (at least at the B2 level) is required, which must be documented with Language Proficiency Certificates (B2 level). This requirement is waived for holders of an undergraduate or postgraduate degree from a recognized English-speaking university accredited by the Interdisciplinary Academic Recognition and Information Agency (I.A.R.I.A. - Δ.Ο.Α.Τ.Α.Π.)
- Ranking candidates in order of success after considering their qualifications.

7) The postgraduate program is aimed at high-level students, and their selection is based on the following main criteria:
- The overall grade point average (GPA) and the relevance of the candidate's degree. If the candidate has not yet graduated, the grades in courses they have successfully completed and the number of such courses are considered.

- The grades in undergraduate courses related to the postgraduate program the candidate wishes to pursue.
- The completion of an undergraduate thesis and the performance in it.
- Any potential research activity of the candidate, if applicable, supported by scientific publications or conference presentations.
- Any relevant work/research experience the candidate has in positions or topics related to the program's subject matter.
- The candidate's score on certificates that demonstrate proficiency in the English language.
- Letters of recommendation.
- The personal interview, if requested by the relevant committee (C.S.P.S.) of the postgraduate program.

The aforementioned selection criteria may be adjusted by the decision of the Committee for the Selection of Postgraduate Students (C.S.P.S.), which will be made prior to the publication of the invitation. The specific evaluation method for these criteria will be determined by decision of the A.S.D.T.

8) The C.S.P.S. concludes its evaluation by the end of July and submits its proposals (ranking order and any specific requirements for students to attend courses from the postgraduate program) for approval and validation by the A.S.D.T. In the case of a supplementary invitation, the submission schedule of the C.S.P.S. is determined by a decision of the A.S.D.T.

9) During the registration period, successful candidates may submit a request for exemption from tuition fees for financial reasons in accordance with the relevant legislation and the R.S. of Harokopio University. Requests that are not accompanied by the necessary certificates and other supporting documents required by law will not be considered by the C.S.P.S.

10) The registration of successful candidates and the start of classes take place during the first ten days of October of each academic year. In the case of a supplementary invitation, the registration of students is carried out in a manner decided by the A.S.D.T. following the recommendation of the Director of the Postgraduate Program.

Article 25: Required evidence for the selection of postgraduate students

The candidates must submit electronically, in the manner specified by the invitation, the following documents:
- Application form (available from the Secretariat and the postgraduate program's website).
- Certified copies of academic degrees. Final-year students can submit applications and be evaluated, but they will only be accepted if they obtain their degree before the start of the postgraduate program registrations. In the case of graduates from foreign universities, a certificate of recognition from the competent authority must also be submitted.
- A certified copy of the transcript for all years of undergraduate studies (or diploma supplement), as well as any postgraduate studies, should indicate the degree grade and the thesis or diploma work.
- English language proficiency, evidenced by relevant certificates. For Greek citizens, a "B2" level is required, which can be proven either with the State Certificate of Language Proficiency or with another language certificate of equivalent level. Proficiency can also be evidenced by a certificate of previous studies at a recognized English-speaking educational institution.
- Up to two (2) recommendation letters (including the name, title, position, address, phone number, and email address of the referee). Letters may come from faculty members of the applicant's educational institution or from faculty members of other institutions who are familiar

with the applicant's scientific background. In the case of applicants with significant professional experience, the letters may come from individuals who have supervised them professionally.

- A detailed CV and a brief statement of academic and research interests, which should also explain why the candidate is interested in postgraduate studies at the Department.
- A summary of the diploma or thesis work completed or in progress by the candidate.
- Copies of scientific publications, if any.
- A photocopy of both sides of the identity card.
- Two passport-sized photos.
- Any additional documents the candidate believes may better support the application.

Upon submission of their application, candidates must also electronically complete and submit a suitable questionnaire providing additional details of their CV, if required by the invitation.

Article 26: Excellence of Performance

Following a decision by the Assembly of the School of Digital Technology (A.S.D.T.), based on a recommendation from the Director of the Postgraduate Program, the program covers the participation expenses of students in conferences where they present the research results of their work within the framework of the program. The criteria and selection process, as well as the financial amount of the scholarships, are determined by a decision of the A.S.D.T., following a recommendation by the Coordinating Committee (C.C.) and based on the available budget.

Article 27: Requirements for obtaining a Master's degree

In the first semester, students must choose three (3) thematic units from the list of units offered by the Master's program. They must specialize in each chosen unit and present the results in a paper. Specialization takes place through lectures, which may also be offered as part of other Master's programs within the Department, research meetings, and participation in research activities, according to a plan set by the instructors of the unit for each student. The successful completion of a thematic unit is achieved by submitting a technical report and presenting the results of the research conducted, which may take place at the end of the 1st or 2nd semester (if deemed necessary by the responsible unit instructors).

In the last two semesters, full-time Master's students must conduct research in a specialized field and write a thesis, as described in a subsequent section. The research duration is four semesters for part-time students.

The teaching of thematic units in the Master's program, as well as the writing of the thesis, is conducted in Greek or English. The educational activities of the program are carried out using existing technological resources and the possibilities of distance learning, in accordance with the applicable legal framework.

Students who do not achieve a passing grade in the first-semester units will have the opportunity to achieve it within the following semesters, provided they do not exceed the maximum study duration. In any case, students are required to complete 90 ECTS credits to finish their studies within the prescribed time limit. Otherwise, they will be expelled by decision of the Department Assembly.

Article 28: Diploma Thesis (DT)

1. Each Master's student, is assigned a Thesis topic, which corresponds to sixty (60) credit units (ECTS). In order to submit and present the thesis, students must first have submitted its content, or part of it, in the form of a scientific article, to a peer-reviewed international journal or conference.

2. The selection of a topic is done through an open process, where the instructors initially post topics with descriptions and basic prerequisite knowledge, and then interested students select a topic. The goal is for all students who have completed the remaining requirements to have the opportunity to receive a topic in consultation with the instructor. The final assignments are posted on the Master's program website.

3. The thesis is evaluated by a three-member committee, composed of instructors from the Master's program. A faculty member, the supervisor, defines the topic of the Thesis. The title of the thesis and the supervisor are declared to the Secretariat on a form co-signed by the student and the supervisor. The topic proposals are submitted to the Department's Committee, where each supervisor suggests the other two members of the student's three-member committee. These may include: i) faculty members from the Department of Informatics and Telematics or other Departments of Harokopio University, ii) faculty members or researchers from other departments in Greece or abroad, iii) researchers holding Ph.D. degrees and recognized scientific work from recognized Research Centers or Institutions in Greece or abroad.
Theses are original research works aimed at producing research results with broader scientific interest, resulting from experiments or system implementations by the student. Therefore, for students to submit and present their thesis, they must first submit its content or part of it as a scientific article to a peer-reviewed international journal or conference.

4. The Thesis results (document, code, data, etc.) must be made available in the Department's repository, with adequate commentary and instructions for their use by third parties, as well as with the necessary remarks regarding licensing and public (or non-public) availability. The thesis must be written either (a) in Greek, including an extended summary in English, or (b) in English, including an extended summary in Greek. The language in which support for the derivatives will be provided can be either Greek or English. In any case, before writing the thesis in a language other than Greek, prior consultation with the supervising instructor is required. A public defense of the thesis is held at a predetermined time before the three-member committee, which then submits the final grade for the work. Approval requires the consent of at least two (2) members of the Three-Member Committee. In case of rejection of the Thesis, a new evaluation date is set by the Examination Committee, at least three (3) months after the first review. During this period, the student is required to make any corrections requested by the Three-Member Committee.

5. After the successful examination of the thesis, the student is required to submit it to the Library and Information Center of Harokopio University, following the corresponding instructions posted on the Library's website, taking into account the corrections suggested by the Examination Committee. For submission to the library, written consent from the supervisor is required.

Article 29: Preparation and Structure of the Master Thesis

1. During the preparation of the thesis, each student must adhere to the guidelines for collaboration with their supervisor, including scheduling work meetings, identifying the materials to be used as a foundation, determining the methodology, creating a timeline, and specifying the nature of the deliverables.
2. The thesis is equivalent to 60 ECTS credits for the degree requirements, corresponding to two semesters of effort. The following steps must be completed during the thesis preparation:
    a. Problem Definition: Define the issue to be addressed in the thesis and describe its significance (this includes a literature review).

b. Methodology: Describe and analyze the methodology to be applied to solve the issue (e.g., literature analysis, development of a prototype application/system, performance evaluation of an application/system, acceptance/use study of a system/technology, product/technology evaluation, etc.).
c. Process Description: Provide a detailed description of the process followed to resolve the issue.
d. Outcome Description: Describe the final results or product.
e. Evaluation: Evaluate the final results or product.

The thesis document should have the following structure:

- Cover page
- Acknowledgments/Dedications
- Abstract in Greek (up to one page)
- Abstract in an official EU language
- Table of contents
- List of tables and figures
- Introduction
- Main body (organized into chapters 1, 2, etc.)
- Conclusions
- Appendices (A, B, etc.)
- Glossary (terminology list)
- Bibliography

3. The abstract should provide a clear and concise description of the thesis content without repeating the title. It should not include tables, figures, formulas, bibliographic references, or topics not addressed in the main text.
4. The introduction must include:
        a. A clear definition of the issue addressed in the thesis.
        b. The methodological approach followed to address the issue.
        c. The current state-of-the-art in the relevant scientific field.
        d. A concise summary of the thesis results.
5. The main body must provide a detailed analysis of the steps undertaken, as outlined above. There must be at least one distinct chapter for each step. At a minimum, the developed systems/problems solved and the results produced must be described.
6. The conclusions must summarize the main findings and the contribution of the thesis and provide suggestions for further research.
7. The thesis must have a research orientation. To submit and present the thesis, students are required to have first submitted its content, or part of it, in the form of a scientific article to an international peer-reviewed journal or conference.

Article 30: Copyright and plagiarism

Copying from printed material, the internet, or any other source without proper citation of the reference's origin and without the author's or publisher's permission (where required) constitutes a violation of intellectual property laws and plagiarism. In cases where intellectual property rights apply to sources and/or results, a private agreement may be drawn up to clarify these rights, signed by the involved parties as necessary. This agreement, among other things, determines whether sensitive or confidential data can be presented during the thesis examination but not included in the main text.

Article 31: Performance Evaluation

1. The assessment and grading of students is the exclusive responsibility of a professor assigned to the respective subject area. This process is conducted independently of other subject areas and is based on the objective assessment of the student's performance in the specific subject.

a. The evaluation of research outcomes within the subject areas occurs during the winter or spring semester examination periods. Re-evaluation takes place in September.

b. The final grade for each subject is derived from the overall assessment of students' performance in their respective research work (e.g., literature review, experimental setups, conducting experiments) according to the instructions provided by the responsible professor at the beginning of the semester. The minimum passing grade for both a subject and the thesis is 6.0 out of 10.

c. Only one (1) failure is allowed per subject. A failure is defined as:
- A final grade lower than 6.0 out of 10.
- Failure to complete obligations (assignments, presentations, etc.) during the winter or spring semester or the September re-evaluation.
- Failure to submit the technical report by the student.

d. After the announcement of results, students have a period of five (5) days to contact the responsible professors for feedback on their performance and grades. After this deadline, the responsible professors submit the final grade records.

2) In case of a second failure during the September re-evaluation, the student may request a review by a three-member committee, appointed by the decision of the A.S.D.T.. The request must be submitted within five (5) days of the announcement of the September examination results. The committee consists of faculty members from the school, with expertise in the same or a related field as the subject area. The original examiner of the subject is excluded from the committee. The committee evaluates whether the technical report and the presentation of the research conducted by the student are sufficient for its completion and decides whether re-examination will take place and its process. This examination must be conducted within three (3) months of the September examination results announcement.

3) If a student fails the committee examination, the A.S.D.T. may decide, based on the student's overall progress, either:
a. To expel the student from the program.
b. To assign the student to retake the subject area anew.

4) If the student does not submit a request for committee review, the A.S.D.T. may decide, based on the student's overall progress, either:
a. To expel the student from the program.
b. To assign the student to retake the subject area anew.

Article 32: Instructors

1) The categories of teaching staff are defined in the Regulation of Studies (R.S.) of Harokopio University and the applicable legislation.

2) The teaching staff of the Postgraduate Program present extensive research, teaching, and academic work relevant to the subject of the program. The teaching staff focus on related research areas and have extensive experience in research and development projects, involvement in research and industrial activities, and collaborations with research institutions, governmental structures, and higher education institutions, which are leveraged to enhance the profile of the students.

3) More specifically, at least sixty percent (60%) of the teaching staff come from faculty members and postdoctoral researchers of the respective Department or from fixed-term teaching staff as per the applicable legal framework, all of whom hold a doctoral degree.

4) The A.S.D.T. evaluates the teaching personnel needs of the program. If the existing faculty members, retired faculty members, and fixed-term teaching staff as per the applicable legal framework are insufficient, the committee, through a justified decision, may assign teaching duties to faculty members from other departments of the same institution or invite faculty members from other higher education institutions or researchers from domestic research centers, as well as from international universities and research institutions. Any other category of personnel provided for in the applicable legislation may also be considered.

5) Assignments are made by the A.S.D.T. following a recommendation from the Coordinating Committee.

6) The A.S.D.T., upon recommendation from the Coordinating Committee, appoints the professors responsible for each subject area, who oversee the students' research projects. The responsible professors for each subject area are tasked with organizing the subject's content, defining the research projects, supervising and guiding the postgraduate students' work within the subject framework, evaluating their work, and providing updated study materials.

The categories of teaching staff are defined in the institution's Regulations and the applicable legal framework.

The teaching staff of the Master's Programme (Mphil) present an extensive research, teaching, and academic portfolio that is relevant to the programme's scientific area. The instructors focus on relevant research areas, are extensively involved in research and development projects, and participate in research and industrial activities. They also collaborate with research bodies, government institutions, and higher education institutions, enhancing the academic profile and experience of students.

Article 33: Procedure for Course and Instructor Evaluation by Postgraduate Students

1. The aim of the Postgraduate Program (P.P.) is to ensure quality and the continuous improvement of the educational services provided. In this context, the process of evaluating courses and instructors by postgraduate students is implemented in accordance with the Quality Assurance System (Q.A.S.) and the Internal Operating Regulations of the Quality Assurance Unit (MODIP).

2. The processing of teaching evaluation questionnaires is the responsibility of the Internal Evaluation Team (OMEA) of the Department. The results are communicated to the Department Chair, the Postgraduate Program Director, and the course instructors via encoded response sheets.

3. The Postgraduate Program Director and the Coordinating Committee (C.C.) are responsible for collaborating with the instructors to draft recommendations for the improvement of the educational services provided, where necessary, based on student evaluations.

4. At the end of the term of office of the C.C., the outgoing Director is responsible for preparing a detailed report on the research and educational activities of the P.P., as well as its other activities. The report aims to enhance the program of studies, make better use of human resources, optimize existing infrastructure, and ensure the socially beneficial use of the P.P.'s available resources. The report is submitted to the respective Department overseeing the P.P., while course evaluations are published on the P.P. website.

5. By decision of the A.S.D.T. and in collaboration with the Quality Assurance Unit (MODIP), an exit questionnaire is prepared for graduating students, covering all academic and organizational aspects of the program. Completing this questionnaire is a mandatory requirement for students to participate in the graduation ceremony. The questionnaire is completed anonymously in electronic form.

6. The statistical analysis of the evaluations of instructors and courses is published on the P.P. or Department website and is accessible to at least all members of the academic community of the institution after the Department's internal evaluation is submitted by the OMEA. Deviations from this process occur only with a substantiated proposal from the Coordinating Committee (C.C.) and a decision by the A.S.D.T. in cases of specific reasons.

7. The evaluation process of the A.S.D.T. is conducted in accordance with the manual of the Internal Quality Assurance System of the University's MODIP, applicable legislation, and the guidelines of the Hellenic Authority for Higher Education (ETHAAE).

Article 34: Programme Revision Procedure

The procedure for revising the program follows the procedures outlined in the Institution's Study Guide and complies with applicable legislation.

Specifically, every two years, the Coordinating Committee (C.C.) of the Postgraduate Program (P.P.), taking into account:

1. the Institution's strategy,
2. the results of the P.P. evaluation,
3. studies conducted by external bodies related to research,
4. the completeness of the curriculum, and
5. the relevant regulatory framework and its constraints on P.P. structure,

proposes changes to the A.S.D.T., substantiating its recommendations.

For changes that significantly affect the curriculum (e.g., courses that are discontinued or new courses that are introduced), the Committee's proposal also specifies transitional provisions for students from previous academic years.

The A.S.D.T. approves the changes, and the Department issues the updated Study Guide, which includes a detailed ECTS guide, and submits it to the Institution's Quality Assurance Unit (MODIP) to ensure compliance with core standards. Finally, the complete Study Guide, in both Greek and English, is published on the P.P. website to inform stakeholders.

The changes are also communicated to the Department's Secretariat to update the Student Information System (SIS) and consequently adjust students' degree requirements.

Minor Changes (e.g., syllabus updates, renaming of a thematic unit, or adding coordinators to a thematic unit):

-   are submitted as a written request by the P.P. Chair, with the approval of the C.C., to the A.S.D.T.
-   The A.S.D.T. reviews and approves the changes, and the same update process is followed.

Article 35: Complaints Management

The department operates a Complaint Management Committee, the members of which are listed on the department's and the P.P.'s websites. A Complaint Management Regulation has been established and implemented, and along with the standard form for submitting student complaints, it is available on the aforementioned websites.

An official email address has been designated for the submission of student complaints: complaintsdit[at]hua[dot]gr.

Article 36: Registration Fees - Payment Method - Free Tuition

The registration fees amount to a total of one thousand euros (€1000). Upon a substantiated request to the Department Assembly, the payment can be made in installments.

Based on a substantiated proposal from the Coordinating Committee (C.C.) and a decision by the Assembly of the School of Digital Technology (A.S.D.T.), the total tuition fees and payment methods may be revised prior to the publication of the admission call for the P.P., taking into account the following:
- The prevailing economic and social conditions.
- The administrative support needs of the program.
- The number of courses offered.
- Other factors related to the program's sustainability.
- The policies of the institution and the respective School.

Article 37: Code of Ethics for Postgraduate Students

1. A fundamental rule of ethics for students is the avoidance of plagiarism in their coursework during their studies. Plagiarism constitutes a direct violation of applicable intellectual property laws and is considered a serious disciplinary offense, leading to significant sanctions for students found guilty of such misconduct.

2. The following are explicitly prohibited:
   a) The use of third-party intellectual creations and presenting them as one's own when fulfilling specific obligations.
   b) Presenting collaboratively prepared assignments as individual work.
   c) Submitting, in whole or in part, work previously completed to meet certain academic or research requirements and resubmitting it for new or different academic or research obligations.
   d) Any form of cheating or collaboration with third parties during any examination process, as well as the use of unauthorized aids, notes, or electronic devices unless explicitly permitted by the examination supervisor.

3) Audio or video recording of meetings, lectures, or presentations using electronic means is strictly prohibited unless prior consent has been obtained from the instructor and all attendees.

4) Students must respect and safeguard the institution's facilities and equipment, ensure the cleanliness of its premises, and avoid causing or inciting disturbances or inappropriate behavior that may damage the buildings, facilities, or institutional property.

5) Students must refrain from using or allowing the use of the institution's premises or facilities for illegal activities or actions that harm its image or reputation. They should also avoid engaging in activities inconsistent with the academic mission of the institution or those that hinder its smooth operation (e.g., governance and administrative services, teaching, and research), academic freedom in teaching and research, or the free expression and circulation of ideas.

6) Recording lectures of instructors is not allowed unless there is written consent from the instructor and all attending students.

Article 38: Student Violations

Students of the postgraduate program are subject to the applicable laws and the Regulation of Studies (R.S.) of Harokopio University. Disciplinary offenses for students include violations of the provisions of higher education legislation, breaches of this Regulation and the decisions of the University's governing bodies, and violations of the behavioral standards expected of members of the academic community to maintain democratic functioning and uphold the institution's integrity and reputation. Specifically, disciplinary offenses include, but are not limited to:

> a) The use of methods or tools that compromise the integrity of examinations.
> b) Violations of intellectual property and plagiarism regulations, including the production of original work using artificial intelligence software without the instructor's approval.
> c) Intentional damage to University property.
> d) Deliberate disruption of the University's smooth operation and its services.
> e) Insulting the personality and diversity of members of the academic community.

The disciplinary bodies and their operation are governed by applicable legislation and the Regulation of Studies (R.S.) of Harokopio University.

Article 39: Graduation Ceremony - Diploma format

The graduation ceremony and the format of the awarded diploma are determined by the Regulation of Studies (R.S.) of Harokopio University. For international students, the diploma is provided in English, as outlined in Article 41.

Article 40: Diploma Grade

The final grade of the postgraduate degree is calculated as the weighted average of the student's grades in the courses and the thesis.

$$\frac{\sum_{i=1}^{N} ECTS_i \cdot M_i + ECTS_{M\Delta} \cdot M\Delta}{\sum_{i=1}^{N} ECTS_i + ECTS_{M\Delta}}$$

Where:
Mi: the grades the student has received in each thematic unit,
ECTSi: the credit units for the respective thematic unit,
MΔ: the grade of the Master's Thesis, and
ECTSMΔ: the credit units for the Master's Thesis.

The degree grade is rounded to one decimal place and classified as follows:
- Excellent: 8.6 – 10
- Very Good: 7.1 – 8.5 (inclusive)
- Good: 5.0 – 7.0 (inclusive).

Article 41: Diploma Supplement

The postgraduate program provides a diploma supplement in both Greek and English, in accordance with Article 15 of Law 3374/2005 (A΄ 189). Additional (non-compulsory) skills acquired by the student during their studies, which are not included in the final grade calculation, are listed in the Diploma Supplement.

Article 42: Thematic Units descriptions

The ECTS descriptions of the courses are posted on the website of the postgraduate program.
The thematic units include relevant areas of knowledge that will be dynamically adapted based on research developments and broader research needs, following a recommendation by the Coordinating Committee and approval by the Assembly of the School of Digital Technology (A.S.D.T.)

Article 43: International Students

For international students who do not have sufficient knowledge of the Greek language (i.e., do not hold a degree or postgraduate qualification from a Greek higher education institution, or a Greek high school diploma or six-year gymnasium diploma, or a C1-level Greek language proficiency certificate from the Center for the Greek Language), enrollment in an English-language program is possible under the same terms and conditions mentioned above, upon submission of the required documents.

The student is enrolled in such a program following a justified decision by the Assembly, which specifies the necessary documents on a case-by-case basis. In this case, examinations and the writing of assignments are conducted exclusively in English, and the degree is issued in English. Additionally, all prescribed research and academic activities are conducted in English.

Article 44: Other issues

Issues that arise and are not addressed by current legislation, the Regulation of Studies of Harokopio University, or this regulation, are resolved by decisions of the Assembly of the School of Digital Technology (A.S.D.T.).