



UNIVERSITY OF PIRAEUS

**DEPARTMENT OF INDUSTRIAL MANAGEMENT AND
TECHNOLOGY**

REGULATIONS

OF UNDERGRADUATE STUDY PROGRAM

ACADEMIC YEAR 2018-2019

CHAPTER A STUDY RULES

Article 1

Students Admission

1. The **registration** of first-year students in the Department of Industrial Management and Technology is effected by the online application of the Ministry of Education and Religious Affairs that, also, dispatches the list with the successful candidates to the Department. The admission and registration of students belonging to special categories is consistent with the legislation in force. Apart from the above, students may register after succeeding the **admission tests**, in accordance with the legislation in force. According to a decision of the Assembly of the Department, which is validated every year, the candidates that pass the admission tests are enrolled in the 3rd semester of the program, exempting the courses examined at the admission tests and having the obligation to attend the remainder of the curriculum.

Article 2

Enrollment to Courses

1. The student **enrolls** at the beginning of each semester, at dates specified by the Dean of School, in the courses of his/her choice.
2. Students submit to the Department's Secretariat an electronic application of the courses they wish to attend during the semester (course booking) at the beginning of each semester and within a deadline specified in the Academic Calendar, which must not exceed two (2) weeks. Students who have not submitted the electronic application are not admitted to the exams. In case that such a student is erroneously allowed to sit for the exams, his/her grade shall be ignored.
3. The number of courses that the students may select, is defined in the curriculum.
4. No upper limit exists for the number of students that can be enrolled in an elective course. In case an elective course is cancelled due to the small number of applications (less than 5 students) or if a large number of students (more than 30 students) presents difficulties in conducting an elective course, e.g., due to capacity constraints in laboratories, classrooms, etc., by decision of the Assembly of the Department, the aforementioned students may be given the opportunity to enroll in another elective course, even after the specified deadline.
5. By decision of the Assembly of the Department, the terms and conditions for improving a course grade are defined, according to the procedure decided by the Assembly of the Department.

Article 3

Duration of Study – Part-time Study– Suspension of Studies

1. The duration of the Undergraduate Study Program of the Department of Industrial Management and Technology is eight (8) semesters divided into four (4) academic years.
2. Active students shall mean the students whose duration of studies does not exceed the indicative duration of the semesters required for obtaining a diploma, increased by four semesters, i.e., twelve (12) semesters or six (6) years.
3. Students who can prove that work for at least 20 hours a week can enroll as part-time students at their request approved by the Dean of School. For active part-time students the duration of study is twice as high as that specified in the indicative curriculum.
4. Students may suspend their studies at their request approved by the Dean of School. The student status is temporarily suspended for as long as the suspension of studies lasts,

unless suspension is due to proven health reasons or reasons of force majeure. The request shall be filed before the beginning of the semester that initiates the suspension period. Suspension may be requested for an even-numbered semester, so that the sequence of courses is not affected, and not more the minimum number of semesters required for obtaining a diploma, unless suspension is due to proven health reasons or reasons of force majeure.

Article 4

Organization of Education/Training – Academic Calendar

1. Undergraduate studies are conducted at the basis of semesters and according to undergraduate study program prepared by the Assembly of the Department and described in the respective Study Guide. The educational/teaching work of each academic year is carried out in two semesters, the winter and spring semesters. Each semester includes at least thirteen (13) full weeks of teaching. The number of weeks required for conducting examinations is defined by decision of the Rector's Council and included in the Academic Calendar.
2. Extension of the duration of a semester is only allowed in exceptional cases to complete the minimum required number of teaching weeks, however, it cannot exceed two (2) weeks and is given by decision of the Rector following the proposal of the Dean of School. If, for any reason, the duration of a course is less than thirteen (13) weeks, the course shall not be deemed concluded and the students shall not be examined, while any examination is void and the grade is ignored.
3. The academic year begins on September 1st and ends on August 31st of the following year. Holidays take place: a) from Christmas eve until Epiphany and B) from Great Monday until the Sunday of St. Thomas.
4. University is closed on the following dates: a) National Holiday of October 28th, b) Athens Polytechnic Uprising Anniversary (November 17th), c) Saint Spyridon, Patron of Piraeus (December 12th), d) Three Holy Hierarchs day (January 30th), e) National Holiday of March 25th, f) Clean Monday, g) May 1st and h) Day of the Holy Spirit.
5. Cessation of educational/training activities and, in general, the University operation beyond the provisions of law is only possible by decision of the Senate and only for exceptional cases. In exceptional circumstances of extreme phenomena, the University may close by decision of the Rector.

Article 5

Schedule of Courses - Exams

1. Teaching of all courses in the curriculum is carried out in accordance with the schedule drawn up by the Directorate of Studies in consultation with the Department Chair and with the approval of the Department Chair and of the Vice Rector of Academic Affairs. The schedule of courses is applicable for one semester and is drawn up (drafted or revised) at least fifteen (15) days before the semester is launched. Once finalized, it is notified to the Department Secretariat by the Directorate of Studies. The schedule of courses is notified to the teaching staff and the students by the Department Secretariat at least fifteen (15) days before the semester is launched.
2. The schedule of courses includes lectures, classrooms and the weekly timetable of all courses.
3. Attendance by students (lectures, tutorials, laboratories, workshops, seminars, etc.) is generally optional.
4. In the event that a scheduled lecture is prevented, its rescheduling is envisaged. The rescheduled date and time are posted on the e-class or on the Department's website.

5. Course schedules should exclude concomitant lecture timetable for the compulsory courses of the same semester and the exams schedule should only exclude concomitant exam timetable for courses of a semester.
6. The Department ensures the facilitation of the attendance of students and teachers with special needs.

Article 6

Exams – Examination Regulations

1. Exams shall be conducted only after the end of the winter and spring semesters for the courses taught in these semesters, respectively. The student has the right to be evaluated in the courses of both semesters in the September examination period, before the winter semester is launched. Examinations can be carried out only after thirteen (13) weeks of teaching.
2. Students beyond the regular duration of studies, which is equal to the minimum number of semesters required to obtain the diploma, as indicated in the curriculum, may, by decision of the Assembly of the Department, be examined in the winter or spring semester of each academic year in all courses they have failed, regardless the respective semesters, after a decision to that effect has been adopted by the Assembly of the Department.
3. The exam schedule is drawn up by the Directorate of Studies, by means of a shared use of classrooms, in consultation with the Department Chair and the Vice Rector of Academic Affairs.
4. Each examination period has a duration of 4-5 weeks. The beginning and the end of the examination periods is included in the Academic Calendar.
5. Special provision is made for the assessment of students diagnosed, prior to their admission to the university, with learning disabilities (e.g., dyslexia) upon their request, accompanied by the relevant supporting documents, at the Department Secretariat.
6. In specific cases and with the consent of the Assembly of the Department on the basis of the Academic Advisor proposal, if a student fails a course several times, by Decision of the Dean he/she shall be evaluated, at his/her request, by a three-member committee of Faculty professors, with the same or relevant field of expertise, or professors from other Faculties if such expertise cannot be found in the Faculty concerned, appointed by the Dean. The course instructor shall be exempted from being a committee member. In case of failure, the student continues his/her studies and is re-evaluated in this course, consistent with the legislation in force.
7. The examination material of a course includes material that has been already notified to students from the beginning of or during the semester in conjunction with possible clarifications or alterations decided by the instructor.
8. Exams shall be written or oral, at the discretion of the instructor. If oral, the date and time of the exam within the exam period is decided by the instructor.
9. An Exams Committee may be set up by three faculty members nominated for two years by the Assembly of the Department. The term of the committee may be renewed for another two years. The work of the Exams Committee is to regulate all issues related to the organization and smooth conduct of examinations (supervisors, classrooms, exam papers, poor scheduling issues, cheating, and the like).
10. The usual duration of an exam is two hours. The duration of the exam may be decided by the examiner to be shorter but not less than one hour, provided that it has been announced in the exams schedule. Exams may last no more than three hours.

Examination Regulations:

1. Each examiner may prepare two sets of test papers, alternately distributed to the students examined.

2. The supervisor may, before the distribution of the test papers, change the placement of the students examined. Changing the placement of student shall also be permitted where the supervisor considers this appropriate. When the number of students to be examined is large (more than 30 students), two or more supervisors are present.
3. The supervisor or the examiner checks the identity cards and signs the student answer papers during the exam. Identity checks are compulsory and students should carry their student ID card or other certification to prove their identity. A student without any identification document shall not be allowed to sit for an exam or, his/her answer sheet, if submitted, shall be ignored.
4. In addition, the student should carry a pen, erasing material and a calculator, if needed and allowed by the examiner, whose borrowing is prohibited. Mobile phones, their use and accessories, are prohibited in the classroom that exams take place. Also, the use of sunglasses and hats is prohibited. If needed, this should be certified by a State Hospital. If students carry such items or carry books or notes when their presence is not allowed, they should leave those on the lecturer's desk in an orderly manner and pick them up when leaving. The University would have no liability for their loss.
5. At receiving the test papers, the student should fill in his/her name and other details even if the student intends to hand the answer sheet blank.
6. Acknowledgement of attendance is given only if the supervisor establishes the identity of the student examined.
7. If the student requests to leave the exam room, the supervisor shall enter on the student's answer sheet the time of departure and the time of re-entry. The test papers are given to students and should be collected back with the students' answer sheets.
8. The supervision or monitoring of the exams is carried out by faculty members, staff recruited under the Presidential Decree 407/1980, scientific and research associates, auxiliary staff, laboratory and teaching assistants, technical staff, administrators and secretarial staff, postgraduate and PhD students and post-doctoral fellows.
9. Supervisors must expel the student who violates the above prohibitions and he/she receives a zero. The supervisor ensures that the exams are carried out smoothly, takes the necessary measures and reports directly to the instructor on any student that refuses to comply with the regulations. In case the student refuses to comply, he/she receives a zero by the instructor. The course instructor is responsible for the smooth and in accordance with law and regulation conduct of the examination process.
10. Supervisors are responsible for preventing cheating and are accountable to the administration of the Department.
11. Test papers are compiled by the respective course instructor and, in emergency situations, by a representative or a replacement, who is solely responsible for providing clarifications to problems or questions that may arise on them. Examinations are conducted without the aid of books or notes, unless expressly permitted by the teacher, due to the nature of the test, stating so in writing within a reasonable time prior to the exam date.
12. Any issues other than those mentioned in this Regulation or covered by existing legislation (e.g., blackout, sudden illness of the student examined, etc.) shall be managed and decided upon by the course instructor.

Article 7 **Grading System**

1. Course grades are determined by the instructor, who may, at his/her discretion, organize written and/or oral examinations or rely on assignments or laboratory exercises.

2. Student grades are based on his/her performance in the exams. Performance in midterm exams, projects or exercises may also be taken into account.
3. Course performance is assessed by grades given in the knowledge assessment process. Each course, educational activity or diploma thesis is individually rated in full or half grade points. The rating scale of the student's overall performance is set from zero to ten. Pass grades are all grades over 5.
4. Exam results are posted by the instructor on the special electronic platform no later than thirty (30) days from the date of the exam. Exam results are posted on the Secretariat Online Registry Information System. The Secretary of the Department is responsible for the fulfilment of the above.
5. If fails, a student may re-sit the exam during the September period or a subsequent examination period. Re-sitting the exam on the same examination period is prohibited.
6. Within two months of posting grades, the student has the right to discuss his/her answer sheet with the respective instructor and receive adequate justification for his/her grade. Correction of grade after notification of results by the Secretariat is permitted only due to errors of a justified omission or summation.
7. If pass in a particular course, the student is not eligible to re-sit an exam for this course for achieving a higher grade (re-evaluation). Students may apply for re-evaluation if they meet the requirements set by the Assembly of the Department for the improvement of students' grades. They may be examined in the regular examination periods (winter or spring periods) along with the other students evaluated in the same period.
8. The grade achieved at re-evaluation, if it is a pass, is definitive and in no way a second re-evaluation request is allowed. At re-evaluation, the course is evaluated as if it were first examined without considering the grade achieved during the regular evaluation. If the student that requested the re-evaluation fails the exam, the student is regarded as having failed. He/she reserves the right to participate in subsequent exams until he/she passes, but he/she definitely revokes the right to request a re-evaluation.
9. In the event of proven cheating, plagiarism any other way of distorting the result of the examination, no grade shall be announced and, irrespective of any disciplinary sanctions imposed, the student shall be referred for re-examination.
10. The answer sheets are compulsory kept by the instructor for twelve (12) months. After that time, the answer sheets shall cease to be valid and destroyed unless criminal, disciplinary or other administrative proceedings are pending. It is best to dispose of them in the paper shredders of the University and the waste to be recycled.

Article 8 Textbooks

1. All undergraduate students are entitled to select and receive a free number of textbooks equal to the total number of compulsory and elective courses required to obtain the diploma and in each case one (1) textbook per course.
2. A textbook is considered to be any printed or electronic book, including free access electronic books, as well as printed or electronic academic notes, after their annual approval by the Assembly of the Department. The textbook responds in a comprehensive way to the course module and covers all or most of its material and content as set out in the regulations of undergraduate studies, in accordance with the approved curriculum.
3. The list of textbooks includes at least a recommended textbook per compulsory or elective course, registered within the Central Information System EUDOXOS. This list is compiled annually following suggestions from the teachers or instructors responsible for each of them, as well as other teachers with similar or related to the course field of expertise.

Article 9

Library

At the University of Piraeus, a shared library operates, at management level, as separate and decentralized unit, named as "Library and Information Centre" (L.I.C.). In order to become a member of L.I.C., undergraduate students need to register with the Library, in accordance with the procedures applied, and to declare that they accept the applicable rules and legislation for personal data records. The registration shall appear in the automated L.I.C. system and a member card with a unique barcode is issued. Termination of membership ensues at graduation. Users are required to return borrowed material or equipment. L.I.C. is open daily from Monday to Friday from 08.00 to 20.00 during the official education period. The remaining period of the year the opening hours are set by the Library's supervisory authorities. (Information on loan terms can be found on the University Library website).

Article 10

Student Rights and Obligations

1. Students fulfill their educational and examinations obligations in accordance with the Department's curriculum. Collaborate with the teaching and research staff on their educational and research needs, in days and hours announced in print or electronically by the staff at the beginning of each academic semester. They may also address the Dean and the Chair of the Department on matters of their competence.
2. They are also entitled to submit applications to the Secretariat of the Department. Responses to these applications shall be given within reasonable time, in writing or orally, by the competent University staff. The Secretariat shall accept students on specific opening days and hours at least 3 times a week in order to provide the necessary information, to receive applications, etc., in accordance with the current university law and the decisions of the Department and University. Applications can be also submitted electronically.
3. Students, through their legally designated representatives, are actively involved in the administrative activities of the Department's bodies, contributing to the administrative and educational organization and operation of the latter, as well as to the relevant School and to the University in general. The Vice Rector of Academic affairs may allow classrooms to become available for student events, whether unused or not; if not, a timely notice should be given to the respective lecturer that booked the classroom. The classrooms made available should be returned after their use, so that other operations of the Department or the University should continue unhindered.
4. Students produce their student ID card whenever they come in the Secretariat or the exams. Before inauguration, students return the student ID cards accompanied by a document form the Directorate of Students Welfare on the withdrawal of feeding and housing and by a note from the Library on the return of the books that had been borrowed.
5. Students are entitled to use the laboratory facilities and other equipment of the Department in accordance with the decisions of the Department. Students are entitled to use the library, study rooms and other equipment of the University in accordance with the decisions of the University.

Article 11

Awards – Scholarships– Non-contributory Grants

1. Awards – Scholarships

The Department by decision of the Assembly can award distinctions and prizes to students, if funding is available.

The University may, if a grant is available, awards its undergraduate and postgraduate students prizes and scholarships in accordance with applicable law and the decisions of the competent bodies.

2. Non-contributory Grants

The University, in accordance with the University's Scholarship Regulations, may, where there is a relevant fund, provide undergraduate and postgraduate students with non-contributory scholarships under the obligation to work part-time for up to forty (40) hours monthly for university services relevant to educational and research activities.

Article 12

Academic I.D. – Student Pass

Students may apply electronically for an **Academic I.D.**, to a specially designed information system, throughout the academic year. Applications for Academic IDs are open to all students. *However, valid student passes, entitled to the travel allowances, as provided by the the legislation in force, will be only granted to:*

- a) full-time undergraduate students, who remain non-degree holders for the entire duration of studies required for obtaining a diploma according to the indicative curriculum plus two (2) years.
- b) part-time undergraduate students who remain non-degree holders for twice the duration of studies required for obtaining a diploma according to the indicative curriculum.
- c) Students from EU member states and third countries, who study in a foreign University within the framework of the European Union mobility program "Erasmus", valid for the entire duration of their studies.

The termination of the student status for any reason (discontinuation, deregistration) automatically terminates the right of possession of the Academic I.D., which in this case should be returned to the Secretariat of the Department.

Article 13

Matters of Students Welfare

1. The University shall ensure that conditions to enable students to meet their academic obligations exist by establishing the necessary study and living terms. Special attention is paid to students with disabilities who have priority and access to any kind of benefit and entitlement deriving from their student status.

Active undergraduate students, as defined by article 2 of Law 4009/2011 (A195), are entitled to **free meals** provided that they are studying for their first degree, in accordance with the conditions laid down by current legislation and especially their family or their own financial situation and their locality.

Active students are meant the:

- a) full-time undergraduate students, who remain non-degree holders for the entire duration of studies required for obtaining a diploma according to the indicative curriculum plus two (2) years.
- β) part-time undergraduate students who remain non-degree holders for twice the duration of studies required for obtaining a diploma according to the indicative curriculum.

The conditions applicable to free meals and the necessary supporting documents for receiving and renewing the special meal cards are defined by applicable law and announced by the Directorate of Students Welfare.

2. Undergraduate students studying for their first degree are entitled, under specified conditions, to **annual housing benefits** according to the applicable law.

3. Active students that are not holders of a degree are entitled to *free accommodation in students' residencies of other Universities in Athens*. The terms and conditions of free student accommodation are determined by decision of the Rector's Council of the University of Piraeus in accordance with the conditions set by each Students Residence. Students wishing to use the benefit free accommodation should apply and submit the required supporting documents to the Directorate of Students Welfare of the University of Piraeus.
4. According to article 31 of Law 4452/2017, undergraduate students without medical and hospital care insurance, are entitled to *medical and hospital care* at the National Health System (E.S.Y.), and the associated expenditure to be covered by E.O.P.Y.Y., under article 33 of law 4368/2016. The issuance of the European Health Insurance Card (EHIC) for the above category of students, when moving to European Union countries and the covering of any costs incurred, continues to be carried out by the University services, according to the terms and conditions in force.
5. In the process of granting social benefits, personal data shall be processed in accordance with the European General Data Protection Regulation (EU) 2016/679, in order to ensure the confidentiality of personal data and to apply equal treatment of all candidates without any form of discrimination.

Article 14

Conditions for Diploma Award

1. A student completes his/her studies and is awarded the diploma after passes the 48 courses provided by the current curriculum and obtains 240 ECTS credits. Students admitted before the current curriculum put to force (i.e., before the 2015-16 academic year) are bound by the provisions of the transitional arrangements.
2. The graduation date is set by the examination date of the last course examined in each examination period of the University.
3. By decision of the Assembly of the Department and approval by the Senate the method for calculating the final grade calculation is specified, which is expressed as a decimal fraction with two (2) decimal places.
4. The final grade is accompanied by the following mark equivalence:
 - a) Excellent, for grades between 8.50 (included) to 10.00
 - b) Very Good, for grades between 6.50 (included) to 8.49
 - c) Good, for grades between 5.00 to 6.49

Article 15

Students Mobility – Visiting Students

1. Students from other, national or foreign homologated Universities, within the framework of educational-European or research cooperation programmes, are admitted as visiting students of the Department.
2. Visiting students have all the rights and obligations of the students of the Department for as long as their studies last, in accordance with the specified by the programme duration.
3. For students enrolled in Greek Universities, credits, duration of studies, successful attendance of courses and their grades at the host University are taken into account, transferred and considered completed at the home University, provided that these courses are included in the approved cooperation programme.
4. Those attended international or European education programs through University programmes have mandatorily as true duration of study the duration of attendance of the education program and the corresponding grade, converted to the above-mentioned grading scale, in accordance with the relevant educational agreement and the Transcript of Records under the applicable provisions. The grades of courses attended abroad should

be proved with an official document from the foreign University, translated by a competent authority into Greek, if the Assembly of the Department deems it necessary.

5. Transfer of ECTS credits can be carried out through the ERASMUS program. The transfer of credits is the process by which, by decision of the Assembly of the Department, it is certified that the learning outcomes achieved and evaluated in another University are fully consistent with the learning outcomes of the courses offered in the Department. Given the variety of Higher Education study programs, the learning outcomes of modules differ between programs. Therefore, a flexible approach is used to determine the credits received at another university. The Learning Agreement is signed before the student's departure so the student knows in advance that the courses he/she will take abroad will be fully recognized upon its successful completion. It is noted that if a student chooses to attend a course that does not fit into his/her curriculum and does not wish to be considered for obtaining his/her diploma, this may be entered in field 6.1 of the Diploma Supplement.

Article 16

Recognition of Education Courses

1. Students enrolled in the Department (from the academic year 2012-2013 onwards) are entitled to recognition of courses taught and successfully assessed in their home Department.
2. The recognition of courses taught in the host University, according to the preceding paragraph, is carried out by decision of the Assembly of the Department, following the Proposal of the Course Recognition Committee, on a case-by-case basis and the students are exempt from the exams of these courses or from the exercises described in the curriculum of the home Department.
3. The number of courses that may be recognized in cases (1) and (2) of this article as well as the qualifying conditions, are determined by decision of the Assembly of the Department.

Article 17

Educational Qualification – Educational Certificates

1. Diploma is a public document. Its type is defined by decision of the Senate. According to applicable law, the diploma is awarded within two (2) months of the student's completion of studies, it is signed by the Rector, the Chair and the Secretary of the Department and bears the stamp of the University. After the expiry of the two (2) months deadline, the Diploma is awarded only with the signature of the Rector or, if he/she is unable to officiate or unavailable, of the Vice Rector of Administrative Affairs, Academic Affairs and Personnel (Law 1946/91, article 48). Each graduate is entitled to receive two copies of the diploma and two graduate certificates free of charge. The graduate is entitled to receive the diploma on a parchment, upon paying to the Secretariat the fee notified by Directorate of Financial management of the University and designated by the Rector's Council.
2. Students may be issued a Certificate of Study, Transcript of Records Copy and Certificate of Completion of Studies in Greek and in English translation, upon their request to the Department Secretariat.

Article 18

Diploma awards – Inauguration

A student who has successfully completed his/her studies to obtain a degree, is sworn in before the Vice-Rector or the Dean acting as the Rector's representative and the Chair of the Department. Swearing-in is not a pre-requisite for the successful completion of studies, but is

a prerequisite for the award of a diploma. The swearing-in takes place at a ceremony, in the presence of graduates, on days designated by the Deans in consultation with the Chairs of the Departments. For reasons of force majeure and at his/her request to the Secretariat of his/her Department, the graduate may apply for receiving the Diploma without attending the swearing-in ceremony or may request to attend a subsequent ceremony. In cases of residence abroad (studies, work, health reasons) the graduate may apply to the Secretariat of his/her Department to take the oath before the Greek consular and embassy authorities of the country of residence. Prior to their oath or exemption for attending, graduates may be issued a certificate of successful completion of their studies. The swearing-in takes place at a ceremony, after the end of the February, June and September examination periods, at specific periods set by the Rector's Council and stated in the academic calendar. A Diploma Supplement in Greek and English is attached to the Diploma.

Article 19

Special Study Council

1. A Special Study Council shall be set up in each Department, constituted from the Assembly of the Department, consisting of the Chair of the Department or his deputy acting as its President, 60% from members of Assembly and 40% from students, depending on the size of the Department and according to the following.
2. The members of the Council are elected by the Assembly of the Department and the student representatives are elected by all the active students of the Department.
3. The Special Study Council discusses and makes proposals addressing curriculum issues.

Article 20

Academic Advisors

1. Each May, the Assembly of the Department delegates the duties of Academic Advisor to one or more members of the Assembly. The Academic Advisors are alternately appointed with an annual term beginning on September 1st of each academic year and may be renewed with the consent of the person concerned.
2. Academic Advisors notify, inform and consult students on all aspects of their studies and subsequent professional careers, advise and support first-year students in order to facilitate the transition from secondary to tertiary education students and pay special supportive care to students facing family, personal, or other difficulties in successfully completing their studies.
3. Academic Advisors shall inform the Assembly of the Department of their work and activity at least twice a year.

CHAPTER B
MATTERS OF THE STUDY PROGRAM

Article 21

Structure of Undergraduate Program

1. Undergraduate studies are carried out according to the curriculum whose structure is described in detail in the corresponding Course Guide with: reference to the courses/modules and teachers of each semester, description of course sequences or interdependencies, special provisions for course groups more specific forecasts for courses, specializations, compulsory elective courses, etc.
2. This includes the titles of compulsory, optional compulsory and optional courses, their content, their profiles, their weekly teaching hours, corresponding to each type of teaching assignment, credit units as well as course sequences and interdependences. The curriculum refers to the intended learning outcomes of each course or educational activity or internship. The curriculum may include classes of a foreign language.
3. The learning outcomes pursued shall serve the purpose of obtaining qualifications, in accordance with the National Qualifications Framework and the Qualifications Framework of the European Higher Education Area. These are descriptions/statements of the knowledge, skills and competences that the Program aims at providing the students after successful completion of each educational/learning activity.
4. The intended learning outcomes are determined by the instructors/teachers or those responsible for each educational/learning activity. Learning outcomes, as well as ways/methods and criteria for evaluating their achievement, should be clearly defined in all course syllabi, in order to ensure transparency.
5. In order to ensure the coherence of the Program, academics responsible for teaching should seek to link and relate the intended learning outcomes, teaching/learning approaches and assessment methods/techniques. This framework is a key prerequisite for ensuring the quality of the program provided, a core objective of the student-centered approach to teaching-learning and a repressive mechanism for student drain.
6. In accordance with current legislation (articles 14 and 16 of Law 3374/2005 and M.D. Φ5/89656/B3/13-8-2007) the University organizes undergraduate programs under the European Credit Transfer and Accumulation System so that curricula can be described by assigning credits to all of the individual educational components and activities that compose them, and make it possible to transfer and accumulate successful performance in other corresponding study programs of the same or another University at national and European level.
7. The European Credit Transfer and Accumulation System is based on the workload required by each student to achieve the objectives of a study program, depending on the learning outcomes and the knowledge, skills and competences achieved after its successful completion.
8. The workload consists of the estimated time a student needs to spend on average to successfully complete all planned educational processes and achieve learning outcomes.
9. Credits are assigned to each course (lecture, seminar, etc.), internship, degree or diploma thesis and everything else required in accordance with the curriculum to achieve the individual learning outcomes sought, depending on the objective of each planned educational process. The body responsible for credit allocation for each individual educational component and activity of the curriculum is the Assembly of the Department, following a recommendation from the Curriculum Committee.
10. Each academic year includes educational activities corresponding to 60 credits. Each semester includes educational activities that correspond to 30 credits.

11. Undergraduate studies lead to a Level 6 qualification in accordance with the European Qualifications Framework (EQF) and the National Qualifications Framework (EQF).
12. To meet the needs arising from student exchange programs with other countries, each Department may decide to offer certain courses in English or another EU official language. In this case the exams will be conducted in the language that the course was conducted.
13. Upon recommendation from the Curriculum Committee, the Assembly of the Department decides on the percentage between compulsory and elective courses and on how to replace them according to the existing legislation. It may also decide on the proportion of elective compulsory courses as to the total number of courses required to obtain the diploma.
14. The content of the curriculum is approved by the Senate upon the assent of the Department's Assembly.
15. The full adoption of the Curriculum is deliberate and appropriate. However, the Curriculum does not bind the students to the courses they will attend in each semester and, as a consequence, each student may, at his/her own discretion, draft his/her own curriculum. This flexibility can be exploited to the advantage of students with limited time available (militaries, students working, students with increased family or circumstantial obligations, etc.).
16. The Departments included a **Diploma** Thesis in the curriculum, carried out at the 7th semester (Project I) or the 8th semester (Project II), with a duration of 2 semesters. The Diploma Thesis is prepared by 4th year students, under the supervision of a faculty member, or a laboratory and teaching assistant assigned with independent teaching. The conditions and the process for assigning these projects are described in Thesis Regulation. The Department may set a minimum and maximum number of theses that each supervisor can undertake to ensure effective supervision and to fair sharing of educational tasks between faculty members.

Article 22 Industrial Training

The Curriculum includes industrial training relevant to the Department's field of expertise. Internship aims at familiarizing students with the labor market, gaining work experience, linking studies with professional employment to enhance trainees' skills as well as their employability and professional networking. Industrial training is carried out by the students in accordance with the terms described in Internship regulations and the applicable law. Internship is conducted in the context of funded or non-funded programs in enterprises and in general, private or public organizations related to the field of study of the students of the Department. Funding for the training program can be provided if needed, in addition to the University, from private or other bodies.

Article 23 Evaluation

A) Formal Assessment of Student Performance

Includes all written and/or oral examinations or general assignments, tests which are explicitly provided for the purpose of evaluating the degree of achievement of the intended learning outcomes.

It consists of assigning to a student a certain number of credits when he/she has demonstrated the achievement of predetermined learning outcomes in each course/module.

Formal assessment requires full alignment between the intended learning outcomes, the teaching/learning activities carried out and the methods and criteria through which the student is evaluated.

B) Evaluation of Teaching Work

The evaluation of teaching work is carried out by the students through relevant questionnaires, distributed to them between the 8th and 13th week of each academic semester. The purpose of this process is to document the quality and effectiveness of the teaching work as a criterion for the accreditation of the curricula in accordance with the legislation in force. The content of the questionnaires is formulated or revised in accordance with the guidelines of the Independent Quality Assurance & Certification Authority in Higher Education, as well as the distinctive profile, vision and mission of the University.

C) Evaluation of the Department as an Academic Unit

The Department as an academic unit and the curriculum is subject to periodic internal and external evaluation by a committee of experts designated by the Quality Assurance and Certification Authority in Higher Education (ADIP) in accordance with applicable law, the ADIP guidelines and the decisions of the Quality Assurance Unit (MODIP) of the University of Piraeus. The Internal Assessment Team (OM.E.A.) of the Department is responsible for conducting internal evaluation procedures.

Article 24**Course Guide – Public Information**

The annual Course Guide is published each June and disseminated to students by the Department's Secretariat by posting on the Department's website.

The Course Guide should include valid, reliable and up-to-date information on: the curriculum structure, the individual educational modules/courses, the resulting credits for each educational/learning activity and the learning outcomes. In detail, course profiles are posted on the Department's website. The purpose of this approach is to ensure the transparency and credibility of the Program provided and to provide all interested parties with proper information.