

UNIVERSITY OF THESSALY - DEPARTMENT OF ARCHITECTURAL  
ENGINEERS

REGULATION  
GOVERNING THE POSTGRADUATE STUDIES' PROGRAM (PSP)  
AND THE ELABORATION OF THE DOCTORATE THESIS

ARCHITECTURAL DESIGN

## CONTENTS

<b>A. GENERAL ARTICLES</b>	<b>4</b>
<b>Article 1. Introduction</b>	<b>4</b>
1. Mission	4
2. Objectives	4
3. General Provisions	4-5
4. Postgraduate Diplomas	5
<b>B. ARTICLES REFERRING TO THE AWARD OF A POSTGRADUATE SPECIALIZATION DIPLOMA</b>	
<b>Article 2. Postgraduate Specialization Diploma</b>	<b>5</b>
1. Introduction	5
2. Duration	5
3. Postgraduate Specialization Diploma Award Requirements	5-6
4. PSP Operation Instruments	6
5. Committees	6-7
<b>Article 3. PSP Admitted Students-Selection procedures</b>	<b>7</b>
1. Applications	7
2. Selection of Postgraduate Students	7-8
<b>Article 4. Program</b>	<b>8</b>
1. Program of studies for the PSD	8
2. PSP Instructors - Supervisors	8-9
3. Evaluation of courses	9
4. Postgraduate Diploma Project	9-10
5. Field training	10
<b>C. ARTICLES REFERRING TO THE AWARD OF A DOCTORATE DIPLOMA</b>	
	<b>10</b>
<b>Article 5. Doctorate Diploma</b>	<b>10</b>
1. Introduction	10-11
2. Duration	11
3. Doctorate Diploma award requirements	11
4. Candidate doctors' selection procedure	11
5. Doctorate Thesis elaboration criteria	11
<b>Article 6. Program</b>	<b>12</b>

1. Doctorate Diploma award procedure	12
2. Doctorate Thesis elaboration	12-13
<b>D. COMMON PROVISIONS GOVERNING THE POSTGRADUATE AND THE DOCTORATE COURSE OF STUDIES</b>	<b>13</b>
<b>Article 7</b>	<b>13</b>
1. Attendance	13
2. Suspension of the attendance	13
3. Part time attendance	14
4. Material/ technical infrastructure	14
5. Completion of studies	14
6. Attestations	14
7. Secretariat services, technological and financial support	14
<b>Article 8. Finances. Management of revenues and expenses</b>	<b>14</b>
1. Resources	14-15
2. Expenses	15
3. Scholarships	15
4. Health care - Student loans	15
<b>Article 9. Quality assurance</b>	<b>15</b>
1. Intellectual rights' & ethics-related issues	15-16
2. Program Evaluation	16
3. PSP webpage	16
<b>Article 10. General provisions</b>	<b>16</b>
Annex 1	17

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**A. GENERAL ARTICLES**

**Article 1. Introduction**

1. The Department of Architectural Engineers, of the University of Thessaly, will organise and operate a Postgraduate Studies' Program (PSP), titled "Architectural Design", starting from the academic year 2009-2010, in accordance with the provisions of this decision, the provisions of the Postgraduate Studies' Regulation of the University of Thessaly, and the provisions of Law 3685/2008 (GOVERNMENT GAZETTE 148 vol. A' /16-8-2008) "Institutional framework for postgraduate studies".

**Article 2. Scope - Objectives**

1. The scope of the PSP is the development of knowledge and research, in the field of architectural design.

2. The purpose of the program is:

The broadening of the field of architecture and design and the investigation of their relation with the theory, the art, the technology of the representations and the construction. The above relations are investigated within a range of scales (the city, the buildings, the subjects, the landscape), and based on interdisciplinary perspectives.

**Article 3**

**Postgraduate titles**

The PSP awards:

- a) A Postgraduate Specialization Diploma (PSD) in Architectural Design
- b) A Doctorate Diploma (DD) in Architectural Design.

**B. ARTICLES REFERRING TO THE AWARD OF A POSTGRADUATE  
SPECIALIZATION DIPLOMA**

## **Article 4. Postgraduate Specialization Diploma**

### **1. Program Duration**

a) The studies for the award of the Postgraduate Specialisation Diploma are of full-time attendance and of a duration of three (3) academic semesters, two of which are instructive semesters, dedicated to the attendance of courses, laboratories and seminars, while the third is dedicated to the elaboration of the diploma project.

b) The maximum duration of studies for each student is set to be (6) semesters.

c) The maximum duration of studies at the PSP is set to be six (6) semesters, i.e. twice the minimum duration of studies. The Department's General Assembly of Special Composition may extend the above duration for another year, upon a grounded relevant decision.

### **3. Postgraduate Specialization Diploma Award Requirements**

For the award of the Postgraduate Specialization Diploma, 90 credit units (ECTS) are required, which are gathered upon:

- the successful attendance and examination of the 4 courses and the 4 laboratories,
- the elaboration and the successful examination of an original Postgraduate Diploma Project,
- the attendance of organised seminars and lectures.

### **4. PSP Operation Instruments**

For the organisation and the general operation of the PSPs, the competent instruments are:

- The Department's General Assembly of Special Composition (GASC), which consists of the President of the Department, the Instruction and Research Personnel (IRP) members of the Department's General Assembly and two (2) representatives of the Department's postgraduate students. The GASC is responsible for the drawing-up and the suggestion of the PSPs, for the appointment of the members of the advisory committees, the examination committees, the coordination committee, for the establishment of the candidate postgraduate students' selection, or examination committees, as well as for any other matter, foreseen by the side provisions. The GASC is presided by the President of the Department and the proposals are introduced by the Director of the PSP.

- The Coordination Committee (CC) of the PSP, which consists of IRP members of the Department, who have undertaken postgraduate projects, or the supervision of doctorate theses, and who are appointed by the GASC. The CC is responsible for the monitoring and the coordination of the Program's operation. The term of

service of the CC members is initially two years, allowing for renewal.

- The Director of the Postgraduate Studies' Program presides over the CC, he/ she is elected upon a decision of the Department's GASC, for a two-year term of service, allowing for renewal, and he/ she may perform his/ her duties with partial exemption from his/ her instructive obligations. The Director is a Professor, or an Assistant Professor, teaching the subject, or a subject related to the scientific subject of the PSP. The Postgraduate Studies' Director introduces to the GASC every matter related to the effective implementation of the PSP.

## **5. The Committees of the PSP**

For the operation of the PSPs, the Department's GASC appoints the following Committees, for a two-year term of service:

- Postgraduate Students' Selection Committee
- Ethics Committee
- Financial Management Committee

The GASC may form additional Committees, if they consider it necessary. All the proposals, or decisions of the Committees are subject to the approval of the GASC.

The Postgraduate Students' Selection Committee occupies itself with the following:

- The control and the evaluation of the total of submitted supporting documents.
- The control of the degree's relevance with the scientific subject of the PSP.
- The carrying-out of interviews with the candidates.
- The final ranking of the candidates, based on the Program's list of criteria, and the suggestion of selected candidates, based on the above ranking, to the GASC.

The Ethics Committee occupies itself with the observation of the ethics rules, as regards the way the courses are conducted, the writing and the publication of the diploma projects, the consolidation of intellectual rights, and the literary piracy of other projects.

The Financial Management Committee occupies itself with the monitoring, the control and the continuous updating of the Program's finances.

## **Article 3. Students admitted at the PSPs- Selection procedures**

1. The number of annually admitted students is 20. Additionally admitted are one (1) native scholar of the State Scholarships

Foundation (SSF), one (1) scholar of the "Alexander Onassis" scholarships' program, and one (1) foreign scholar of the Greek State.

## 2. Applications

Every year, and two (2) months before the expiry of the deadline for the submission of applications, the Department's Postgraduate Studies' Program publishes an announcement in the Press and in the webpage related to the Postgraduate Studies' Program. The candidates' applications shall be accompanied by the following, foreseen supporting documents. Applications that are not accompanied by the necessary certificates, or supporting documents, will not be taken into account during the selection of the candidates.

## 3. Selection of postgraduate students

The program accepts graduates of Higher Education Institutes of Greece, or of corresponding foreign Departments, the undergraduate studies of which are directly related to the corresponding scientific subjects of the program.

A suggestive list of the Departments, the graduates of which may file their applications, are:

- Departments of Architecture
- Schools of Fine Arts
- Departments of Industrial Design

Applications of graduates of other Higher Education Institute, or Technical Education Institute Departments, are acceptable, provided that the candidates have, either completed postgraduate studies in the above subjects, or acknowledged professional experience.

4. The PSP candidates are selected by the General Assembly of Special Composition (GASC), upon an introduction of the special PSP committee, related to the selection of candidates. The acceptance is based on the combination of the following criteria:

A) The evaluation of the candidate's file. More particularly, the following are taken into account:

- The subjects of previous studies,
- The grade of the diploma/s,
- The grades in undergraduate courses related to the PSP courses,
- Any additional qualifications (e.g. publications, distinctions, professional experience, research) indicated in the attached curriculum vitae,
- The letters of recommendation (two)
- The certified knowledge of at least one foreign language.

- The memorandum of projects, certifying the quality of the candidates' architectural and artistic fieldwork. The memorandum shall contain:
  - a) projects of the candidate,
  - b) scientific publications (if any),
  - c) a text of 500-600 words, including:
    - a brief description of the reasons why the candidate wishes to attend the postgraduate program, as well as of the field in which he/ she wishes to utilize his/ her knowledge in the future,
    - a presentation of the candidate's research interests, as well as the subject of the diploma project he/she is interested in elaborating.

B) The candidate's interview, before a special selection committee.

5. For the enrolment in the PSP, an application is submitted, comprising: (1) a printout of the application, (2) a photograph, in the size of an identity photograph, glued on the relevant area of the Application Form, (3) a copy of the identity card (or of the passport, in case of foreign candidates), (4) a curriculum vitae, (5) a certified copy of a diploma, or degree, or an attestation, certifying that graduation is expected to occur until the 30<sup>th</sup> of September of the academic year, during which the candidature is submitted, as well a certificate of equivalence of the Hellenic National Academic Recognition and Information Center (NARIC), if required, (6) a detailed Table of Courses and Grades, (7) a certificate attesting the knowledge of foreign languages. For foreigners, the sufficient knowledge of the Greek language is also required. The level of knowledge of the foreign language/s shall be at least equivalent to the State Foreign Language Certificate Level B, of Law 2740/1999, as replaced by paragraph 19, article 13, of Law 3149/2003. The holders of second cycle, or postgraduate titles of studies from foreign Universities are excluded from such obligation, (6) the memorandum of projects, certifying the quality of the candidates' architectural and artistic fieldwork, (7) two (2) Letters of Recommendation, from University instructors, researchers, or distinguished persons, (8) a short text of 500-600 words, indicating the reasons why the candidate wishes to attend the PSP.

6. The table of successful candidates is certified by the GASC.

#### **Article 4. Program of PSP/ PSD studies**

1. The academic program of studies is organised in courses, design laboratories and seminars. In order to complete their participation in the PSP, the students must attend four courses, four seminars and four design laboratories. After the evaluation



of their successful attendance of the courses and laboratories, the students elaborate their postgraduate theses.

2. The design laboratories require continuous, five-day work and their objective is the production of high level results and the creation of exemplary design products' configurations. The responsibility of their establishment burdens the PSP's Coordination Committee, while the laboratories see the participation of famous architects and instructors of the Department of Architects. The seminars have the character of a short, yet intensive occupation with matters of a technical, or a research nature.

3. Every PSP course corresponds to at least 3 hours of instruction, weekly (36 hours of instruction and 160 hours of homework for the student) and to 7 European Credit Units (ECU/ECTS). Every intensive design laboratory corresponds to 36 hours of instruction (160 hours of homework for the student) and to 7 ECTS units. Every seminar corresponds to 1 ECTS unit. The postgraduate thesis is awarded 30 ECTS units.

4. For the award of the postgraduate diploma, every student must gather 90 ECTS units, 60 from the courses, seminars and laboratories and 30 from the diploma thesis.

5. The detailed program of studies is supplied hereunder:

#### DETAILED PROGRAM OF STUDIES

The detailed program of studies offers six courses (three per semester), four out of which must be selected by the postgraduate students (two per semester).

#### **Winter Semester Courses (30 ECU/ECTS)**

1. Interdisciplinary approaches of the architectural theory	7 ECTS
2. Theories and strategies for the Postmodern City	7 ECTS
3. Technologies of reproduction (selection of two out of the above three courses).	7 ECTS
Design Laboratory I	7 ECTS
Design Laboratory II	7 ECTS
Seminar I	1 ECTS
Seminar II	1 ECTS

**Summer Semester Courses (30 ECU/ECTS)**

1. Contemporary Art and Architecture Practices	7 ECTS
2. Landscape theory and Residential practices	7 ECTS
3. Energy and Environmental Design of Buildings - environmental building	7 ECTS
(selection of two out of the above three courses).	
Design Laboratory III	7 ECTS
Design Laboratory IV	7 ECTS
Seminar III	1 ECTS
Seminar IV	1 ECTS

**Postgraduate thesis** 30 ECTS

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**TOTAL** **90 ECU/ECTS**

Every semester has a minimum duration of twelve (12) complete weeks of instruction.

The content of each course, with the titles of the lectures, the evaluation method and the relevant bibliography, will be posted on the PSP webpage.

**Article 5. PSP Instructors - Supervisors**

1. The instruction of the PSP courses, laboratories and seminars may be undertaken by:

IRP members of the Department of Architects, or of other Departments of the University of Thessaly, or of other Higher Education Institutes, native or foreign, retired professors, visitors professors, special scientists, or instructors, based on the P.D. 407/1980 (Government Gazette 112 A'), who are holders of a Doctorate Diploma and have sufficient publications, researchers of acknowledged research institutes, native or foreign, who are holders of a Doctorate Diploma and present sufficient scientific auctorial, or research activities, scientists of acknowledged prestige, who dispose specialised knowledge, or experience, related to the scientific subject of the PSP. According to each case, artists and acknowledged professional architects may also be invited to teach.

2. At least 50% of the PSP instructors must be IRP members of the Department of Architectural Engineers (DAE). The IRP members are not allowed to be exclusively occupied at the PSP. The instruction of the PSP courses, laboratories and seminars is assigned upon a decision of the GASC.

3. For every postgraduate student, the GASC appoints an IRP member, as an advisor, and another IRP member, as a supervisor, following a suggestion of the CC. The advisor is responsible for the monitoring and the control of the postgraduate student's general course of studies. The supervisor bears the scientific responsibility for the elaboration of the Postgraduate Diploma Project and he/ she is appointed after the project's subject is selected.

4. Researchers of acknowledged research institutes, holders of a Doctorate Diploma, or other IRP members, may be appointed as co-supervisors of a postgraduate student. For the examination of the Postgraduate Diploma Project, the GASC, or the Sworn Administrative Committee (SAC) of the Department, appoints a committee, consisting of at least three members, i.e. the supervisor, and at least two (2) more IRP members, or A', B', and C' degree researchers, holders of a Doctorate Diploma. The members of the committee shall have the same, or a scientific specialty relevant with the scientific subject of the Program.

5. Every IRP member may undertake the supervision of up to seven (7) postgraduate students.

## **6. Evaluation of courses**

1. The evaluation and the grading of each course are in the exclusive authority of the instructor, they are totally independent from the rest of the courses and they derive from the objective evaluation of the student's performance, in the particular course. The evaluation criteria are explicitly defined and indicated in each course's information printout. The minimum acceptable grade is five (5), in a scale of one (1) to ten (10) (excellent).

2. In the event that a student fails a course, he/ she may be re-examined in this course, during the next semester, or the repetitive, September's examination session, in accordance with the Postgraduate Studies' Regulation of the University of Thessaly. In case of second failure, upon the review, the matter is referred to the CC, which shall propose to the GASC the attendance of the same, or of another course, or the definite erasure of the student from the PSP.

## **7. Postgraduate Diploma Project**

1. The postgraduate diploma project, to which particular gravity is attributed, is strictly personal, and it is elaborated under the supervision of one, or two PSP instructors. The subject of the

postgraduate diploma project shall be relevant with the field that is covered by the direction of studies selected by the student, and shall prove that its author has advanced theoretical knowledge and practical dexterities, critical thought, analytic, synthetic and research skills.

2. For every diploma project, a three-member examination committee is appointed, consisting of IRP members, or other instructors (there should be at least two IRP members). One of the committee's members is the diploma project's supervisor. The three-member committee is appointed by the General Assembly of Special Composition (GASC), upon a proposal of the CC. The members of the Committee should have the same, or a scientific specialty relevant with the scientific subject of the Program.

3. The postgraduate diploma project is submitted, provided that the student has been successfully examined in all the courses of the first and the second semester.

4. After the completion of the elaboration of the Postgraduate Diploma Project, and upon the consent of the supervisor, the candidate delivers a copy of the project to the members of the Committee. After the Committee judges that the project is ready, they state it in public, upon a relevant announcement of the Program's Secretariat. The final evaluation and judgment, on the Postgraduate Diploma Project, is pronounced by the above Committee. The approval of the Project requires the consent of the two thirds (2/3) of the Committee's members. The Postgraduate Diploma Project is graded in a scale from zero (0) to ten (10), with five (5) being the minimum grade of success. In case of rejection of the Postgraduate Diploma Project, the CC defines a new evaluation date, at least three (3) months after the first judgment. In case of second rejection, the candidate is erased from the PSP.

5. The approved Postgraduate Diploma Project, after the eventual corrections suggested by the Committee, is deposited:

- at the library of the University of Thessaly, in two copies, i.e. one (1) bookbinded printout and one (1) copy in an electronic form (pdf),
- at the PSP library of the DAE

Additionally, a summary of the Postgraduate Diploma Project, both in Greek and in English, is also deposited, in order to be incorporated in the electronic database of the DAE projects, as well as in the electronic database of all the PSPs of the University of Thessaly.

## **C. ARTICLES REFERRING TO THE AWARD OF A DOCTORATE DIPLOMA**

### **Article 8. Doctorate Diploma**

#### **1. Introduction**

The Department of Architectural Engineers (DAE) of the University of Thessaly allows for the elaboration of doctorate theses, on scientific subjects that are covered by the Department's Program of Studies, as well as on subjects from relevant scientific fields.

#### **2. Duration**

The minimum duration of studies for the award of the Doctorate Diploma is three (3) full calendar years, starting from the date of appointment of the Three-member Advisory Committee, for those who are holders of a PSD, and (4) four full calendar years, for those who are admitted on the basis of article 9, paragraph 1b of Law 3685/08. The maximum duration of studies is set to be six (6) years from the date of appointment of the Three-member Advisory Committee, for those who are holders of a PSD, and eight (8) full calendar years for those who are admitted on the basis of article 9, paragraph 1b of Law 3685/08. The maximum duration of studies is set to be eight (8) years from the date of appointment of the Three-member Advisory Committee.

#### **3. Doctorate Diploma award requirements**

The award of a Doctorate Diploma requires the previous award of a Postgraduate Specialisation Diploma (PSD), or of an acknowledged title, awarded by an equivalent foreign Higher Education Institute. Moreover, and according to article 9, paragraph 1b of Law 3685/08, in exceptional cases, and upon a justified decision of the GASC, a non holder of a PSD may also be admitted as a candidate doctor. Acceptable are also candidates who already hold a doctorate diploma in another scientific subject, even if they do not hold a Postgraduate Specialisation Diploma, or any other corresponding postgraduate title.

The minimum time limit for the award of a Doctorate Diploma, for the candidate doctors who do not hold a PSD, is four (4) full calendar years, from the date of appointment of the Three-member Advisory Committee. In this case, such candidate doctors are obliged to complete an organized program of additional studies, defined by the GASC, within the context of the PSP.

#### **4. Candidate doctors' selection procedure**

Applications of registration, for the award of a Doctorate Diploma, are submitted at the Department's Secretariat, during the time periods decided by the DAE's PSP. The GASC examines whether

the candidate meets the requirements for the elaboration of a Doctorate Thesis, based on the criteria of paragraph 5.

The GASC decides, based on:

- a) The sufficiency of the thesis elaboration proposal.
- b) The candidate's complete academic and research profile.

## **5. Doctorate Thesis elaboration criteria**

The details and supporting documents that the application must comprise are:

1. A printout of the application (supplied by the Department's Secretariat).
2. A copy of the degree/ diploma (certified).
3. Copies of acknowledged postgraduate titles of study, or of a title awarded by an equivalent, foreign Higher Education Institute, accompanied by the equivalence acknowledgement of the NARIC, or of a doctorate diploma in another scientific subject (certified).
4. A certificate attesting to the knowledge of at least one foreign language, or an academic title of studies from a corresponding country. Necessary is also considered to be the sufficient knowledge of at least one foreign language, out of the languages in which there is acknowledged bibliography, with reference to the scientific field, in which the thesis will be elaborated.
5. Two letters of recommendation.
6. A detailed curriculum vitae.
7. Scientific publications, announcements in conferences and research projects, if any.
8. Complementarily, any other element of a scientific character, which may contribute to the evaluation of the candidate's scientific sufficiency and to his/ her capability to approach a scientific matter and to complete a doctorate thesis of high specifications.
9. A thesis elaboration proposal. The proposal is submitted in Greek (in case of foreigners, the proposal may be submitted in English). The proposal must consist of 10-15 pages and it shall include:
  - (a) the temporary title of the thesis,
  - (b) an analysis of the subject, of its problems and of the research assumptions (including the establishment of its compliance with the scientific field, as indicated in article 1),
  - (c) the approach method, and
  - (d) a brief revue of the related, recent, Greek and foreign bibliography.

Elements (1), (6) and (9) must also be submitted in an electronic form.

## **Possibility to re-enroll**

Every candidate may enrol twice, for the elaboration of a doctorate thesis, maximum. A second enrolment is allowed, provided that an already enrolled student has suspended the attendance of the program, upon an application of his/ her. The new enrolment may concern the same with the initial, or another subject. In any case, the procedure described in article 20 of this regulation shall also be fully observed for the second enrolment as well. It is explicitly prohibited to enrol more than twice for the elaboration of a doctorate thesis.

## **Article 9. Program**

### **1. Doctorate Diploma award procedure**

During the duration of his/ her studies, the candidate doctor shall attend and shall be successfully examined in the courses of the postgraduate program of studies, of the same, or of other Postgraduate Studies' Programs, or of courses specifically organised for the doctorate program of studies, provided that the Three-member Committee requires it. Additionally, candidate doctors must actively attend the seminars, which will be defined by the Three-member Committee, and they must elaborate original publications in scientific magazines of acknowledged prestige, or present projects, related to their subjects, during conferences, seminars or one-day meetings.

2. For every candidate who begins the elaboration of his/ her Doctorate Thesis, the GASC appoints a Three-member Advisory Committee, which is responsible for the candidate's guidance and supervision. The Three-member Advisory Committee consists of the supervisor, who is an IRP member of the DAE, a Professor, or an Assistant Professor, and of another two members, who (depending on their availability and their research experience) may be IRP members of the DAE, or of other Departments of the same, or other Higher Education Institutes, native or foreign, retired, Higher Education Institute professors, or A', B' and C' degree researchers of acknowledged Research Centres, native or foreign, who are holders of a Doctorate Diploma, or have a scientific specialty relevant with the specialty in which the candidate Doctor will elaborate his/ her thesis. Each IRP member may supervise up to five (5) candidate doctors.

The Three-member Advisory Committee determines the subject of the Doctorate Thesis, in collaboration with the candidate doctor. The candidate doctor submits a research proposal for his/ her Doctorate Thesis, to the approval in the Three-member Committee.

Upon the decision of acceptance of the candidate's application, the candidate must submit to the PSP's Secretariat, in an electronic form, (a) a brief curriculum vitae (up to 100 words) (b) a brief presentation of the thesis under elaboration, which

shall include the title, a description of the subject (objectives, project assumptions), and the methodology (up to 500 words). The above information will be posted on the DAE's webpage and may be renewed every semester, to the extent that it is modified.

In collaboration with the candidate doctor, the Three-member Advisory Committee submits a progress report to the Department's GASC, at the end of every academic year. The report must refer to the subject and to its potential readjustments, to the methodology, to the basic, temporary findings and conclusions, to the description and to the documentation of the project's course, during the year, and, finally, to the timeschedule of completion of the thesis elaboration. The lack of an annual progress report, submitted by the candidate, within the foreseen time limits, entails his/ her erasure from the Department.

After having taken into account the annual progress report, the GASC decides on the continuation, or on the interruption of the elaboration of each thesis.

#### **Change of subject**

The change of the subject of the doctorate thesis is possible, provided that there are serious reasons to do so. The change is approved by the GASC, after a relevant application of the candidate, addressed to the GASC, and upon the wording of the thesis supervisor's opinion.

#### **Replacement of the three-member committee's members**

The replacement of the members of the advisory committee, during the elaboration of the thesis, is permitted, provided that there are serious reasons to do so, upon a decision of the GASC.

The DEA's IRP members who withdraw, due to retirement reasons, maintain their quality, as members of the candidate doctor's advisory committee, as well as their quality, as supervising professors, if they had such qualities before their retirement.

A DEA's IRP member, who used to be a supervisor and now occupies a post in another department, or in another Higher Education Institute, remains solely a simple member of the advisory committee, while the GASC appoints another supervisor.

## **2. Doctorate Thesis elaboration**

During the elaboration of the Doctorate Thesis, the candidate doctor deals with the evaluation and the investigation of his/ her sources, or with the collection of research data, the processing and the analysis of the data.



For the final evaluation and judgment, on the candidate doctor's Doctorate Thesis, after the completion of his/ her obligations, the GASC appoints a Seven-member Examination Committee, in which the members of the Three-member Advisory Committee also participate. At least four (4) members of the Seven-member Examination Committee must be IRP members, out of which at least two (2) must belong to the DAE. The rest of the Committee's members may be IRP members of native Universities, or of foreign, equivalent Institutes, retired, Higher Education Institute professors, or A', B' and C' degree researchers of acknowledged research centres, native or foreign, who are holders of a Doctorate Diploma. All the members of the Seven-member Examination Committee shall have the same, or a scientific specialty relevant with the specialty in which the candidate Doctor elaborated his/ her thesis. Two of the IRP members of the Seven-member Examination Committee must be Professors.

The candidate doctor deploys his/ her Doctorate Thesis, in public, before the Seven-member Examination Committee, which later on judges on the originality of the Doctorate Thesis and on its contribution to the science. The approval of the Doctorate Thesis requires the consent of at least five (5) members of the Seven-member Examination Committee. The candidate is proclaimed a doctor by the GASC. The language of elaboration of the Doctorate Thesis is determined upon a decision of the GASC.

The Doctorate Thesis is initially evaluated as successful, or rejectable. If it is considered successful, it is graded in a scale from five (5) to ten (10). In case of rejection of the Doctorate Thesis, the Seven-member Examination Committee sets a new evaluation date, at least three (3) months after the first judgment. In case of a second rejection, the candidate is erased from the PSP.

After the eventual corrections, suggested by the Seven-member Examination Committee, the approved Doctorate Thesis is deposited at the library of the University of Thessaly, in two copies, i.e. one (1) bookbinded printout and one (1) copy in an electronic form (pdf). Additionally, a summary of the Postgraduate Diploma Project, in Greek and in English, is also deposited, in order to be incorporated in the electronic database of the DAE projects, as well as in the electronic database of all the PSPs of the University of Thessaly.

#### **D. COMMON PROVISIONS GOVERNING THE POSTGRADUATE AND THE DOCTORATE COURSE OF STUDIES**

## **Article 10**

### **1. Attendance of courses**

The attendance of the courses is compulsory. The maximum of permitted absences for each course is 30%.

The statement of attendance courses is compulsory for every semester. Any violation of the enrolment deadline entails the deprivation of the candidate from the right to attend the current semester. In such case, the continuation of the candidate's studies requires a decision of the GASC, upon a proposal of the CC.

### **2. Suspension of the attendance**

Every postgraduate student, or candidate doctor, has the right to request the permit to suspend the attendance of the courses, or the elaboration of his/ her Doctorate Thesis. The duration of the suspension cannot exceed one (1) year, while the suspension is granted only in exceptional cases.

### **3. Material/ Technical Infrastructure**

The infrastructure that will be used, for the operation of the postgraduate program, will be the instruction halls, the laboratories, the equipment and the administrative structure of the Department of Architects, the remaining infrastructure of the University of Thessaly, as well as new equipment and building structures, if necessary.

### **4. Completion of studies**

Based on the Postgraduate Studies' Regulation (L. 3685/16-7-08, Government Gazette 148, ISSUE A'), any postgraduate student will be considered as a holder of a Postgraduate Specialisation Diploma from the moment he/ she has fully completed his/ her obligations. Doctors are pronounced by the GASC.

The postgraduate students and doctors take their oaths during a ceremony performed by the Dean of each Faculty, in the presence of the Rectoral Authorities, the Directors of the Programs and the President of the DAE.

### **5. Attestations**

The form of the Postgraduate and Doctorate Diploma, as well as the ritual of the oath-taking ceremony, will be determined upon the decisions of the Council of Rectors. As regards the form of the Diploma's Annex, the decision made by the Council of Rectors, during its meeting number 224/17-10-2008, and the provisions of the Ministerial Decision F5/89656/B3/13-8-2007, shall apply.

## **6. Secretariat services, technological and financial support**

The PSP secretariat services, as well as any technological and financial support, in terms of offices and personnel, will be provided for by the GASC, either by the existing permanent personnel of the DEA, or via personnel engagement procedures that will burden the budget of the Program.

## **Article 7. Finances. Management of revenues and expenses**

1. The operation costs involve the coverage of the program's functional needs, the secretariat services, the fees of external instructors, the coverage of transportation expenses for the operation of intensive design laboratories, etc. They shall in no case involve the payment of additional fees to the Department's IRP members.

2. The annual operation cost of the PSP is estimated to be amounting to 45,000 Euros and it is analyzed as follows:

A.

1. external colleagues, instructors	13,000
2. transportation expenses for lectures, labs	8,000
3. Consumables	2,000
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Total A	23,000

B.

1. Secretariat services	15,000
2. Printouts, editions	7,000
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Total B	22,000

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<b>Grand total</b>	<b>45,000</b>

3. Sources of cost coverage:

Given the fact that the "Architectural Design" PSP is the first PSP for the Department of Architectural Engineers, of the University of Thessaly, the annual PSP cost is expected to be covered as follows:

- The amount of 23,000 Euros (Total A) will be covered by the state subsidy.
- The amount of 22,000 Euros will be covered by other sources (Engineers and Public Constructors' Pension Fund (EPCPF) financing, sponsorship, provisions, endowments, subsidies of state agencies, resources from research programs).

## **Article 8. Finances. Management of revenues and expenses**

The management of the PSPs revenues is performed by the Special Research Fund Account (SRFA), and the revenues are allocated as follows: A) 65% goes to the coverage of functional expenses of the

Program and to the compensation fees of the instruction, technical and administrative personnel, for work that exceeds their legal obligations, to the granting of scholarships to postgraduate students, and to other needs, upon a proposal of the GASC. B) 25% goes to the coverage of PSP-related functional expenses of the University of Thessaly, and C) 10% goes to reservations in favour of the SRFA.

25% of the above revenues is allocated to central actions of the University of Thessaly, and to the coverage of the PSPs' functional needs, proportionally to their contribution, upon a decision of the Council of Rectors, after an introduction of the GASC, or the SACs. The above allocation does not apply in case of sponsorships, or donations for a particular purpose, or in case of state subsidies, which are allocated, according to the relevant applying provisions.

The Director of the PSP is responsible for the drawing up of the Program's budget and report, which are checked out by the PSP's Finances Committee, and submitted to the approval of the GASC, once per year. The Director of the PSP is responsible for the monitoring, the implementation of the budget, and for the issuing of instructions for the payment of the related expenses.

## 2. Expenses

The PSP recourses are disposed for:

1. The engagement of instruction and administrative personnel.
2. The depreciation of all sorts of equipment and furniture, printouts and stationary, direct consumables, transportations, telecommunications, and different expenses related to the instruction, the PSP's administrative support and the PSP's promotion and advertising.
3. The transportations and compensations of invited professors and researchers.
4. The transportation of the personnel, or the students, within the context of conferences, and PSP-related research, or administrative duties.
5. The scholarships of PSP students.
6. The fees for the development, or the modification of the PSP, as well for the preparation of digital material, for distance courses.
7. Other expenses that are related to the operation of the PSP and materialized upon a decision of the GASC.

## **Granting of scholarships to PSD students**

1. Annual scholarships are granted to the PSD students, depending on the available resources. The financing may originate from PSP resources, other resources of the Department of Architectural Engineers, or from resources of the University Thessaly, and mostly of the Research Committee.

2. The number and the amounts of the annually granted scholarships are determined by the GASC, based on the available resources.

### **Health care**

The PSD students, as well as the candidate doctors, who do not have a health care coverage, are entitled to the same health and hospital care provisions that apply for undergraduate students.

## **Article 9. Quality assurance**

### **1. Intellectual rights' and ethics-related issues**

The intellectual rights of the Postgraduate Diploma Projects and Doctorate Theses are determined upon the relevant decisions of the Ethics Committee, of the University of Thessaly.

The intellectual rights of the accepted theses belong equally to both the doctor and the Department. Within this context, the doctor is considered to have given his/ her consent for the publication of his/ her thesis, in a printout, or in an electronic form, by the Department, unless he/ she has filed an explicit relevant refusal to the Department's Secretariat, before he/ she is pronounced a candidate doctor.

All sorts of literary piracy, with reference to the courses' projects, the publications, or the elaboration of the Postgraduate Diploma Project and the Doctorate Theses, the invention of research data, and generally all types of antiscientific behaviour are prohibited. The Ethics Committee is responsible for the relevant information of the PSP students, and for the imposition of penalties, if necessary. Detailed instructions on this matter shall be issued by the University's Ethics Committee.

### **2. Program Evaluation**

The DAE's PSP is subject to the evaluation provisions of Law 3685/08 (article 1, paragraph 2), and draws up an evaluation report every three years, according to the provisions of Law 3374/05.

### **3. PSP webpage**

The DAE's "Architectural Design" PSP has a webpage, both in Greek and in English, and in any other language the Department may consider necessary. The PSP's official webpage is constantly updated, contains all the Program's information and announcements and constitutes the official, students' information space.

## **Article 10. General provisions**

The PSP's duration is determined, based on Law 3685/08. The PSP will start its operation in the academic year 2009-2010 and it is initially planned to operate for a period of 8 years.

Any PSP's modifications are performed, based on the current provisions. Any decisions, related to the review of the Program, are made by the GASC. The Director of the Program, in collaboration with the Program of Studies' Committee, is responsible for the proposal of the reviewed program to the GASC. All the PSP-related matters (establishment, operation, modification, revision, etc), are initially evaluated by the Postgraduate Studies' Committee of the University of Thessaly, and then they are submitted to the Senate of Special Composition.

Any new matters that may arise and that have not been foreseen, during the implementation of this Regulation, shall be settled by the GASC and the Postgraduate Studies' Committee of the University of Thessaly, according to the applying legislation.

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